

Executive Director's Annual Performance Report

August 13, 2013

- # A Executive Director's Summary**
- # B Policies Implemented**
- # C Techniques and Methods Employed to Assist Service Providers**
- # D Project Development**
- # E Fiscal Management**

Executive Director's Annual Performance Report

August 13, 2013

A Executive Director's Summary

1 Executive Director's Summary Report

2 Southern Nevada Workforce Investment Area –
2-Year Strategic Plan Matrix 2013-2015

**Executive Director's
Annual Performance Report**

August 13, 2013

A Executive Director's Summary

1 Executive Director's Summary Report

August 13, 2013

Southern Nevada Workforce Investment Area
Local Elected Officials Consortium
7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128

Re: Executive Director's Annual Performance Report

Dear Consortium Members:

Please find enclosed my annual report which details the state of Southern Nevada Workforce Investment Area service delivery. The report outlines the agency's (Workforce Connections) policies that were established, revised or implemented over the past year. Specifically, the report highlights the effectiveness of fiscal and programmatic oversight as well as opportunities to improve the overall quality of the agency's workforce development service delivery system.

Most important, this report identifies the significant changes in clear, transparent details as to how the agency conducts business. From taking the initiative to right-size the agency's staffing resources to launching the area's much needed One-Stop Career Center, every effort and considerable energy have been focused on better service to the residents on Southern Nevada. This report also highlights the much improved quality assurance components which led to better audits and compliance assurance.

Though sometimes challenging, my service as your executive director has been most rewarding. My passion to reshape Southern Nevada Workforce Development System to better serve those most in need of assistance continues to burn. As such, with your support, I plan to take on additional challenges in an effort to take Workforce Connections to the next level of enhanced service delivery. So, please review my annual report and let me know if you would like me to make changes or adjustments in any direction. Your continued service and support are most appreciated.

Best Regards



Ardell Galbreth
Executive Director

Enclosure: Executive Director's Annual Performance Report

Executive Director's Annual Performance Report

August 13, 2013

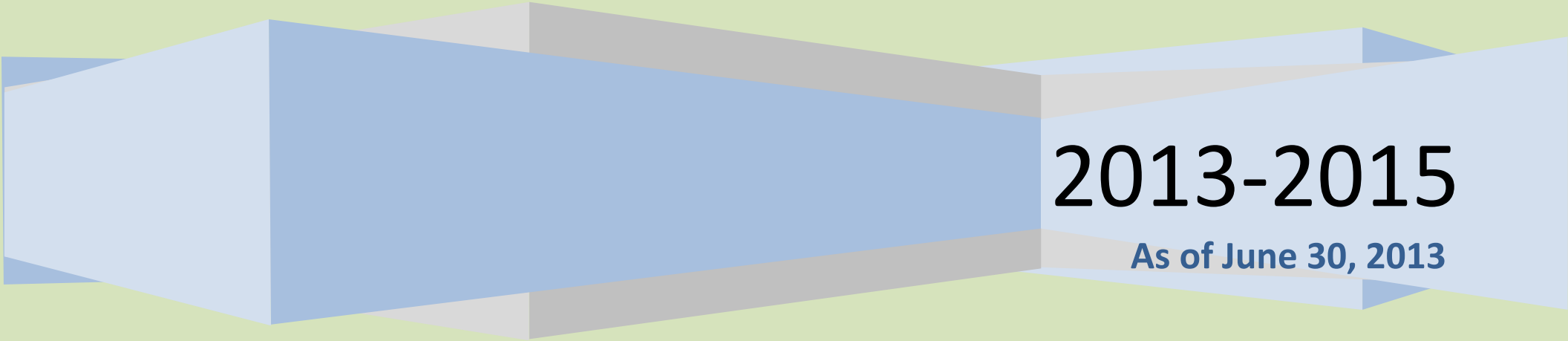
A Executive Director's Summary

**# 2 Southern Nevada Workforce Investment Area –
2-Year Strategic Plan Matrix 2013-2015**

*workforce*CONNECTIONS

Southern Nevada Workforce Investment Area

2-Year Strategic Plan Matrix



2013-2015

As of June 30, 2013

Workforce Connections
Southern Nevada Workforce Investment Area Strategic Plan Matrix
Mission, Goals, Objectives and Strategies
2 – Year Strategic Plan (April 30, 2013 – June 30, 2015)

***MISSION: to establish dynamic partnerships with employers and the community
to connect employment opportunities, education and job training.***

Goal 1				
Implement Effective Management and Oversight				
Objective	Strategy/Action	Timeline	Measurement	Assignment—Status
1.1. Maximize return on investment and manage funds responsibly with the highest standards.	1. Hire well qualified staff talent and encourage ongoing management and oversight training.	Present programmatic and fiscal updates during every committee/council and board meeting.	Clear, concise programmatic and fiscal reports documenting quantitative and qualitative results.	Budget Committee— Due Monthly
	2. Lend strong technical assistance support to awarded programs along with comprehensive fiscal oversight and accountability for productive outcomes.	Ongoing	Unqualified fiscal auditing financial statements and less than ten noted monitoring findings identified by the State of Nevada and/or U.S. Department of Labor.	Budget Committee— Due Monthly
1.2. Correct all noted auditing and monitoring findings.	1. Develop and document sound corrective action measures with permanent fixes to prevent non-compliance recurrence.	Corrective action with responses due per published auditing and monitoring reports and associated directives.	Corrective action validated along with findings closure notice from auditing/ monitoring agency.	Budget Committee— status update due monthly
	2. Provide technical assistance to staff and/or funded partners/service providers and ongoing training initiatives associated with awarded programs and funding.	Within 3 months of program/funding award.	Published training and technical assistance reports.	Budget Committee— completed July 2013 & ongoing

Goal 2 Champion Youth Education, Training and Employment				
Objective	Strategy/Action	Timeline	Measurement	Assignment—Status
2.1. Increase youth high school graduation rates.	1. Partner with educators, employers and community leaders to identify and leverage resources offering holistic, wraparound youth services.	Ongoing and throughout program year.	Receipt of formal presentations and inputs from partners during public committees/councils and board meetings.	Youth Council—In place
	2. Target hardest to service youth identified by the Southern Nevada Regional Planning Commission.	Each Program Year	Published Request for Proposals and award and execute contracts to qualified/certified partners and service providers.	Youth Council—Due Monthly, RFP for Out-of-School Youth released July 2013.
2.2. Engage and connect youth with career path and employment training opportunities relevant to the identified industry sectors.	1. Design and fund workforce development programs to prepare youth for successful entry into employment and lifelong learning opportunities.	Each Program Year	Published Request for Proposals and award and execute contracts to qualified/certified partners and service providers.	Youth Council—In Place, RFP for Out-of-School Youth released July 2013.
	2. Promote youth career preparedness and exposure with supported internships and real-world, hands-on training and employment experience through local employers.	Ongoing	798 Youth Served (Occupational Skills Training, OJTs, Work Experience) as of June 2013	Youth Council—Due Monthly
	3. Secure local public-private partners with focus on youth education and training opportunities leading to promising careers.	Throughout Program Year	Executed MOUs	Youth Council—Ongoing— 2 MOUs executed as of July 2013
2.3. Expose youth to STEM skills, training and career pathways.	1. Partner with educators, employers and community leaders to expose youth to the necessary skills of the future workforce.	Ongoing and throughout program year.	Expand the existing STEM youth programs with additional curriculum that is both engaging and local industry-relevant.	Youth Council—In Place

Goal 3

Establish a One-Stop Delivery System and a Comprehensive One-Stop Career Center

Objective	Strategy/Action	Timeline	Measurement	Assignment—Status
3.1. Solicit partnership agreements from both mandatory and non-required partners to participate in Southern Nevada Workforce Investment Area One-Stop Delivery System.	1. Establish agreements with required and potential One-Stop System partners.	Ongoing and throughout program year.	Executed MOUs.	Adult/Dislocated Worker Committee—Ongoing with 31 partner executed MOUs as of July 2013
	2. Review and discuss Local Workforce Investment One-Stop System requirements and setup training schedules for system partners.	August 2012 and at least quarterly.	Published meetings minutes and training schedules.	Adult/Dislocated Worker Committee—Due Quarterly
	3. Secure/procure One-Stop System professional expert as a consultant to assist in laying/establishing the framework for Southern Nevada Workforce Investment Area One-Stop Delivery System.	August 2012	Executed contracts.	Adult/Dislocated Worker Committee—Completed
	4. Arrange for One-Stop System training for all system partners, conducted by a professional WIA subject matter expert.	August 2012 and ongoing	Published training outline or syllabus along with training attendance records.	Adult/Dislocated Worker Committee—Completed and Ongoing
	5. Conduct ongoing One- Stop System partnership meetings for the purpose of updating system partners and revealing new/revised system changes or upcoming modifications.	Quarterly	Published meetings minutes and training schedules.	Adult/Dislocated Worker Committee—Due Quarterly
3.2. Establish a One-Stop Consortium to serve as One-Stop Center Operator for Workforce Connections' One-Stop Career Center	1. Solicit at least three required One-Stop Center partners to participate in a One-Stop Center Consortium with responsibility to operate a Comprehensive One-Stop Center.	October 2012	Required Southern Nevada Workforce Investment Board and Local Elected Officials certification and approval.	Workforce Connections Board of Directors Completed—Approved October 23, 2012

3.2. Establish a One-Stop Consortium to serve as One-Stop Center Operator for Workforce Connections' One-Stop Career Center (continued)	2. Execute MOUs among One-Stop Center Consortium partners, i.e., outlining each partner's role.	October 2012	Executed MOUs with at least three required partners.	Adult/Dislocated Worker Completed—October 2012
	3. Identify and assign One- Stop Center consortium staff.	February 2013	Receipt of named individuals to be staffed in One-Stop Career Center and corresponding business cards printed.	Adult/Dislocated Worker Committee—Completed
	4. Conduct ongoing meetings and training opportunities for consortium partners.	Ongoing	Published meeting/training outline or syllabus along with attendance records.	Adult/Dislocated Worker Committee—Completed and ongoing.
	5. Secure One-Stop Center facility along with associated equipment and supplies.	May 2013	Executed facility lease agreement along with improvements (build-out) and construction contracts, and Purchase Orders (POs) for necessary furniture and equipment.	Adult/Dislocated Worker Committee—Tenant improvements completed, final move pending
	6. Conduct at least five One- Stop Center service delivery mocked work flows in facility prior to grand opening.	May 2013	Staff written reported progress.	Adult/Dislocated Worker Committee—Completed
	7. Send formal invites to distinguished guests to attend grand opening.	May 2013 (Rev.)	Documented guests' list with verified invite mailings and RSVPs.	Workforce Connections administrative staff—Completed
	8. Planned grand opening event agenda.	May 2013 (Rev.)	Grand opening event presentation to Workforce Connections Board of Directors.	Workforce Connections Board of Directors—Completed

Goal 4 Attract, Grow and Retain Businesses				
Objective	Strategy	Timeline	Measurement	Assignment/Status
4.1 Create a workforce system that champions business, education and economic development.	Establish strong business partners/local employers that look to Workforce Connections' One-Stop System and Career Center(s) as their first choice for employment and training services	July 2013	At least five businesses/employers testimonials (oral or written) presented during each Board meeting.	Executive Committee—Completed
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	Grow a better, educated workforce by partnering with businesses and training partners (colleges, universities, and apprenticeship trades) to coordinate and develop training activities according to specific requirements identified by businesses.	Ongoing— as driven by businesses demands.	Pending	Executive Committee— Pending Board Approval
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> • Agriculture • Aerospace & Defense • Business IT Ecosystems • Clean Energy • Health & Medical Services • Logistics & Operations • Mining • Materials & Manufacturing • Tourism, Gaming & Entertainment. 	Team up with the Governor's Office of Economic Development and target WIA resources in support of industry sectors training needs. <ul style="list-style-type: none"> • Establish a local employer advisory panel (LEAP) for the purpose of gathering and delivering real time workforce intelligence for the one stop career center. • Continue to support DETR's sector councils • Allocate resources to support sector initiatives 	March 2013	<ul style="list-style-type: none"> • State economic development staff invited to Workforce Connections partnership forums • Local Employer Advisory Panel (LEAP) stood up and activated • WC staff and board members on DETR sector councils • Funded partners contracts include resource requirement support to industry sectors 	Executive Committee—Completed- LEAP's first meeting scheduled for August 21

Executive Director's Annual Performance Report

August 13, 2013

B Policies Implemented

- # 1 Organization Structure Changes
- # 2 New and Revised Policies in the area of Financial Oversight and Programmatic Service Delivery
- # 3 New Employee Handbook
- # 4 ***DRAFT*** New One-Stop Career Center Manual of Operations
- # 5 Employee Job Descriptions to Match Staff Assignments and Responsibilities
- # 6 Standardized Staff Evaluations/Appraisals
- # 7 Succession Plan for Agency's Continuity
- # 8 Secured Staff and Service Provider's Training Funds from the U.S. Department of Labor and Texas Workforce Commission
- # 9 Comprehensive Programmatic Compliance with Detailed Oversight – ***DRAFT*** Improved Monitoring and Audit Reports

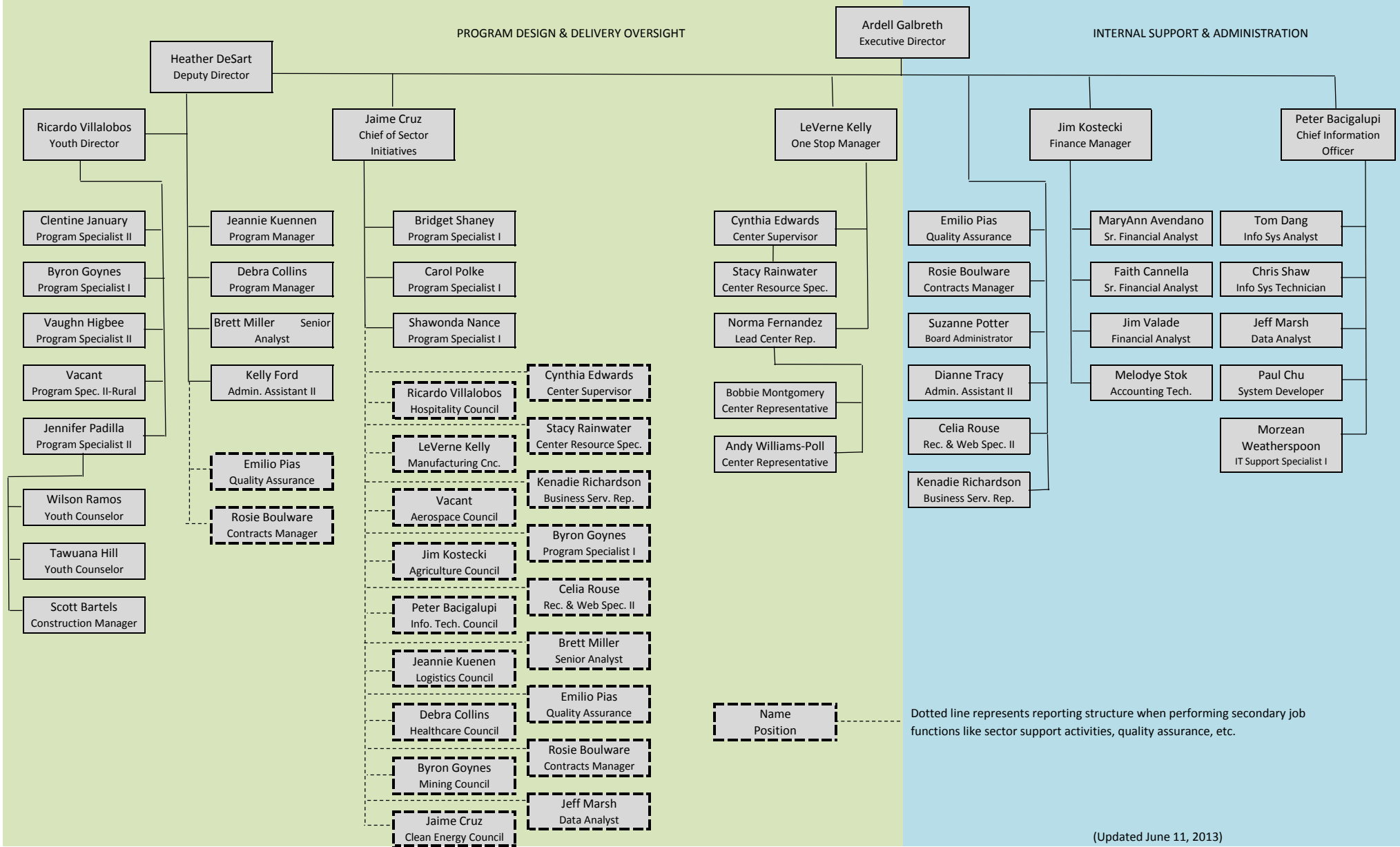
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B Policies Implemented

1 Organization Structure Changes

WORKFORCE CONNECTIONS ORGANIZATIONAL CHART



(Updated June 11, 2013)

Executive Director's Annual Performance Report

August 13, 2013

B Policies Implemented

- # 2 New and Revised Policies in the area of Financial Oversight and Programmatic Service Delivery

FILE NAME

CATEGORY

PROGRAM

VIEW	FILE NAME	PROGRAM
CLICK	Employee Handbook-October 2012	WIA
CLICK	GLOSSARY	WIA
CLICK	Two-Year Plan	WIA
CLICK	2.01 Cost Classification & Allocation	WIA
CLICK	2.02 Procurement	WIA
CLICK	2.03 Contract/Proposal Modification	WIA
CLICK	2.04 Financial & Fiscal Reporting	WIA
CLICK	2.05 Property Management	WIA
CLICK	2.06 Adult Dislocated Worker Service and Youth Ser	WIA
CLICK	2.07 Attachments	WIA
CLICK	2.08 Cash Management (Service Providers)	WIA
CLICK	2.09 Contractor Budget Modifications	WIA
CLICK	2.10 One-Stop Center Partners Debt Collection	WIA
CLICK	2.11 Program Income	WIA
CLICK	2.12 Audit Resolution/Debt Collection	WIA
CLICK	2.13 Allowable Costs	WIA
CLICK	2.14 Sub-recipient Program Funds Carry Forward Pro	WIA
CLICK	3.0 Eligibility for WIA Title I Services	WIA
CLICK	3.01 Allowable WIA Activities/Services	WIA
CLICK	3.02 Assessment/IEP/ISS	WIA
CLICK	3.03 Demand Occupations	WIA
CLICK	3.04 Support Services	WIA
CLICK	3.04A Participant Support Service Log	WIA
CLICK	3.05 Equal Opportunity and Grievance Process	WIA
CLICK	3.06 Eligible Training Providers	WIA
CLICK	3.07 Coordination of Funds and Services	WIA
CLICK	3.08 On-the-Job Training and Customized Training	WIA
CLICK	3.09 Incident Reporting	WIA
CLICK	3.10 Client Record Documentation Requirements	WIA

CLICK	3.11 Work Experience/Internships	WIA
CLICK	3.12 Adult/Dislocated Worker Relocation Assistance	WIA
CLICK	3.13 Attachment	WIA
CLICK	3.13 Credential / Certificate	WIA
CLICK	5.01 Establishment and Evaluation of Performance	WIA
CLICK	5.02 Non-Compliance Sanctioning Process	WIA
CLICK	5.03 Grievances/Complaints	WIA
CLICK	5.04 Incentive/Recognition	WIA
CLICK	5.05 Compliance Assurance Reviews	WIA
CLICK	5.06 Record Retention	WIA
CLICK	5.07 Procurement Grievance Procedure	WIA
CLICK	5.08 Programmatic Reporting Requirements	WIA
CLICK	5.09 Contract Closeout	WIA
CLICK	5.10 Change of Service Provider	WIA

**Executive Director's
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B Policies Implemented

3 Established Employee Handbook

[http://www.nvworkforceconnections.org/pdfs/
employeeHandbook.pdf](http://www.nvworkforceconnections.org/pdfs/employeeHandbook.pdf)



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

EMPLOYEE HANDBOOK

October 2012

www.nvworkforceconnections.org

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B Policies Implemented

4 *DRAFT* New One-Stop Career Center Manual of Operations

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Missing
4.11

ATTACHMENTS

Organizational Chart.....	Attachment A
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B Policies Implemented

5 Employee Job Descriptions to Match Staff Assignments and Responsibilities

Workforce Connections - Position List July 1, 2013

Updated Job Descriptions

Accounting Technician
Administrative Assistant II
Board Administrator
Business Services Manager
Business Services Representative
Chief- Industry/Regional Sector Initiatives
Chief Information Officer
Computer Info Systems Technician
Contract Services Manager
Data Systems Analyst
Deputy Director
Finance Manager
Financial Analyst
Information Systems Analyst
IT Customer Support Specialist I
Lead One-Stop Career Center Representative
One-Stop Career Center Representative
One-Stop Resource Specialist
One-Stop System Manager
One-Stop System Supervisor
Program Manager - ADW
Program Specialist I (Various Depts)
Program Specialist II (Various Depts)
Program/Department Director - Youth Programs
Programs Senior Analyst
Quality Assurance Analyst
Records and Web Specialist II
Senior Financial Analyst
Software Developer
Workforce Development Program Counselor
Youthbuild/Americorps Construction Manager

**Executive Director's
Annual Performance Report**

August 13, 2013

B Policies Implemented

6 Standardized Staff Evaluations/Appraisals

**Workforce Connections
Strategic Plan**

VISION: ALL Southern Nevadans Gainfully Employed!

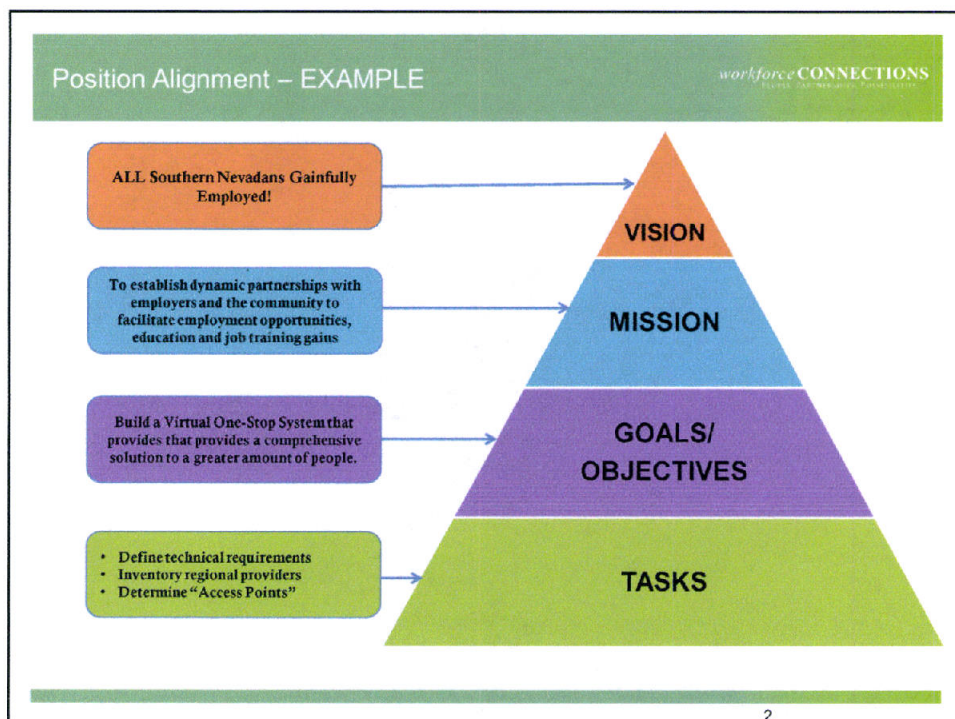
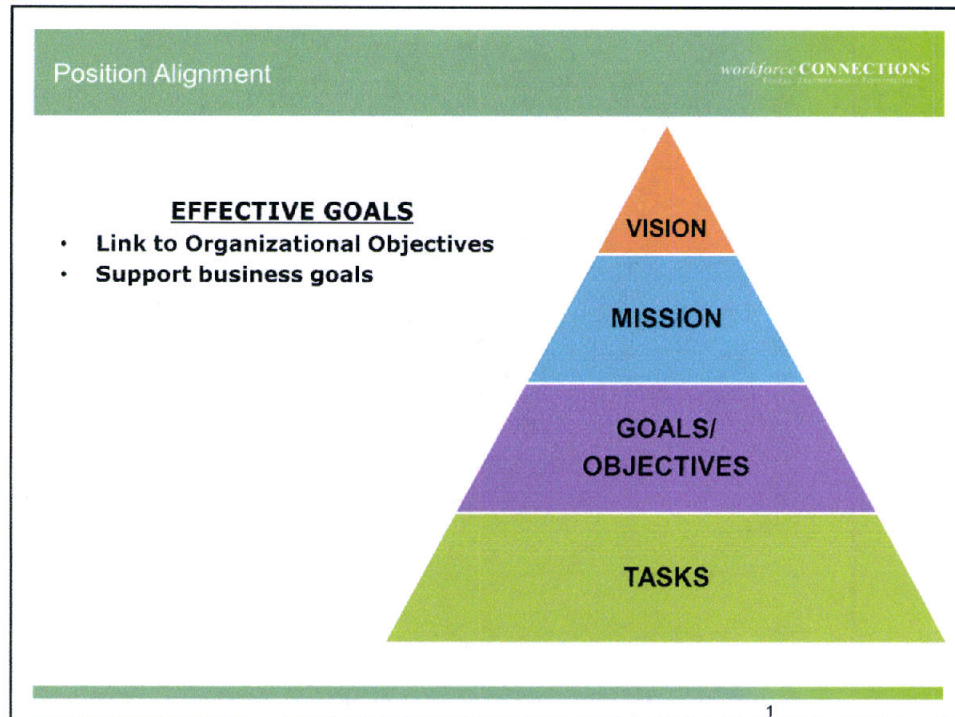
MISSION: To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training.

Goal 1: Implement Effective Management and Oversight

Goal 2: Champion Youth Education, Training and Employment

Goal 3: Establish a One-Stop Delivery System and a Comprehensive One-Stop Career Center

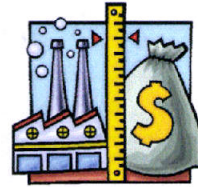
Goal 4: Attract, Grow and Retain Businesses



Defining Metrics

workforce CONNECTIONS
TECHNOLOGY • TRAINING • CONSULTING

- **Metrics are:**
 - Measurements of Productivity
 - Measurements of Performance
 - Quantified Results

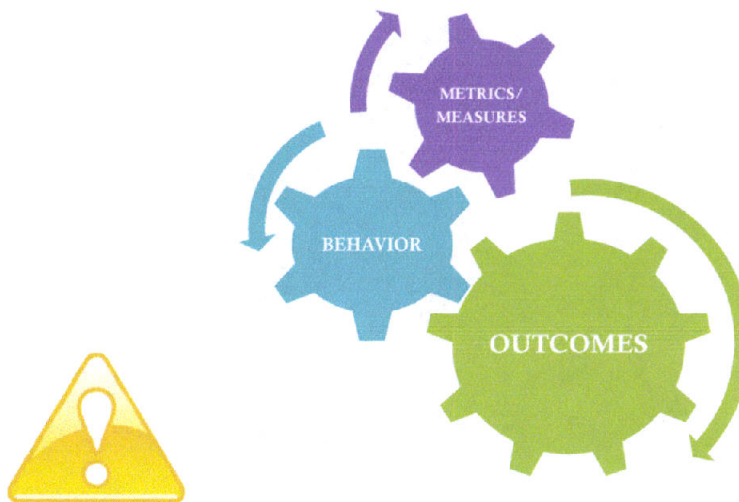


- **Metrics Ideally:**
 - Support decision making
 - Help the organization evaluate it's performance

Best Practice = Alignment with the Business

METRICS/MEASURES

workforce CONNECTIONS
TECHNOLOGY • TRAINING • CONSULTING



METRICS/MEASURES

workforce CONNECTIONS
Talent Development | Performance | Engagement

- **Metrics link behavior to outcomes**
 - Wrong Measures = Wrong Behavior
 - Wrong Behavior = Wrong Outcomes
- **Examples:**
 - Call Center
 - Recruitment
 - Other Examples?



5

workforce CONNECTIONS
Talent Development | Performance | Engagement

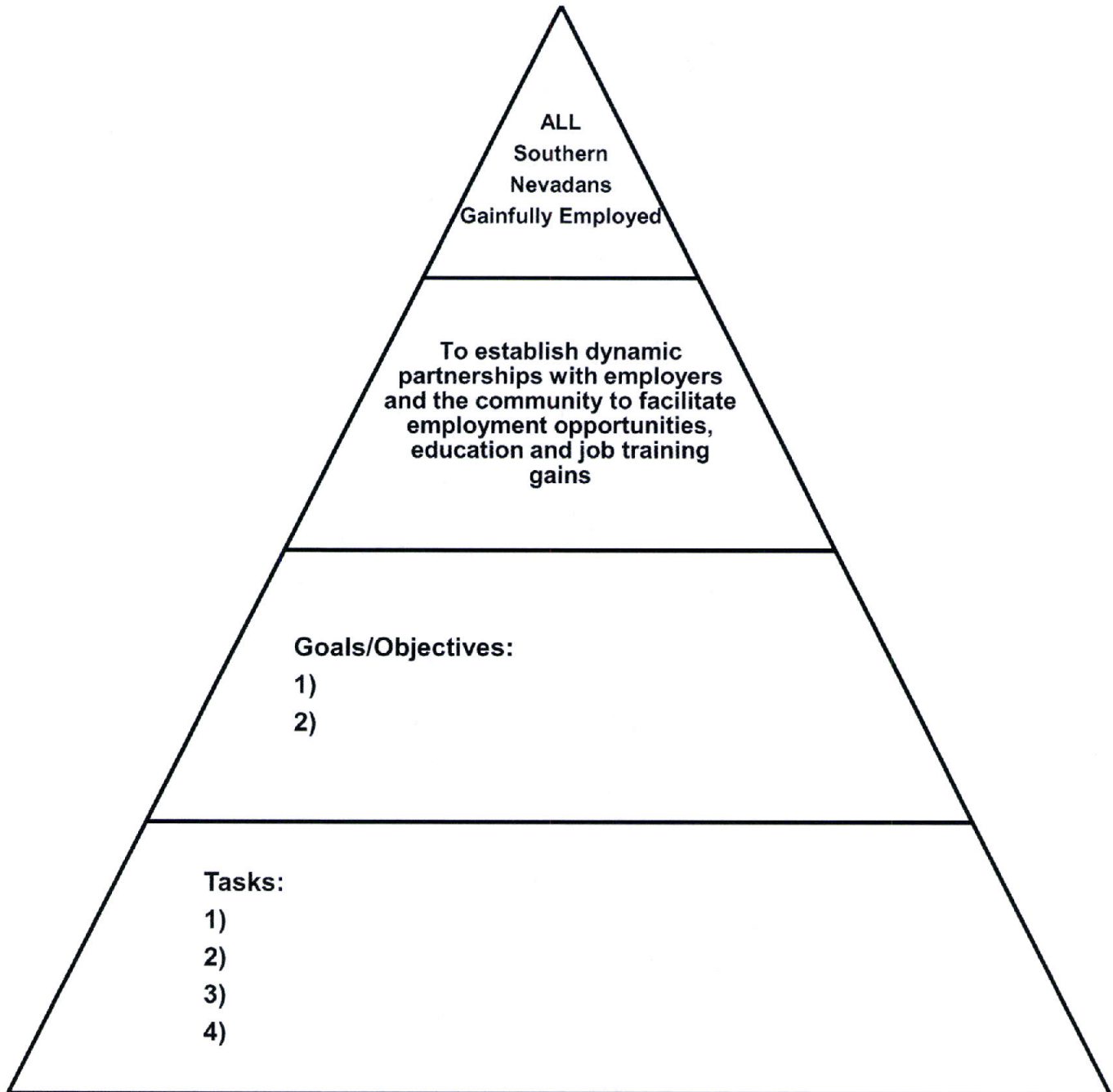
"What get's measured gets managed – and what gets managed gets done." --- Unknown

6

POSITION: _____

DEPARTMENT: _____

POSITION ALIGNMENT



PERSONAL DEVELOPMENT PLAN

Name: _____ Job Title: _____

Department/Division: _____ Time in Position: _____

Date: _____ Time w/ Coach: _____

IMPROVEMENT GOALS

This section sets forth an action plan for my personal development and itemizes steps I will take to address no more than four Areas for Improvement from my Performance Coaching Worksheet or from growth needs highlighted by the other developmental processes.

Goal 1

Goal 2

Goal 3

Goal 4

STRENGTHS

This section is an attempt to help me capitalize on my strengths and contains a goal based on one of my strengths as listed in my *Catalytic Coaching Worksheet* and/or other developmental feedback.

Goal 5

Employee: _____ Date Submitted: _____

Coach: _____ Date Approved: _____

COACHING INPUT WORKSHEET

Name: _____

Job Title: _____

Department: _____

Time in Position: _____

Date: _____

Time with Coach: _____

1. WHAT I'VE DONE FOR YOU LATELY

My Accomplishments – What I Set Out To Do and Did

- _____
- _____
- _____
- _____

My Disappointments – What I Set Out To Do and Didn't

- _____
- _____
- _____
- _____

2. WHAT I'VE DONE FOR ME LATELY

My Own Personal Growth

- NEW SKILLS (COMPENTENCIES I'VE ACQUIRED):

- IMPORTANT EXPERIENCES I'VE GAINED:

- RELATIONSHIPS I'VE BUILT THAT AID MY PRODUCTIVE CAPACITY:

3. WHAT I'D LIKE TO BE WHEN I GROW UP

My Career Aspirations

- WHAT WOULD I LIKE TO BE/DO IN THE NEXT YEAR OR TWO:

- WHAT I WOULD LIKE TO BE/DO IN THE NEXT FIVE YEARS:

- WHAT I ULTIMATELY ASPIRE TO BE/DO:

4. OTHER IMPORTANT THINGS I'D LIKE YOU TO KNOW AS MY COACH

My Situation/Professional Questions

- MY MOBILITY ISSUES/DESIRES/CONSTRAINTS:

- MY PAY OR BENEFITS ISSUES:

- MY OTHER QUESTIONS/CONCERNS/ISSUES:

Name: _____ Date Submitted: _____

Coach: _____ Date of Discussion: _____

CATALYTIC COACHING WORKSHEET

Name: _____

Job Title: _____

Department: _____

Time in Position: _____

Date: _____

Time with Coach: _____

STRENGTHS

- _____
- _____
- _____
- _____

AREAS FOR IMPROVEMENT

(Does Not Necessarily Imply a Deficiency)

Performance
Impacting

Potential
Enhancing

Job
Threatening

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DEVELOPMENT RECOMMENDATIONS

- _____
- _____
- _____
- _____

Coach: _____

Human Resources: _____

Reviewing Manager: _____

Employee: _____

DEFINITION OF TERMS

STRENGTHS

Characteristics or attributes regarded as noteworthy in a positive manner. Strengths should be clearly tailored and specific to each individual.

AREAS FOR IMPROVEMENT (AFI)

Characteristics or attributes regarded as places to concentrate improvement efforts to achieve optimum benefit to the individual and Company. AFIs do not necessarily imply deficiency. In keeping with our theme of continuous improvement, everyone has numerous areas in which to get better. Selecting 3 to 5 AFIs per individual per counseling period helps focus attention on areas the supervisor perceives to be of highest priority. Each AFI should be classified in one of the following ways, based on the *primary* message that management is trying to convey. If an AFI is considered to have two equally weighted messages, two boxes can be checked.

- Performance Impacting
This AFI describes performance that, if improved measurably, may result in an increased contribution in the *current* assignment. It does not necessarily imply deficiency. At minimum, however, it represents an opportunity to enhance an employee's personal impact or organizational productivity. Importance for improvement in this area may range from helpful to important.
- Potential Enhancing
This AFI describes performance that, if improved measurably, may result in increasing an employee's potential for advancement to higher levels within the corporation. Improvement in this area does not necessitate promotion so much as it enhances the likelihood of being competitive for one, should the opportunity exist.
- Job Threatening
This AFI, describes performance below an acceptable level. If an employee does not improve this aspect of his/her work significantly for a sustained period of time, it may result in his/her removal from the current job assignment through transfer, demotion or termination of employment. Importance for improving this area requires immediate attention.

DEVELOPMENT RECOMMENDATIONS

The supervisor and Human Resources is prepared to give help the employee improve in the areas noted above. This can include providing training or classroom instruction, mentoring or coaching, or exposure to different work experiences. It can also include regularly scheduled follow-up coaching, counseling and feedback sessions.

**Executive Director's
Annual Performance Report**

August 13, 2013

B Policies Implemented

7 Succession Plan for Agency's Continuity

**Workforce Connections
Line of Succession
February 25, 2013**

The purpose of Workforce Connections' Line of Succession order is to aide in ensuring the agency's continuity of employment and services oversight activities without disruption. As the agency's executive director, I have aligned the following positions and staff members' succession in the following order:

1. Deputy Director – Heather DeSart
2. Chief Information Officer – Peter Bacigalupi
3. Chief of Industry Sectors - Jaime Cruz
4. Financial Manager – Jim Kostecki
5. Business Services Manager – Janice Greer



Ardell Galbreth
Executive Director

Executive Director's Annual Performance Report

August 13, 2013

B Policies Implemented

- # 8 Secured Staff and Service Provider's Training Funds from the U.S. Department of Labor and Texas Workforce Commission

TEXAS WORKFORCE COMMISSION
INVITATION FOR BIDS R6-31
August 6, 2012

STATEMENT OF WORK/TECHNICAL ASSISTANCE SPECIFICATIONS

Company Background/History:

Lanter Consulting Group is a sole proprietorship, providing workforce development consulting services since 2000. Our consulting services include program design and enhancements, technical assistance and coaching, system assessments, as well as facilitation of organizational retreats, team building meetings, and strategic planning sessions for workforce development, government and non-profit organizations. Our firm is technically versed all aspects in the field of workforce development and has developed and delivered training curriculum in multiple topics including: Fiscal Administration, Grant Management, Reorganizing Workforce Development Boards, Maximizing Outcomes for Dislocated Worker Programs, Public Relations for Government Sector, WIA, One-Stop Operations, Customer Service, Developing On-the-Job Training Programs, Business Services, Rapid Response and Layoff Aversion Strategies. A major part of our work (both past and present) is developing and providing technical assistance and support regarding WIA (formula and discretionary grants) and workforce programs; including providing capacity building for state and local workforce development boards, One-Stop operators, sub-contractors and partner organizations. Throughout our careers, our team has delivered training and technical assistance sessions at National, State and regional conferences including DOL sponsored events. The format for these sessions has varied depending on the audience and topic. We have vast experience providing technical assistance at workshops, keynote addresses/presentations, strategic planning sessions, facilitated dialogue, classroom settings and more.

During our time with the California Employment and Training Administration, we developed experience providing technical assistance to State and Local grantees on policy, regulations, fiscal activities and grant management for Workforce Investment and American Recover Act grants (both formula and discretionary). This work specifically included policy and regulations interpretation for grantees and prospective grantees for Region 6. Our experience working for the State of California (EDD and the California Workforce Investment Board) and the California Workforce Association includes proving training and support to all of California's local workforce areas since the enactment of WIA. Additionally, our technical assistance experience includes working with EDD and the California Workforce Investment Board in not only developing policy, but to understand and communicate the effects of proposed policy to local area grantees. As experienced local workforce board directors and administrative staff, we provided technical assistance to our boards and staff, working to implement program design changes accordingly. Finally, as consultants, we have been working with local workforce areas and One-Stops to provide technical assistance and support regarding Workforce Investment Act

programs, particularly Rapid Response, National Emergency Grants, and One-Stop programs including Adult and Dislocated Workers.

Our team is trained in and uses the Technology of Participation methodology to facilitate strategic and action planning sessions. This methodology uses a combination of individual, small group and large group discussions and activities to ensure that everyone's voice is heard and that there is full involvement throughout the day resulting in buy-in of the final product. I have seen through my experience five main benefits to organizations using participative planning.

- The specific plans themselves – the final product(s) include strategies, action plans and solutions depending on agenda;
- Greater commitment and ability to implement decisions and strategies;
- More innovation – usually an organization gets a larger portfolio of ideas;
- A common framework for decision-making, communication, planning and problem-solving;
- Encouragement of initiative and responsibility.

Given all the variables for strategic planning; the goals for a project, the time available for planning, the audience, etc., this process can be easily customized for each session.

Administrative and Fiscal Capacity

Lanter Consulting Group maintains fiscal controls that allow us to manage and track multiple projects and the requisite accounting procedures to those projects. Our accounting firm, Clay, Millias and Co. LLP, oversees our finances and ensures we are in compliance with GAAP.

Additionally, we will be able to meet any accounting requirements set forth by the U.S.

DOLETA. As with all of our projects, accounting records will be kept for the contract to ensure accurate and appropriate reporting of expenditures and supporting costs. Having worked with the Workforce Investment Act for many years, our firm is experienced in preparing and supporting our clients with documentation they need to comply with WIA. Any and all relevant accounting records can be made available for review upon request for examination and audits. We are familiar with, understand and support cost reimbursement contracts. Lastly, we take pride in exceeding and meeting our client's contract objectives. Special care will be taken to monitor contracts on a monthly basis, delivering detailed reports on progress. We work closely with your staff to ensure that all performance outcomes and goals of the projects are met. When goals need to be altered or improved upon, corrective actions can be implemented immediately to ensure the project gets back on track.

2.1 Arizona TAT Sessions

Lanter Consulting Group members have been involved in developing social networking strategies for dislocated workers and the long-term unemployed for more than two decades. This includes establishing and running job clubs, and familiarity with modified versions of job club strategies to be used for mentoring and professional networking. We would be thrilled to provide training in the Southern, Northern, and Central areas of Arizona.

2.6 Nevada TAT Session

Our team has a multitude of Federal and State grant management experience. Collectively, we have managed grants for a variety of Federal funding streams. This includes grants funded by the Workforce Investment Act, the American Recovery and Reinvestment Act, U.S. Department of Labor direct discretionary grants (such as Community Based Learning, High Wage – High Growth, Energy Sector and H1-B Visa Grants), Health and Human Services, Small Business Administration, the Department of Education, Department of Defense, and the Department of Energy. Through our experience, we have learned the critical aspects of Federal grant management and will apply this knowledge to Dislocated Worker Training in Nevada. Key grant management aspects such as the allocation and monitoring of expenditures, meeting planning numbers and performance outcomes, understanding allowable activities, providing policy development and guidance, monitoring grant activities of subcontractors, and implementing proactive and quick corrective actions, will be among our focus.

One of the most important aspects of Federal grant management is understanding the resources that are available to guide grantees. We are keenly aware of the laws, rules and regulations that govern the Workforce Investment Act. Our team has consistently interpreted these for our own organizations as well as constituents we serve; whether they were subcontractors, local workforce areas, or State administrative entities. Collectively, our team has a multitude of key contacts with the U.S. DOL, the California Workforce Investment Board, EDD, and with local workforce areas that are willing and able to assist us when needed. These relationships prove critical in delivering a training of this type as we can get up-to-date information on policy direction and first hand promising practice information that we are able to include. A major part of our work (both past and present) is developing and providing technical assistance and support regarding WIA and NEG programs. Throughout our careers, our team has delivered training and technical assistance sessions at National, State and regional conferences including DOL sponsored events. The format for these sessions has varied depending on the audience and topic.

During our time with the Employment and Training Administration, we developed and delivered successful training modules on grant management for WIA, ARRA and NEGs. This includes Dislocated Worker Grants. This work specifically included guidance on policy and regulations for grantees and prospective grantees for Region 6. Our experience working for the State of California (EDD and the State Board) and the California Workforce Association includes providing training and support to all of California's local workforce areas since the enactment of WIA. Additionally, our technical assistance experience includes working with EDD and the California Workforce Investment Board in not only developing policy, but to understand and communicate the effects of proposed policy to local area grantees. As experienced local workforce board directors and administrative staff, we provided technical assistance to our boards and staff, working to design and implement programs accordingly.

Executive Director's Annual Performance Report

August 13, 2013

B Policies Implemented

- # 9 Comprehensive Programmatic Compliance with Detailed Oversight – ***DRAFT*** Improved Monitoring and Audit Reports

Core Monitoring Guide

WIA Adult, Dislocated Worker, and Youth Programs

This monitoring guide should be used as a component of an overall grant management strategy and/or work plan developed by workforce CONNECTIONS for Grant Oversight. The strength of this guide is the enclosed four (4) core activities: Design and Governance, Program and Grant Management Systems, Service/Product Delivery, and Performance Accountability.

**Monitoring Guide
Version 1 – 2012**

Core Monitoring Guide

Preface

The development of the Core Monitoring Guide for the Adult, Dislocated Worker and Youth Programs is an important addition to the overall strategy to improve Grant Administration, specifically monitoring of Funded Partners. Improving grant administration is a crucial component of grant management and in alignment with *workforce CONNECTIONS* vision and guiding principles on the delivery of high quality services, outcome-focused job seekers strategies, and local-community collaborative efforts.

Employment Training and Administration (ETA) has articulated a clear vision of the workforce development system that is demand-driven and fully integrated, and links employers to job seekers in order to promote the success of American workers and businesses. This Core Monitoring Guide ensures that our oversight and monitoring practices reinforce these principles while helping to ensure program outcomes are achieved and a high level of integrity is maintained.

The Core Monitoring Guide has been developed based on the principle of four (4) core essential functions which can be reviewed at the *workforce CONNECTIONS* offices. This must be in place in order for any Funded Partner to operate a Grant within the boundaries of acceptable practices that are established primarily by laws, regulations, and/or established policies and procedures.

In an effort to streamline best practices and strategies for this product delivery and implementation, all contained information in this Core Monitoring Guide has been obtained from Department of Labor / Employment Training Administration literature and available materials at the Community of Practice Workforce3One.org.

This Core Monitoring Guide is the outcome of *workforce CONNECTIONS* staff working together to produce the best possible product to meet a diverse set of needs. The Core Monitoring Guide is intended to be continually reviewed and updated based on experience, practice, and changing requirements. This guide provides a consistent framework and starting point for all on-site grant monitoring responsibilities and add program specific review objectives and indicators.

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C Techniques and Methods Employed to Assist Service Providers

- # 1 Secured and Provided Staff and Service Providers Program Monitoring and Auditing Training
- # 2 Met or Exceeded all Established Performance Measures (Adult, Dislocated Worker, Youth, Youthbuild, and State Energy Sector Partnership)

**Executive Director's
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August 13, 2013

C Techniques and Methods Employed to Assist Service Providers

**# 1 Secured and Provided Staff and Service Providers Program
Monitoring and Auditing Training**

Outline for Southern Nevada WIB Technical Assistance Session

Grant/Contract Monitoring and Oversight

11/15/12

9:00 AM	Welcome, Introductions Purpose of Meeting and Review of Agenda
9:30	Starter Question – <i>What one word or words describe an outstanding monitoring process?</i>
9:45	What is required for LWIAs in terms of monitoring and oversight? PPT Presentation <ul style="list-style-type: none">○ Sub-Recipient Contract Monitoring○ System Oversight, Administrative○ Case Files and Eligibility○ Customer Access○ Management Information System○ Fiscal and Expenditures○ Performance
10:50	Interactive Session – Consensus Workshop <ul style="list-style-type: none">▪ <i>Focus Question: In your Opinion, what are the current challenges for the Southern Nevada WIB relative to monitoring and oversight?</i>▪ <i>Outcome: Consensus from staff in training on the key challenges for monitoring locally</i>
12 Noon	Lunch
1:00 PM	Best Practice Session <ul style="list-style-type: none">○ Examples of Monitoring tools and policies for other LWIAs○ How best to document observations and findings○ How to write up the need for Corrective Actions, Follow Up and Close Out○ Monitoring Expenditures and Accruals○ Developing appropriate Policies
2:30	Interactive Session – Consensus Workshop <ul style="list-style-type: none">○ <i>Focus Question – Given the material we have covered today, what are practical actions we can take to improve the Southern Nevada WIB's Monitoring and Oversight Process?</i>○ <i>Outcome: Practical Actions that can be implemented in the months to come to improve Southern Nevada's oversight and monitoring process.</i>
3:40	Q&A, Review and Follow Up Items
4:00 PM	Adjourn

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C Techniques and Methods Employed to Assist Service Providers

- # 2 Met or Exceeded all Established Performance Measures
(Adult, Dislocated Worker, Youth, Youthbuild, and State
Energy Sector Partnership)**

**STANDARDIZED QUARTERLY PERFORMANCE REPORT
YOUTHBUILD GRANT**

Class: 11

ETA-9136

Program Quarter: 3 Program Year:2012 Case Manager: All

OMB No: 1205-0464

Report Due Date: 05/15/2013

Expires: 04/30/2014

A. Grantee Identifying Information

Grantee Name:	Grant Number:	YB-21884-11-60-A-32
Program/Project Name: YouthBuild	Project or Sub-Project ID/Number:	
Address:	Report Quarter End Date:	03/31/2013
	Enrollment Goal:	63

Performance Items		Previous Quarter (A)	Current Quarter (B)	Cumulative for Program Year (C)	Program-to-Date (D)
B. Participant Summary Information					
1	Total Exiters	7	9	23	39
2	Total Participants Enrolled	31	0	31	64
3	Total Participants Served	53	29	58	64
4	4a Male	25	0	25	50
	4b Female	6	0	6	14
5	5a Hispanic/Latino	10	0	10	22
	5b American Indian or Alaska Native	0	0	0	0
	5c Asian	0	0	0	3
	5d Black or African American	15	0	15	32
	5e Hawaiian Native or Other Pacific Islander	1	0	1	1
	5f White	3	0	3	4
6	6a 8th grade and under	0	0	0	2
	6b 9th grade - 12th grade	31	0	31	62
	6c High School graduate or equivalent	0	0	0	0
	6d 1-3 years of college, or full-time technical or vocational school	0	0	0	0
	6e 4 years college or more	0	0	0	0
7	7 Limited English Proficient	0	0	0	0
	8 Low Income	30	0	30	60
	9 Foster Youth	1	0	1	3
	10 Migrant Youth	0	0	0	0
	11 High School Drop-out	31	0	31	62
	12 Youth Offender	0	0	0	0

Demonstrator	13	Adult Offender	0	0	0	0
	14	Basic Skills Deficient	28	0	28	59
	15	Child of Incarcerated Parent	0	0	0	0
	16	Persons with a Disability	0	0	0	0
	17	Not Employed at Program Enrollment	28	0	28	53

Performance Items		Previous Quarter (A)		Current Quarter (B)		Cumulative for Program Year (C)		Program-to-Date (D)	
		Value	Numerator / Denominator	Value	Numerator / Denominator	Value	Numerator / Denominator	Value	Numerator / Denominator

C. Program Services, Activities, and Other Related Assistance

1	Received Education or Job Training Activities	31		3		34		63	
2	Received Workforce Preparation Activities	9		2		14		33	
3	Community Involvement & Leadership Development Activities	27		22		28		59	
4	Post Secondary Exploration and Planning Activities	0		20		20		51	
5	Received Mentoring Activities	0		24		24		55	
6	Received Health Services	25		1		25		56	
7	Received Supportive Services	47		27		52		62	

D. Short-Term Indicators of Performance

Leading Indicators of Performance

1	Enrollment Rate							101.59 %	64 / 63
2a	Number of Initial Job Placements	4		3		10		20	
2b	Number of Job Re-Placements	1		3		6		6	
2c	Average Hourly Wage at Placement	\$ 8.25	41.25/5	\$ 8.38	50.25/6	\$ 8.82	141.07/16	\$ 9.10	245.70/27
2d	Average Hours Worked 1st week of Placement	34.00	170/5	30.83	185/6	33.44	535/16	32.59	880/27
3	Number Obtained High School Diploma or GED	0		7		8		28	
4	Number Obtained a Certificate	20		1		21		37	

5	Entered Post Secondary Education	0	0	1	1
6	Entered Vocational/Occupational Skills Training	0	0	0	0
7	Entered Pre-Apprenticeship	0	0	0	31
8	Entered Registered Apprenticeship	0	0	0	0

E. Long-Term Indicators of Performance

Common Performance Measures

1	Placement in Education or Employment	60.00%	3/5	40.00%	2/5	77.27%	17/22	70.83%	17/24
2	Attainment of a Degree or Certificate	51.35%	19/37	5.56%	1/18	54.05%	20/37	70.18%	40/57
3	Literacy and Numeracy Attainment	0.00%	0/29	41.38%	12/29	41.38%	12/29	66.04%	35/53

Additional Performance Measures

4	Recidivism Rate	0.00%	0/0	0.00%	0/0	0.00%	0/0	0.00%	0/0
5	Retention Rate	0.00%	0/0	66.67%	8/12	66.67%	8/12	66.67%	8/12

F. Report Certification / Additional Comments

Grantee Remarks:	
-------------------------	--

Name of Grantee Continuing Connection	Telephone Number	Email
Southern Nevada Workforce Investment Board	(702) 636-2314	jmarsh@nvworkforceconnections.org

OMB No.: 1205-0464 Average Response Time: 30 minutes

This reporting requirement is approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information includes time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Respondent's obligation to reply to this collection of information, which is for general program oversight, evaluation, and performance assessment, is required to maintain benefits [PL 109-281 Sec 173(A)(c)(3)]. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Employment and Training Administration, Youth Office, Room N4459, 200 Constitution Avenue, NW, Washington, D.C. 20210.

workforce CONNECTIONS Local COMMON MEASURES Performance(CUMULATIVE/QUARTERLY)				
4TH QUARTER PY2012	Total Participants Served	Adults:	2453	
		Dislocated Worker:	1088	
Green Indicates Exceeding Performance		Older Youth:	700	
		Younger Youth:	2025	
Yellow Highlight indicates Meeting Performance	Total Exiters	Adults:	1428	
		Dislocated Worker:	557	
Bold Red indicates Failing Performance		Older Youth:	169	
		Younger Youth:	373	
Adult and Dislocated Worker				
Reported Information	Performance Levels ---->	Negotiated	Actual	Num/Den
Entered Employment Rates	Adults	71.5%	69.7%	791/1135
	Dislocated Workers	75.0%	67.7%	434/641
Retention Rates	Adults	81.5%	79.6%	970/1218
	Dislocated Workers	84.5%	79.3%	638/805
Average Earnings (Adult/DW) Six Months Earnings Increase	Adults	\$13,600	\$13,524	13104979/969
	Dislocated Workers	\$16,200	\$13,527	8630260/638
Youth				
Placement in Employment or Education	Youth (14-21)	65%	55.6%	218/392
Attainment of Degree or Certificate	Youth (14-21)	58%	47.2%	116/246
Literacy and Numeracy Gains	Youth (14-21)	41%	44.8%	30/67

Workforce Connections LOCAL COMMON MEASURES Performance(CUMULATIVE/QUARTERLY)				
4th QUARTER PY2011 (final)	Total Participants Served	Adults:	1897	
		Dislocated Worker:	1160	
Older Youth:		258		
Younger Youth:		713		
Green Indicates Exceeding Performance	Total Exiters	Adults:	1756	
Yellow Highlight indicates Meeting Performance		Dislocated Worker:	1097	
		Older Youth:	69	
Bold Red indicates Failing Performance		Younger Youth:	233	
Adult and Dislocated Worker				
Reported Information	Performance Levels ---->	Negotiated	Actual	Num/Den
Entered Employment Rates	Adults	63%	71.6%	1304/1822
	Dislocated Workers	70%	76.3%	1063/1394
Retention Rates	Adults	70%	79.1%	1258/1590
	Dislocated Workers	80%	81.7%	1031/1262
Average Earnings (Adult/DW) Six Months Earnings Increase	Adults	\$11,500	\$12,930	16214474/1254
	Dislocated Workers	\$14,500	\$15,389	15850170/1030
Youth				
Placement in Employment or Education	Youth (14-21)	40%	56.4%	155/275
Attainment of Degree or Certificate	Youth (14-21)	40%	42.1%	88/209
Literacy and Numeracy Gains	Youth (14-21)	29%	43.8%	32/73

Executive Director's Annual Performance Report

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D Project Development

- # 1 New Grant to Enhance WIA Activities – One-Stop Career Center Project, U.S. Department of Labor and Texas Workforce Commission
- # 2 U.S. Fish and Wildlife in Support of Native American Youth Employment and Training Initiatives
- # 3 Local Area Layoff Aversion Grant – Statement of Nevada Department of Employment, Training and Rehabilitation (\$250,000)
- # 4 Youthbuild USA Americorps 2012-2013 Grant (\$23,820)
- # 5 SESP – Healthcare Information Technology Grant (\$200,000)
- # 6 U.S. Department of Labor National Emergency Grant 2013 (\$1,400,000 of Nevada's \$1,870,000 Total)
- # 7 Youthbuild 2013 Grant (\$1,100,000)

Executive Director's Annual Performance Report

August 13, 2013

D Project Development

- # 1** New Grant to Enhance WIA Activities – One-Stop Career Center Project, U.S. Department of Labor and Texas Workforce Commission

Outline for Southern Nevada WIB Technical Assistance Session

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3:40	Q&A, Review and Follow Up Items
4:00 PM	Adjourn

**Executive Director's
Annual Performance Report**

August 13, 2013

D Project Development

**# 2 U.S. Fish and Wildlife in Support of Native American Youth
Employment and Training Initiatives**

Charge Code: \$10,000.00 84320-8803-FW21 002
\$ 6,515.00 84550-1263-8YNT003
\$ 985.00 84550-1263-0000 004
Obligate: \$17,500.00
Cumulative Total \$27,500.00
CFDA No: 15.608
Expiration Date: December 31, 2016

MODIFICATION NO. 1
To
COOPERATIVE AGREEMENT NO. 84550J006
Between
U.S. DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE
And
PROJECT 5000 KIDS

The purpose of this modification is: to provide seven summer youth interns that will work approximately 30 hours per week for 8 weeks on Desert, Moapa Valley and Pahrnagat National Wildlife Refuges (NWRs); add additional funding; and extend the term of the agreement through December 31, 2013.

1. This modification will provide 7 summer youth interns that will work approximately 30 hours per week for 8 weeks on Desert, Moapa Valley and Pahrnagat National Wildlife Refuges (NWRs). Specific tasks will include:
 - Assist with data gathering, entry and analysis, using a variety of computer software applications, computer hardware, and associated equipment, including Geographic Information System (GIS) and global positioning system (GPS) technology to support the Service's programs.
 - Assist with completing routine biological evaluations, surveys and monitoring of fish, wildlife and plant species. Record data in required format under direct supervision from staff biologist.
 - Assist with collecting and recording information on habitat conditions, weed infestations, and habitat restoration success.
 - Assist with habitat improvement projects or species recovery actions involving light maintenance and construction work, such as fencing, revegetation, non-native plant or aquatic species eradication, refugia maintenance, and a variety of other duties.
 - Assist Refuge staff with visitor service duties.
 - Participate in other tasks to fulfill the purpose of the refuges and mission of the Service.
2. The Service shall provide an additional \$17,500.00 to the previously obligated \$10,000.00 for the duties described in Number 1. and as per the attached document describing the activities and associated costs. Duties as described in the original agreement.

3. Term of Agreement: Extend agreement to remain in effect until December 31, 2016.

All other terms and conditions of this agreement remain unchanged.

U.S. DEPARTMENT OF THE INTERIOR
FISH AND WILDLIFE SERVICE

WORKFORCE CONNECTIONS
PROJECT 5000 KIDS

BY: Margaret J. Moran

TITLE: ARD, Refuges, Region 8

DATE: 9/20/2011

BY: [Signature]

TITLE: Interim Executive Director

DATE: 4/13/12

FWS Contract Sufficiency Review:

[Signature] snett 09.16.11
Contracting Officer FWS, P735 Date

**Executive Director's
Annual Performance Report**

August 13, 2013

D Project Development

3 Local Area Layoff Aversion Grant – Statement of Nevada
Department of Employment, Training and Rehabilitation
(\$250,000)

INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES

A Contract Between the State of Nevada
Acting By and Through Its

**DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION**

**Workforce Investment Support Services Unit
500 East Third Street, Carson City, Nevada 89713
(775) 684-0301 (775) 687-1073
Email: Grant Nielson ghnielson@nvdetr.org**

and

**Workforce Connections
7251 W. Lake Mead, Suite 200 Las Vegas, Nevada 89128
(702) 638-8750 (702) 638-8774
Ardell Galbreth agalbreth@nvworkforceconnections.org
T81079028**

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services of WORKFORCE CONNECTIONS hereinafter set forth are both necessary to the Department of Employment, Training and Rehabilitation, Employment Security Division, known as DETR/ESD and the Workforce Investment Support Services known as WISS, (DETR/ESD-WISS) and in the best interests of the State of Nevada; and

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

WHEREAS, Title I, Workforce Investment Act (WIA), Subtitle B, Statewide and Local Workforce Investments Systems, P.L. 105-220, authorizes the Local Workforce Investment Area within the State; and

WHEREAS, WORKFORCE CONNECTIONS has been determined the administrative entity for the Local Workforce Investment Area approved by the Governor; and

WHEREAS, WORKFORCE CONNECTIONS is obligated to reimburse the DETR/ESD-WISS out of its funds for any ineligible or unauthorized expenditures for which Federal funds have been claimed and payment received; and

WHEREAS, WORKFORCE CONNECTIONS must comply with the requirements listed herein to be eligible for Federal funds authorized by WIA; and qualified and able to render the services hereinafter described;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
2. **DEFINITIONS.** "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307. "WORKFORCE CONNECTIONS" means the public agency created pursuant to the cooperative agreement approved on April 20, 2000.
3. **CONTRACT TERM.** This Contract shall be effective from **July 01, 2012**, subject to Board of Examiner's approval (anticipated to be **June 12, 2012**) to **June 30, 2013**, unless sooner terminated by either party as set forth in this Contract.
4. **TERMINATION.** This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until **30** days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason federal and/or State Legislature funding ability to satisfy this Contract is withdrawn, limited, or impaired.

5. **NOTICE.** All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. **INCORPORATED DOCUMENTS.** The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: Scope of Work, and included within, the budget detail summary.

ATTACHMENT B: General Provisions, which is hereby affixed and incorporated into this contract by reference.

ATTACHMENT C: General Assurances Certifications and Other Provisions, which is hereby affixed and incorporated into this contract by reference.

ATTACHMENT D: Modification and Revision Procedures, which is hereby affixed and incorporated into this contract by reference.

7. **CONSIDERATION.** **WORKFORCE CONNECTIONS** agrees to provide the services set forth in paragraph (6) at a cost not to exceed **\$250,000.00**. State will process payment when approved request for funds form is received and approved by the Department, normally once each week for the duration of the contract, not to exceed the contract maximum of **\$250,000.00** for the term of the contract. These funds represent **WORKFORCE CONNECTIONS** Program Year **2012 Rapid Response funds** administered by the State of Nevada Department of Employment, Training and Rehabilitation's Employment Security Division.

- a. In the event that the U.S. Department of Labor reduces Nevada's allotment, **WORKFORCE CONNECTIONS** will share in the reduction at the same ratio as their contribution to the reduction.
- b. This Contract shall be construed and interpreted according to the Workforce Investment Act and regulations and the laws of the State of Nevada.
- c. **WORKFORCE CONNECTIONS** shall neither assign, transfer, nor delegate any rights, obligations, or duties under this Contract without the prior written consent of the DETR/ESD-WISS.
- d. **WORKFORCE CONNECTIONS** will maintain all backup documentation as detailed in ATTACHMENTS A, B, C, and D.
- e. **WORKFORCE CONNECTIONS** agrees to abide by budget limitations as set forth in ATTACHMENT A, Budget Detail and Summary, which is hereby affixed and incorporated into this Contract.
- f. **WORKFORCE CONNECTIONS** agrees to provide DETR/ESD-WISS with quarterly data submitted electronically in a pre-approved format.

8. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

9. **INSPECTION & AUDIT.**

- a. **Books and Records.** Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.
- b. **Inspection & Audit.** Each party agrees that the 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 documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State

Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. BREACH; REMEDIES. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include without limitation \$125 per hour for State-employed attorneys.

11. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Actual damages for any State breach shall never exceed the amount of funds which have been appropriated for payment under this Contract, but not yet paid, for the fiscal year budget in existence at the time of the breach.

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

13. INDEMNIFICATION.

a. To the fullest extent of limited liability as set forth in paragraph (11) of this Contract, each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' 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 within 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 attorneys' fees and costs for the indemnified party's chosen right to participate with legal counsel.

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

15. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

16. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

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

18. OWNERSHIP OF PROPRIETARY INFORMATION. Unless otherwise provided by law any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.

19. 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 a common law balancing of interests.

20. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.

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

22. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the exclusive jurisdiction of the Nevada State district courts in Carson City for enforcement of this Contract.

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

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


Ardell Galbreth

Date

04/26/2012

Interim Executive Director, Workforce Connections

Title


Renee Olson

Date

4.30.12

Administrator, Employment Security Division

Title


Frank R. Woodbeck

Date

5/1/12

Director, Department of Employment, Training and Rehabilitation

Title


Signature - Nevada State Board of Examiners

APPROVED BY BOARD OF EXAMINERS

Approved as to form by:

On

6/5/12

Date


Deputy Attorney General for Attorney General, State of Nevada

On

5/2/12

Date

workforce CONNECTIONS

Attachment A



LAYOFF AVERSION

business services



DON'T BURY YOUR HEAD IN THE SAND.

Is your business experiencing difficulties such as:

Declining sales

Market concerns

Equipment obsolescence

Financial concerns

Inadequate research
and development

Quality concerns

Supply chain concerns

Workforce Connections' Layoff Aversion program provides business resources and professional consulting services on two levels:

REACTIVE: By responding to layoffs with strategies to avert further reductions and support services to transition displaced workers.

PROACTIVE: Drawing from professional expertise grounded in our unique business and economic landscape, our business consultants identify critical issues and match businesses to our network of professional and technical advisers who provide tools to avoid layoffs in the short term and strengthening solutions for job creation and sustainability for the long term.

BUSINESS SERVICES:

Layoff aversion is a strategy that identifies and assists businesses experiencing operational difficulties. It serves to avoid layoffs and closures by deploying a team of business consultants that connect employers with a variety of resources and professional services to strengthen operations and positioning in the market.

FEATURES		BENEFITS
Turnaround specialists	➡	Mitigate business interruption
Intervention with local stakeholders	➡	Avoid layoffs
Technical expertise	➡	Optimize operations
Incumbent worker training	➡	Maximize short-term viability
Workforce and economic development alignment	➡	Provide for job creation and long-term stability

Analysis and consultation services are provided at no-cost to business owners as part of Workforce Connections' toolbox of valuable resources designed to strengthen the Southern Nevada workforce and help to diversify the local business landscape.

Attachment A

PROFESSIONAL SERVICES:

Accounting

Business Consulting

Financial Restructuring

Legal

Management Information Systems

Marketing

Operations Management

Tax Credits

Technical Assistance

Trade Adjustment Assistance

Turnaround Specialists

Workforce Development

CONTACT US

Our consultation services are free and confidential. To find out how we can help your company please contact our business consultants directly:

Janice Greer
(702) 636-2345

jgreer@nvworkforceconnections.org

Kenadie Cobbin Richardson
(702) 636-2364

krichardson@nvworkforceconnections.org

or visit the Business section of our website www.nvworkforceconnections.org



workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

**Executive Director's
Annual Performance Report**

August 13, 2013

D Project Development

4 Youthbuild USA Americorps 2012-2013 Grant (\$23,820)

**YOUTHBUILD USA AMERICORPS 2012-2013 GRANT TERM
Acceptance of Subgrant Award and Special Conditions and Reporting Requirements**

SUBGRANTEE:

Southern Nevada Workforce Investment Board/ YouthBuild Las Vegas

SUBGRANTEE'S

AMERICORPS ID NUMBER:

10NDHMA0030096

<u>GRANT PERIOD*:</u>	<u>SUBGRANT AMOUNT:</u>	<u>MATCH AMOUNT:</u>	<u>NUMBER & TYPE OF MEMBERS:</u>
08/15/2012 – 08/14/2013	\$ 23,820	\$ 23,820	30 Quarter Time

Southern Nevada Workforce Investment Board/ YouthBuild Las Vegas accepts the offer of this subgrant as made in the enclosed agreement, subject to the terms, conditions and assurances associated with such subgrant, and agrees, as a condition precedent to accepting such subgrant award, to comply with such terms, conditions and assurances.

I have read the aforementioned Special Conditions and Reporting Requirements and understand that the subgrant will be subject to these terms, conditions and requirements. I certify that Southern Nevada Workforce Investment Board/ YouthBuild Las Vegas will comply with these special grant conditions and reporting requirements.

**Authorized Parent Organization
Staff Member:**

ARDELL GALBRETH

Print Name

Signature

Date

01/02/2013

Director of AmeriCorps:

Matthew Fisher

Print Name

Signature

Date

12/19/12

Please keep one copy of this contract for your records and mail one copy to YouthBuild USA, c/o Matt Fisher at YouthBuild USA 58 Day Street, P.O. Box 443022, Somerville, MA 02144, to arrive at YouthBuild USA by January 4, 2013.

**Executive Director's
Annual Performance Report**

August 13, 2013

D Project Development

**# 5 SESP – Healthcare Information Technology Grant
(\$200,000)**

OFFICE OF THE DIRECTOR
Operations Management



BRIAN SANDOVAL
Governor
FRANK R. WOODBECK
Director
TAMARA L. NASH
Chief of Operations

June 24, 2013

Ardell Galbreth
Workforce Connections
7251 W. Lake Mead Blvd. Ste. 200
Las Vegas, NV 89128-8365

LEGAL DOCUMENT: #PY12-WFC-HIT.AM#2

Dear Mr. Galbreth,

Enclosed is a fully executed contract amendment between the State of Nevada, Department of Employment, Training, and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit, and Workforce Connections.

Please retain this copy for your records.

Sincerely,

James Lewandowski
Program Officer I

JPLN/jl

Enclosure

AMENDMENT #2 TO CONTRACT

Between the State of Nevada
Acting By and Through Its

DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION
Workforce Investment Support Services Unit
500 East Third Street, Carson City, Nevada 89713
Contact: Grant Nielson ~ ghnielson@nvdetr.org
(775) 684-0304 (775) 684-0327

and

workforceConnections
7251 West Lake Mead Ste 200, Las Vegas, NV 89128
(702) 638-8750 (702) 638-8774
Contact: Ardell Galbreth ~ agalbreth@nvworkforceconnections.org
T81079028

1. AMENDMENTS. For and in consideration of mutual promises and/or their valuable consideration, all provisions of the original contract dated December 05, 2012 and Amendment #1, attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

This Amendment incorporates a modification to the Revised Budget Detail to transfer funds from travel, direct personnel, and fringe benefits categories to the consultant/contracts and other direct cost categories.

Current Contract Language

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA: REVISED SCOPE OF WORK, and included within, the budget detail summary.
ATTACHMENT B: GENERAL PROVISIONS, which is hereby affixed and incorporated into this contract by reference.
ATTACHMENT C: GENERAL ASSURANCES CERTIFICATION AND OTHER PROVISIONS, which is hereby affixed and incorporated into this contract by reference.
ATTACHMENT D: MODIFICATION AND REVISION PROCEDURES, which is hereby Affixed and incorporated in this contract by reference.

Amended Contract Language

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AAA: REVISED SCOPE OF WORK, and included within, the budget detail summary.
ATTACHMENT B: GENERAL PROVISIONS, which is hereby affixed and incorporated into this contract by reference.
ATTACHMENT C: GENERAL ASSURANCES CERTIFICATION AND OTHER PROVISIONS, which is hereby affixed and incorporated into this contract by reference.
ATTACHMENT D: MODIFICATION AND REVISION PROCEDURES, which is hereby affixed and incorporated into this contract by reference.

2. INCORPORATED DOCUMENTS. Exhibit A (Original Contract and Amendment #1) and Attachment AAA (Revised Scope of Work and Budget Detail) are attached hereto and incorporated by reference herein and made a part of this amended contract.

3. REQUIRED APPROVAL. This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Examiners.


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


Ardell Galbreth, Executive Director, Workforce Connections

06/11/2013
Date


Renee L. Olson, Administrator, Employment Security Division

6/17/13
Date


Frank R. Woodbeck, Director, Department of Employment, Training, and Rehabilitation


6/19/13
Date


Signature - Board of Examiners for Jeff Mohlenkamp

APPROVED BOARD OF EXAMINERS

Approved as to form by:

On 6/21/13 Date


Deputy Attorney General for Attorney General

On 6/19/13 Date

workforceCONNECTIONS Budget Template

workforceCONNECTIONS Budget Modification Form

Agency Name: Workforce Connections

Contract Name/Funding Type: PY12-WFC-HIT

Budget Period (Dates): December 11, 2012 to June 30, 2013

Budget Amendment #: Amendment #1

Budget Summary	Total NEW Contract Cost	Total Prior Budget	Total Change Requested	
A. Participant/Training	\$ 136,000	\$ 130,000	\$ 6,000	Direct Participant
B. Supportive Services	\$ -	\$ -	\$ -	
C. Direct Personnel	\$ -	\$ 6,000	\$ (6,000)	Direct Staff/Fringe
D. Fringe Benefits	\$ -	\$ 2,280	\$ (2,280)	
E. Travel	\$ 2,485	\$ 6,485	\$ (4,000)	Overhead
F. Equipment	\$ -	\$ -	\$ -	
G. Consultants/Contracts	\$ 47,715	\$ 43,615	\$ 4,100	
H. Other Direct	\$ 13,800	\$ 9,220	\$ 4,580	
Total Direct Costs	\$ 200,000	\$ 197,600	\$ 2,400	
I. Allocated Indirect Personnel	\$ -	\$ -	\$ -	
J. Other Allocated Indirect Costs	\$ -	\$ 2,400	\$ (2,400)	
Total Indirect Costs	\$ -	\$ 2,400	\$ (2,400)	Budget Not In Balance!
Total Request	\$ 200,000	\$ 200,000	\$ (0)	

Direct Participant Pages (A, B)	\$ 136,000	\$ 130,000	\$ 6,000	OK
Direct Staff/Fringe (C, D)	\$ -	\$ 8,280	\$ (8,280)	
Overhead Pages (E - J)	\$ 64,000	\$ 61,720	\$ 2,280	Must Reduce!
			\$ (0)	Budget Not In Balance!

Prepared By (Provider):

James Kostecki
Print Name

revised 6.12



Sign Name

6/4/2013

Date

**Executive Director's
Annual Performance Report**

August 13, 2013

D Project Development

**# 6 U.S. Department of Labor National Emergency Grant 2013
(\$1,400,000 of Nevada's \$1,870,000 Total)**



UNITED STATES DEPARTMENT OF LABOR
Employment & Training Administration

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National Emergency Grant Awards

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State ▼	Project Title	Project Type ▼	Award Date ▼	Amount Approved (Up to Award) ▼	Amount Award ▼
OH	Severe Storms and Flooding 2011 - Supplemental	D	06/28/2013	\$2,500,000	\$2,500,000
IL	2013 IL Severe Storms, Straight-Line Winds and Flooding	D	06/27/2013	\$2,000,000	\$708,444
GA	Northwest GA Regional Hospital	R	06/26/2013		\$502,569
AK	DWT NEG	R	06/21/2013	\$1,200,000	\$1,200,000
AL	DWT NEG	R	06/21/2013	\$1,192,254	\$1,192,254
CA	DWT NEG	R	06/21/2013	\$1,784,413	\$1,784,413
DE	DWT NEG	R	06/21/2013	\$1,439,897	\$1,439,897
FL	DWT NEG	R	06/21/2013	\$1,437,743	\$1,437,743
HI	DWT NEG	R	06/21/2013	\$1,769,095	\$1,769,095
ID	DWT NEG	R	06/21/2013	\$675,882	\$675,882
IL	DWT NEG	R	06/21/2013	\$3,577,056	\$3,577,056
IN	DWT NEG	R	06/21/2013	\$2,343,780	\$2,343,780
KS	DWT NEG	R	06/21/2013	\$768,133	\$768,133
KY	DWT NEG	R	06/21/2013	\$1,240,897	\$1,240,897
MA	DWT NEG	R	06/21/2013	\$2,872,496	\$2,872,496
MI	DWT NEG	R	06/21/2013	\$3,484,453	\$3,484,453
MN	DWT NEG	R	06/21/2013	\$1,075,633	\$1,075,633
MO	DWT NEG	R	06/21/2013	\$2,037,558	\$2,037,558
MS	DWT NEG	R	06/21/2013	\$1,132,695	\$1,132,695
MT	DWT NEG	R	06/21/2013	\$1,402,065	\$1,402,065
NJ	DWT NEG	R	06/21/2013	\$2,500,000	\$2,500,000
NV	DWT NEG	R	06/21/2013	\$1,870,000	\$1,870,000
NY	DWT NEG	R	06/21/2013	\$1,427,560	\$1,427,560
OH	DWT NEG	R	06/21/2013	\$3,413,653	\$3,413,653
OR	DWT NEG	R	06/21/2013	\$2,616,342	\$2,616,342
PA	DWT NEG	R	06/21/2013	\$3,606,703	\$3,606,703
RI	DWT NEG	R	06/21/2013	\$1,058,814	\$1,058,814
SC	DWT NEG	R	06/21/2013	\$1,200,254	\$1,200,254
SD	DWT NEG	R	06/21/2013	\$418,000	\$418,000
TX	DWT NEG	R	06/21/2013	\$4,428,052	\$4,428,052
VA	DWT NEG	R	06/21/2013	\$1,249,991	\$1,249,991
WA	DWT NEG	R	06/21/2013	\$2,702,646	\$2,702,646

WI	DWT NEG	R	06/21/2013	\$2,073,935	\$2,073,935
MA	Ameridose	R	06/20/2013	\$2,545,954	\$1,145,679
TX	Cargill Layoff	R	06/19/2013	\$2,066,314	\$1,112,899
MN	Edwards Jones Mortgage 2013	R	06/19/2013	\$594,268	\$594,268
NY	Hurricane Sandy - Supplemental	D	06/19/2013	\$23,314,255	\$23,314,255
FL	Tropical Storm Debby	D	06/19/2013	\$0	\$1,461,142
MN	SuperValu 2013	R	06/07/2013	\$0	\$838,390
RI	Hurricane Sandy	D	05/31/2013	\$0	\$5,000,000
OK	Oklahoma Severe Storms and Tornadoes	D	05/30/2013	\$10,000,000	\$5,000,000
OH	2012 Severe Storms and Straight-Line Winds	D	05/23/2013	\$0	\$15,438,000
OR	Boise Paper St. Helens	DU	05/23/2013	\$175,318	\$175,318
KY	NK-CVG(Comair)	R	05/14/2013	\$2,774,736	\$1,356,574
VT	Tropical Storm Irene	D	04/15/2013	\$0	\$770,000
CA	Multi-Sector Workforce Partnership	R	04/09/2013	\$0	\$17,171,188
WA	Hanford	R	04/08/2013	\$0	\$285,804
MO	Hostess Dual Enrollment	DU	03/14/2013	\$2,183,749	\$1,257,671
LA	Hurricane Isaac	D	03/08/2013	\$0	\$1,119,339
TX	Texas Wildfires 2011	D	03/08/2013	\$0	\$406,101
MA	MSW Unilver Plus 7	DU	03/04/2013	\$0	\$1,263,339
KY	EKCEP Mining Industry	R	03/01/2013	\$5,192,500	\$3,787,017
AR	Severe Winter Storm	D	03/01/2013	\$391,539	\$391,539
MS	Tornado Forrest and Lamar - Severe Storms, Tornadoes, and Flooding	D	03/01/2013	\$2,000,000	\$1,000,000
MS	Hurricane Isaac	D	01/30/2013	\$0	\$1,000,000
OR	Siltronic	DU	01/30/2013	\$529,837	\$529,837
MA	Evergreen Solar	DU	01/04/2013	\$0	\$408,403

Created: April 16, 2011

Updated: November 19, 2012

Employment and Training Administration

U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210
www.doleta.gov | Telephone: 1-877-US-2JOBS (1-877-872-5627) | TTY: 1-877-889-5627 | Fax: 1-202-693-2726 | [Contact Us](#)

**Executive Director's
Annual Performance Report**

August 13, 2013

D Project Development

7 Youthbuild 2013 Grant (\$1,100,000)

United States Department of Labor

Secretary of Labor Thomas E. Perez

News Release

ETA News Release: [06/27/2013]

Contact Name: Jason Kuruvilla or Egan Reich

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Release Number: 13-1279-NAT

US Department of Labor awards nearly \$72 million in YouthBuild grants *68 programs across 33 states and the District of Columbia receive funding*

WASHINGTON — The U.S. Department of Labor today announced the award of nearly \$72 million in YouthBuild grants to support academic and occupational skill training for at-risk youth.

"The YouthBuild program has demonstrated a record of elevating the opportunities and prospects for good, middle-class jobs for thousands of young people throughout this nation," said acting Secretary of Labor Seth D. Harris. "These grants reflect our shared commitment to investing in the future of our nation's youth and the belief that those investments will yield dividends for generations to come."

The grants range from approximately \$600,000 to \$1.1 million each and will fund 68 YouthBuild programs in 33 states and the District of Columbia. The programs will help nearly 4,600 young people obtain the certifications and skills necessary to achieve economic self-sufficiency. Along with the programs funded today, the Labor Department now actively funds 247 YouthBuild programs around the country.

YouthBuild is a nonresidential, community-based alternative education program that provides classroom instruction and occupational skills training to at-risk individuals ages 16 to 24. The classroom training leads to a high school diploma, general education development or other state-recognized equivalency diploma. The occupational skills training component provides YouthBuild participants with industry-recognized certifications in construction or other occupations. The construction skills training component teaches valuable skills through a program to build or rehabilitate housing for low-income or homeless individuals and families in their communities.

Today's announcement marks the second competition in which YouthBuild programs expand occupational skills training beyond construction to include in-demand industries such as health care and information technology. This expansion provides opportunities for youth to gain training, credentials and skills that lead to career fulfillment for youth who have been in the juvenile justice system, are aging out of foster care, have dropped out of high school, or are otherwise at-risk of failing to reach key educational and career milestones.

Leadership development and community service are also key elements of the YouthBuild program, helping to ensure that the participants maintain a connection to their communities through service and volunteerism.

For more information about the Department of Labor's YouthBuild program, visit http://www.doleta.gov/youth_services/youthbuild.cfm

A list of grantees, their locations and award amounts follows:

2013 YouthBuild Grant Awards

Grantee	City	State	Amount
Anew Life Youth Development Corporation	Gary	Ind.	\$1,041,983
Bethany Christian Services	Grand Rapids	Mich.	\$1,100,000
Bi-County Community Action Programs Inc.	Bemidji	Minn.	\$864,000
Buckeye Community Hope Foundation	Columbus	Ohio	\$1,100,000
Career Training Institute	Helena	Mont.	\$1,043,890
Central States SER-Jobs for Progress Inc.	Chicago	Ill.	\$1,100,000
Chico Unified School District	Chico	Calif.	\$1,079,990
Citrus Levy Marion Regional Workforce Development Board Inc	Ocala	Fla.	\$1,082,975
City and County of Honolulu Department of Community Service	Honolulu	Hawaii	\$1,100,000
City of Phoenix	Phoenix	Ariz.	\$1,100,000
Coalition for Responsible Community Development	Los Angeles	Calif.	\$1,100,000
Community Services & Employment Training Inc.	Visalia	Calif.	\$1,070,512
Community Youth Services	Olympia	Wash.	\$1,100,000
Comprehensive Community Solutions Inc.	Rockford	Ill.	\$1,100,000
Connection Training Services	Philadelphia	Pa.	\$1,100,000
Crispus Attucks Association	York	Pa.	\$1,100,000
Dayton's Bluff Neighborhood Housing Services	St. Paul	Minn.	\$768,000
Des Moines Area Community College	Ankeny	Iowa	\$809,582
Easter Seals TriState LLC	Cincinnati	Ohio	\$1,090,564
Fresno Economic Opportunities Commission	Fresno	Calif.	\$1,100,000
Goodwill Industries Inc.	Omaha	Neb.	\$968,630
Goodwill Industries of the Conemaugh Valley Inc.	Johnstown	Pa.	\$864,000
Guidestone	Berea	Ohio	\$1,100,000
Homework Hangout Club Inc.	Decatur	Ill.	\$1,072,114
Housing Authority of Baltimore City	Baltimore	Md.	\$1,050,160

Isles Inc.	Trenton	N.J.	\$1,099,643
Lac du Flambeau Band of Lake Superior Chippewa Indians	Lac du Flambeau	Wis.	\$1,096,370
Latin American Youth Center YouthBuild Public Charter School	Washington	D.C.	\$1,100,000
LearningWorks - YouthBuild Bayside	Portland	Maine	\$975,000
Lumber River Council of Governments	Pembroke	N.C.	\$1,100,000
Metro Community Development Inc.	Flint	Mich.	\$1,100,000
Mohawk Valley Community College	Utica	N.Y.	\$970,891
NorthEast Washington Educational Service District 101	Spokane	Wash.	\$1,100,000
Opportunities Industrialization Center (OIC) of Washington	Yakima	Wash.	\$1,100,000
Opportunities Industrialization Center of Clark County Inc.	Springfield	Ohio	\$1,076,000
Parent Child Center	St. Louis	Mo.	\$1,098,000
Parish of Rapides Police Jury	Alexandria	La.	\$651,845
Philadelphia Youth for Change Charter School	Philadelphia	Pa.	\$1,100,000
Portable Practical Educational Preparation	Tucson	Ariz.	\$1,070,512
Portland YouthBuilders	Portland	Ore.	\$1,100,000
Quad Area Community Action Agency Inc.	Hammond	La.	\$1,100,000
Relief International YouthBuild Boyle Heights	Los Angeles	Calif.	\$1,100,000
SA Youth	San Antonio	Texas	\$1,100,000
San Joaquin County Office of Education	Stockton	Calif.	\$1,100,000
SER - Jobs For Progress	Houston	Texas	\$1,097,211
SER Metro-Detroit Jobs for Progress Inc.	Detroit	Mich.	\$1,100,000
Tacoma Goodwill Industries	Tacoma	Wash.	\$1,100,000
The Children`s Cabinet	Reno	Nev.	\$1,079,584
The Providence Plan	Providence	R.I.	\$1,100,000
The Service Collaborative of WNY Inc.	Buffalo	N.Y.	\$1,100,000
Total Action Against Poverty in the Roanoke Valley	Roanoke	Va.	\$933,035

Training Resources of America Inc.	Worcester	Mass.	\$1,070,512
Tree Trust	St. Louis Park	Minn.	\$900,000
United Way of Wyandotte County Inc.	Kansas City	Kan.	\$1,100,000
Urban League of Rochester NY Inc.	Rochester	N.Y.	\$1,100,000
Venice Community Housing Corporation	Venice	Calif.	\$1,100,000
WIN/City of Memphis	Memphis	Tenn.	\$1,100,000
workforceCONNECTIONS	Las Vegas	Nev.	\$1,100,000
WorkNet Pinellas Inc.	Clearwater	Fla.	\$1,099,993
Year One dba Mile High Youth Corps	Denver	Colo.	\$1,019,361
Young Adult Development in Action Inc./YBLouisville	Louisville	Ky.	\$1,100,000
Youth Build Lake County	North Chicago	Ill.	\$1,100,000
Youth Conservation Corps	Waukegan	Ill.	\$1,100,000
Youth Over Us Inc.	Columbus	Ohio	\$1,100,000
Youth Policy Institute	Los Angeles	Calif.	\$1,100,000
YouthBuild Newark Inc.	Newark	N.J.	\$1,100,000
Youthworks	Santa Fe	N.M.	\$1,013,846
YWCA of Greater Harrisburg	Harrisburg	Pa.	\$899,574
Total			\$71,757,777

Executive Director's Annual Performance Report

August 13, 2013

E Fiscal Management

- # 1 Brought Staff Operating Budget in Line with Federal, State and Local Area Requirements and Expectations within Six Months
- # 2 Significantly Reduced Staff Operating Costs with Streamlined Staffing Changes
- # 3 Significantly Reduced Agency's Auditing Findings and Deficiencies
- # 4 Oversaw the Development and Launching of New, Improved Financial System
- # 5 Improved, Descriptive, User-Friendly Financial Reporting

Executive Director's Annual Performance Report

August 13, 2013

E Fiscal Management

- # 1 Brought Staff Operating Budget in Line with Federal, State and Local Area Requirements and Expectations within Six Months**

workforceCONNECTIONS

PY2010 through PY2013 Budget Comparison

Revenue by Funding Stream	Approved Budget PY2010	Approved Budget PY2011	Approved Budget PY2012	Approved Budget PY2013
Adult	6,959,366	7,230,641	9,740,615	10,665,753
Dislocated Worker	5,102,209	5,209,227	6,131,538	4,140,823
Youth	4,687,843	5,760,743	6,337,899	6,564,523
Adult Carry Forward	3,582,314	2,433,862	3,576,575	3,400,000
Dislocated Worker Carry Forward	2,207,672	443,620	1,316,464	1,100,000
Youth Carry Forward	2,508,075	2,905,927	4,252,714	2,000,000
Other Revenues		1,250	25	25
Total Revenue by Funding Stream	\$ 25,047,479	\$ 23,985,270	\$ 31,355,830	\$ 27,871,124

Community Resource Operations	Approved Budget PY2010	Approved Budget PY2011	Approved Budget PY2012	Approved Budget PY2013
Adult Services	7,800,843	7,151,732	11,169,066	11,252,603
Dislocated Worker Services	5,409,312	4,183,107	6,157,586	4,192,659
Youth Services	5,324,979	6,413,336	8,472,491	7,001,619
Subtotal Community Resource Allocation	\$ 18,535,134	\$ 17,748,175	\$ 25,799,143	\$ 22,446,881
	74.0%	74.0%	82.3%	80.5%

Workforce Connections Board Operations:	Approved Budget PY2010	Approved Budget PY2011	Approved Budget PY2012	Approved Budget PY2013
Subtotal Operating Expenditures	6,512,345	6,237,095	5,556,687	5,424,243
Total Expenditures	\$ 25,047,479	\$ 23,985,270	\$ 31,355,830	\$ 27,871,124
	26.0%	26.0%	17.7%	19.5%
Fund Balance	\$ -	\$ -	\$ -	\$ -

**Executive Director's
Annual Performance Report**

August 13, 2013

E Fiscal Management

**# 2 Significantly Reduced Staff Operating Costs with
Streamlined Staffing Changes**

Workforce Connections

Funding Source / Program	April 1, 2012		July 1, 2012		July 1, 2013	
	FTE	Salaries	FTE	Salaries	FTE	Salaries
WIA Funded Positions - Operations	41.03	3,229,806	27.88	2,259,247	33.18	2,692,833
WIA Funded Positions - Internal Programs	17.00	833,118	-	-	-	-
WIA Funded Positions - One-Stop Location	-	-	-	-	6.00	351,884
Total WIA Funded	58.03	4,062,924	27.88	2,259,247	39.18	3,044,717
Direct Grants						
SESP	5.00	361,682	4.00	248,107	-	-
YouthBuild / Americorps	7.00	308,547	3.50	197,624	4.20	223,896
Layoff Aversion	2.00	152,907	2.00	156,507	-	-
DOJ (Included in Internal Programs Above)			-	-	-	-
Total Direct Grant Funded	14.00	823,136	9.50	602,238	4.20	223,896
Workforce Connections Total	72.03	4,886,060	37.38	2,861,485	43.38	3,268,613
Accumulated Impact						
WIA Operations Decrease			(30.15)	(1,803,677)	(18.85)	(1,018,207)
Direct Grant Decrease			(4.50)	(220,898)	(9.80)	(599,240)
Total Workforce Connections Decrease			(34.65)	(2,024,575)	(28.65)	(1,617,447)
Percentage Decrease			-48.1%	-41.4%	-39.8%	-33.1%

**Executive Director's
Annual Performance Report**

August 13, 2013

E Fiscal Management

**# 3 Significantly Reduced Agency's Auditing Findings and
Deficiencies**

**Audit Findings for PY2011
(Year Ended June 30, 2012)**

Monthly Status Report

June 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
12-1	Federal Grants	Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	June 2013	X	X	X	X		
		Action: June 2013 - Efforts to pay subrecipients within two days of receiving funds from the State continues. When funds are drawn for a provider, and not paid to them, the funds will be swapped on the subsequent draw to avoid using those funds for other expenses.							
		Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.							
12-2	Federal Grants	Requests for funds need to be complete, accurate, and agree to supporting documentation.	July 2012	X	X	X			
		Action: June 2013 - Staff continues to review all provider invoices to ensure accuracy and completeness. Also, as part of the quarterly invoice reconciliation process, all provider invoices get reviewed again.							
12-3	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	June 2013	X	X				
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.							
		Action: June 2013 - The Quality Assurance manager will begin reviewing records for the internal and direct programs that have participant files. This will be a formal process to help make sure all participant files have proper eligibility documentation. The review will ensure that all files have required eligibility documentation.							
12-4	Federal Grants	Property records shall be complete, accurate and equipment will be properly accounted for.	June 2013	X					
		Status: Policies and procedures will be followed to properly track equipment.							
		Action: June 2013 - Staff has requested and received authorization from the state to dispose of a large list of fully depreciated assets. We are in the process of reconciling our asset list with the funded partner asset lists to make sure we have all our assets coded correctly.							

**Audit Findings for PY2011
(Year Ended June 30, 2012)**

Monthly Status Report

June 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
Findings below did not recur in the latest audit.									
11-1	Financial Reporting	Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures			X	X	X	X	X
Status: The Finance staff will continue to operate within established policies and modify those that need to be updated. Adherence to GAAP will always be the goal.									
11-2	Financial Reporting	Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement			X	X	X	X	
Status: The Finance Manager and Financial Consultant are providing the expertise necessary to provide the skills and knowledge that have been needed. Staff will keep up skills by attending all applicable training.									
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation			X	X	X	X	X
Status: The FE system continues to be reconciled to the supporting draw and invoice records.									
11-6	Federal Grants	ARRA - timely reporting of quarterly reports			X	X			
Status: All of the ARRA funds have been expended and there are no more reports due.									
11-8	Federal Grants	Sub-recipients awards did not contain the required information			X	X	X		X
Status: All contracts for program year 2011 included the new template that ensured all the required information was entered into the contracts.									
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions			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: 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			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: Apr 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.									

**Executive Director's
Annual Performance Report**

August 13, 2013

E Fiscal Management

- # 4 Oversaw the Development and Launching of New,
Improved Financial System**

workforce CONNECTIONS

Financial Edge (FE) System Implementation Schedule

Monthly Status Report

May 2012

Type	Description	Target Date
Implementation	Configuration of New Financial Edge Software	September 2011
	Status: Continue to work on the configuration and implementation of the new financial system.	
	Action: Sept 2011 - The test environment has been configured and now is available for staff training.	
	Action: Sept 2011 - The Financial Manager completed the configuration of the new financial system.	
Training	Staff Training in the Finance Department	September 2011
	Status: Staff will begin training in a temporary test environment of the new Financial Edge software system.	
	Action: Sept 2011 - The Financial Manager will prepare training plans for each of the staff including deadlines and progress reports.	
	Action: Sept 2011 - Staff will work with online training tools including webinars provided by the vendor.	
	Action: Sept 2011 - Staff will review online user guides and training manual.	
	Action: Sept 2011 - Staff will subscribe to Financial Edge's how-to emails that provide tips and tricks on using their software.	
	Action: Sept 2011 - Staff will practice entry and processing in the test environment of the new system.	
	Action: Oct 2011 - Staff will continue practice during the first week of October in the test environment of the new system.	
Implementation	Begin Startup of Financial Edge Software	March 2012
	Status: Begin the dual entry of documents into the live version of Financial Edge.	
	Action: Oct 2011 - Coding the July Quickbooks entries began in October however input was delayed.	
	Action: Nov 2011 - Coded the Quickbooks entries for August through October, however input entry was delayed.	
	Action: Jan 2012 - Staff input, proof, reconcile to QuickBooks, and then close the month of <u>July</u> in the new system.	

workforce CONNECTIONS

Financial Edge (FE) System Implementation Schedule

Monthly Status Report

May 2012

Type	Description	Target Date
Implementation	Complete Startup of Financial Edge Software	May 2012
	Status: Complete the dual entry of documents into the live version of Financial Edge.	
	Action: Mar/Apr 2012 - Continue to reconcile to QuickBooks the months of August through December in the new system.	
	Action: May 2012 - Produce documentation reflecting Trial Balance reconciliation between QuickBooks and Financial Edge effective December 31, 2011.	
Implementation	Implementation of PaperSave software	May 2012
	Status: Begin to install and implement the third party PaperSave software that allows Finance staff to scan invoices and document backup.	
	Action: Mar 2012 - Financial Manager will work with third party vendor to design and configure new module.	
	Action: Apr 2012 - Complete design and begin implementation.	
	Action: May 2012 - Revise procedures and processes to complete implementation of Papersave.	
Implementation	Develop Monthly Financial Reports in Financial Edge	July 2012
	Status: Develop new monthly financial reports in Financial Edge.	
	Action: May 2012 - Begin updating policies and procedures.	
	Action: Jul 2012 - Update policies and procedures to implement a new month end closing process.	
	Action: Jul 2012 - Design new financial reports in Financial Edge.	
Implementation	Implementation of the WebPortal and Web Invoicing Modules	July 2013
	Status: Implement Financial Edge's WebPortal Module that allows for the online requisitioning of supplies and materials.	
	Action: Jan/Feb 2013 - The Financial Manager will complete the configuration of the new financial module.	
	Action: Mar 2013 -Revise procedures and processes to complete implementation of Web Invoicing.	
	Status: Implement the Web Invoicing module that allows online approval routing of employee reimbursements.	
	Action: Feb 2013 - IT will install the new financial module.	
	Action: Mar 2013 - Financial Manager will begin the configuration of the new financial module.	
	Action: Apr 2013 -Revise procedures and processes to complete implementation of Web Invoicing.	

**Executive Director's
Annual Performance Report**

August 13, 2013

E Fiscal Management

5 Improved, Descriptive, User-Friendly Financial Reporting

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Adult/Dislocated Worker Programs
June 30, 2013

Amounts for Providers reflect invoiced allowable expenditures through May 2013. Starred lines only reflect expenditures through April 2013.

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

WIA PY11-PY12 Adult and Dislocated Worker Green/All Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	\$ 500,000	\$ 250,000	\$ 250,000	\$ 500,000	100.00%	\$ -
Bridge Counseling Associates-PY12 Extension	\$ 700,000	\$ 315,610	\$ 208,954	\$ 524,564	74.94%	\$ 175,436
GNJ Family Life Center	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -
GNJ Family Life Center-PY12 Extension	\$ 1,200,000	\$ 579,244	\$ 513,733	\$ 1,092,977	91.08%	\$ 107,023
Goodwill of Southern Nevada	\$ 600,000	\$ 445,000	\$ 155,000	\$ 600,000	100.00%	\$ -
Goodwill of Southern Nevada-PY12 Extension	\$ 1,200,000	\$ 733,869	\$ 252,095	\$ 985,964	82.16%	\$ 214,036
Latin Chamber Foundation	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -
Total	\$ 6,175,000	\$ 3,391,223	\$ 2,287,282	\$ 5,678,505	91.96%	\$ 496,495
		60%	40%			

WIA PY11-PY12 Adult and Dislocated Worker Health/All Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD - Desert Rose (contract ends 12/31/2012)	\$ 500,000	\$ 259,837	\$ 142,305	\$ 402,142	80.43%	\$ 97,858
Eastern Seals of Nevada (contract ends 6/30/2014)*	\$ 800,000	\$ 13,719	\$ 3,430	\$ 17,149	2.14%	\$ 782,851
Foundation for an Independent Tomorrow	\$ 600,000	\$ 335,000	\$ 265,000	\$ 600,000	100.00%	\$ -
Foundation for an Independent Tomorrow-PY12 Extension	\$ 1,200,000	\$ 596,678	\$ 474,849	\$ 1,071,527	89.29%	\$ 128,473
Latin Chamber Foundation	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -
Latin Chamber Foundation-PY12 Extension	\$ 1,200,000	\$ 336,068	\$ 281,609	\$ 617,677	51.47%	\$ 582,323
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -
Nevada Hospital Association-PY12 Extension	\$ 900,000	\$ 758,363	\$ 3,942	\$ 762,305	84.70%	\$ 137,695
Nevada Partners, Inc	\$ 600,000	\$ 360,000	\$ 240,000	\$ 600,000	100.00%	\$ -
Nevada Partners, Inc-PY12 Extension	\$ 1,339,000	\$ 823,267	\$ 376,978	\$ 1,200,245	89.64%	\$ 138,755
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -
So. NV Regional Housing Authority-PY12 Extension	\$ 500,000	\$ 295,499	\$ 172,785	\$ 468,284	93.66%	\$ 31,716
Total	\$ 9,014,000	\$ 4,815,931	\$ 2,298,398	\$ 7,114,329	78.93%	\$ 1,899,671
		68%	32%			

WIA PY11-PY12 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District (contract ends 6/30/2014)	\$ 100,000	\$ 24,657	\$ 16,745	\$ 41,402	41.40%	\$ 58,598
Nye Communities Coalition	\$ 750,000	\$ 375,000	\$ 375,000	\$ 750,000	100.00%	\$ -
Nye Communities Coalition (contract ends 6/30/2014)	\$ 950,000	\$ 272,499	\$ 135,827	\$ 408,326	42.98%	\$ 541,674
Total	\$ 1,800,000	\$ 672,156	\$ 527,572	\$ 1,199,728	66.65%	\$ 600,272
		56%	44%			

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	\$ 575,197	\$ -	\$ 575,197	82.17%	\$ 124,803
Foundation for an Independent Tomorrow (ends 6/30/2014)	\$ 700,000	\$ -	\$ -	\$ -	0.00%	\$ 700,000
Total	\$ 1,400,000	\$ 575,197	\$ -	\$ 575,197	41.09%	\$ 824,803
		100%	0%			

Total PY11-PY12 Adult/DW	\$ 18,389,000	\$ 9,454,507	\$ 5,113,252	\$ 14,567,759	79.22%	\$ 3,821,241
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65% 35%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
June 30, 2013

Amounts for Providers reflect invoiced allowable expenditures through May 2013. Starred lines only reflect expenditures through April 2013.

WIA PY11 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Latin Chamber Foundation-PY11 Summer Component	6/1/12-9/30/13	\$ 250,000	\$ 155,742	\$ 75,381	\$ 231,123	92.45%	\$ 18,877
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000	\$ 114,073	\$ 144,852	\$ 258,925	51.79%	\$ 241,075
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000	\$ 235,735	\$ 260,730	\$ 496,465	99.29%	\$ 3,535
Nevada Partners, Inc-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	\$ 677,909	\$ 197,869	\$ 480,040	\$ 677,909	100.00%	\$ -
Nevada Partners, Inc-PY11 Summer Component	6/1/12-9/30/13	\$ 500,000	\$ 285,102	\$ 109,679	\$ 394,781	78.96%	\$ 105,219
So. NV Children First-PY11 Summer Component*	6/1/12-9/30/13	\$ 250,000	\$ 173,811	\$ 8,955	\$ 182,766	73.11%	\$ 67,234
Total		\$ 5,077,909	\$ 1,947,576	\$ 1,703,111	\$ 3,650,687	71.89%	\$ 1,427,222
			53%	47%			

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	7/1/12-9/30/13	\$ 600,000		\$ 457,302	\$ 457,302	76.22%	\$ 142,698
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 6,802	\$ 15,871	\$ 22,673	4.53%	\$ 477,327
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/13	\$ 922,000	\$ 514,420		\$ 514,420	55.79%	\$ 407,580
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-9/30/13	\$ 375,000		\$ 303,407	\$ 303,407	80.91%	\$ 71,593
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-9/30/13	\$ 400,000		\$ 162,333	\$ 162,333	40.58%	\$ 237,667
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/13	\$ 922,000	\$ 534,234		\$ 534,234	57.94%	\$ 387,766
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 10,482	\$ 24,370	\$ 34,852	6.97%	\$ 465,148
So. NV Children First-PY12 Out of School*	7/1/12-9/30/13	\$ 375,000		\$ 111,208	\$ 111,208	29.66%	\$ 263,792
Total		\$ 4,594,000	\$ 1,065,938	\$ 1,074,491	\$ 2,140,429	46.59%	\$ 2,453,571
			50%	50%			

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	7/1/11-9/30/13	\$ 100,000	\$ 61,935	\$ 30,000	\$ 91,935	91.94%	\$ 8,065
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-9/30/13	\$ 100,000		\$ 55,079	\$ 55,079	55.08%	\$ 44,921
Nye Communities Coalition-PY11 Year Round	7/1/11-9/30/13	\$ 300,000	\$ 181,404	\$ 118,596	\$ 300,000	100.00%	\$ -
Nye Communities Coalition-PY11 Year Round (addl summer \$)	4/1/12-9/30/12	\$ 88,753	\$ 53,392	\$ 35,360	\$ 88,752	100.00%	\$ 1.00
Nye Communities Coalition-PY11 Extension	7/1/11-9/30/13	\$ 150,000	\$ -	\$ 16,343	\$ 16,343	10.90%	\$ 133,657
Lincoln County School District (contract ends 6/30/2014)		\$ 888,753	\$ 374,362	\$ 326,667	\$ 701,029	78.88%	\$ 187,724
			53%	47%			

Nye Communities Coalition (contract ends 6/30/2014)

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	\$ -	\$ 185,741	\$ 185,741	61.91%	\$ 114,259
Youth Advocate Programs - PY13 Extension	7/1/13-6/30/14	\$ 300,000	\$ -	\$ -	\$ -	0.00%	\$ 300,000
Total		\$ 600,000	\$ -	\$ 185,741	\$ 185,741	30.96%	\$ 414,259
			0%	100%			

WIA PY11 To Be Allocated Amounts

Total Youth	\$	11,160,662	\$	3,387,876	\$	3,290,010	\$	6,677,886	59.83%	\$	4,482,776
				51%		49%					

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Direct Programs
June 30, 2013

Amounts for Internal Programs reflect expenditures as of June 30, 2013.

Amounts for Providers reflect invoiced allowable expenditures through May 2013. Starred lines only reflect expenditures through April 2013.

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Americorps YouthBuild PY12	0.50	8/15/12-8/14/13	23,820	\$ 20,854	87.55%	2,966
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 241,870	96.75%	8,130
State Energy Sector Partnership (SESP)	4.00	8/10/10-6/30/13	3,503,000	\$ 3,503,000	100.00%	-
SESP - Healthcare Information Technology (HIT)		12/11/2012-6/30/13	179,000	\$ 159,736	89.24%	19,264
SESP - HIT - So Nv Regional Housing Authority		2/1/13-6/30/13	21,000	\$ 21,000	100.00%	-
US Fish & Wildlife - WC		6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First*		6/1/12-5/31/13	16,471	\$ 10,796	65.55%	5,675
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 144,007	90.81%	14,577
Youth Build PY11 - WC	3.70	6/1/11-5/31/14	941,416	\$ 715,566	76.01%	225,850
Total	10.20		5,936,925	5,660,462	95.34%	276,463

Workforce Connections
Adult and Dislocated Worker Funding Plan
PY 2013 Projections

		Remaining Available Funds	Projections Based on Monthly Invoices					
			Jul-Sep 2013 3 Months	Oct-Dec 2013 3 Months	Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months	Projected PY2013 TOTAL	Remaining
	Budget							
REVENUES (Available as of May 30, 2013)								
PY2012 Adult and DW Funding	13,164,641	2,471,953	2,471,953	-			2,471,953	-
PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013)	2,028,047	2,028,047	828,047	800,000	400,000		2,028,047	-
PY2013 Adult and DW Funding	14,806,576	14,806,576	995,500	3,600,167	4,723,667	4,723,667	14,043,000	763,576
TOTAL REVENUES	29,999,264	19,306,576	4,295,500	4,400,167	5,123,667	4,723,667	18,543,000	763,576
EXPENDITURES								0.48 Months
Community Resources								
PY2011 Nye Rural Services (Extended to June 2014)	1,700,000	485,973	120,000	120,000	120,000	120,000	480,000	
PY2011 Extend Adult and DW Contracts (One-Stop Center Partners)	4,800,000	4,800,000	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000	
PY2011 Extend Adult and DW Contracts (One-Stop Affiliate Locations)	4,800,000	4,800,000	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000	
PY2012 Lincoln County Rural Services (Extended to June 2014)	100,000	52,798	12,000	12,000	12,000	12,000	48,000	
PY2012 Reentry Program (Extended to June 2014)	1,400,000	782,443	195,000	195,000	195,000	195,000	780,000	
PY2012 Adult and DW (Adults with Disabilities)	800,000	762,851	180,000	180,000	180,000	180,000	720,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	1,855,600	119,083	112,000				112,000	
PY2012 Workforce Connections Urban Computer Center	150,000	92,443	39,000	39,000			78,000	
PY2013 Academy of Human Development - Computer Center	150,000	150,000	37,500	37,500	37,500	37,500	150,000	
PY2013 One-Stop Center Operations	342,000	342,000	85,500	85,500	85,500	85,500	342,000	
PY2013 One-Stop System Operations	858,000	858,000	214,500	214,500	214,500	214,500	858,000	
Operations								
PY2012 Administration and Programs	3,438,540	1,550,000					-	
PY2013 Administration and Programs	3,861,314	3,861,314	900,000	900,000	900,000	900,000	3,600,000	
Pending Contracts								
PY2013 New One-Stop Partner RFP (Veterans - Start Oct 2013)	650,000	650,000		216,667	216,667	216,667	650,000	
PY2013 New Adult and DW (Rural - Esmeralda - Start Jan 2014)	50,000	50,000			12,500	12,500	25,000	
PY2013 New Adult and DW Contracts (Clark County - Mesquite - Start Jan 2014)	50,000	50,000			12,500	12,500	25,000	
PY2013 Adult and DW Contracts (Reentry - Barber Training)	850,000	850,000			212,500	212,500	425,000	
PY2013 Adult and DW Contracts (Reentry - Logistics/Warehousing Operations)	500,000	500,000			125,000	125,000	250,000	
TOTAL			4,295,500	4,400,167	4,723,667	4,723,667	18,143,000	

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

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	Service Provider	One-Stop Ctr/Sys	Total	
One Stop System/Center	5,450,000	1,200,000	6,650,000	44%
Home Office and Affiliate Locations	7,695,294	242,443	7,937,737	52%
Rural Locations	638,771	-	638,771	4%
Total Community Resources	13,784,065	1,442,443	15,226,508	100%
	91%	9%	100%	

**Workforce Connections
Youth Funding Plan
PY 2013 Projections**

	Budget	Available Funds	Projections Based on Monthly Invoices						
			Jul-Sep 2013 3 Months	Oct-Dec 2013 3 Months	Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months	Next Program Year	Projected PY2013 TOTAL	Remaining
REVENUES (Estimate for July 1, 2013)									
PY2012 Youth Funding	6,337,899	2,000,000	2,000,000	-				2,000,000	-
PY2013 Youth Funding	6,564,523	6,564,523	142,943	1,558,500	1,558,500	1,558,500	1,168,000	5,986,443	578,080
TOTAL REVENUES	12,902,422	8,564,523	2,142,943	1,558,500	1,558,500	1,558,500	1,168,000	7,986,443	578,080
EXPENDITURES									1.11 Months
Community Resource Contracts - PY 2011									
PY2011 Year-Round (Ending Sept 2013)	500,000	-						-	
PY2011 Latin Chamber Green Consortium (Ending Sept 2013)	500,000	207,325	67,500					67,500	
PY2011 Lincoln County (Extend to Sept 2014)	200,000	42,786	42,786					42,786	
PY2011 Nye County (Extend to Sept 2014)	460,531	99,907	99,907					99,907	
Community Resource Contracts - PY2012									
PY2012 Youth Out-of-School Contracts (Extend to Sept 2013)	1,965,478	524,473	381,000					381,000	
PY2012 Youth Summer Component/Year Round	1,136,064	98,456	98,000					98,000	
PY2012 New WC Office Location / One-Time Construction/Equipment	430,000	281,706	48,000					48,000	
PY2012 Youth In-School Contracts (Extend to Sept 2014)	2,003,997	558,346	558,000					558,000	
PY2012 Youth Re-entry (Extend to Sept 2014)	600,000	395,757	80,250	78,000	78,000	78,000	78,000	392,250	
PY2012 Foster Care and Youth with Disabilities (Ending Sept 2014)	1,000,000	852,476	165,000	165,000	165,000	165,000	165,000	825,000	
PY2012 Youth Summer Component / Year Round (Public Housing)	400,000	375,000	125,000	38,000	38,000	38,000	125,000	364,000	
Operations									
PY2012 Administration and Programs	1,867,580	250,000						-	
PY2013 Administration and Programs	1,562,904	1,562,904	390,000	390,000	390,000	390,000		1,560,000	
Pending Contracts									
PY2011 Youth Rural Contracts Extension (Extend to Sept 2014)	300,000	300,000		75,000	75,000	75,000	75,000	300,000	
PY2012 In-School Youth Contracts Extension (Extend to Sept 2014)	1,500,000	1,500,000		375,000	375,000	375,000	375,000	1,500,000	
PY2013 Youth Jobs for America's Graduates (JAG) (Start July 2013)	350,000	350,000	87,500	87,500	87,500	87,500		350,000	
PY2013 Out-of-School Youth Contracts (Start Oct 2013)	1,400,000	1,400,000		350,000	350,000	350,000	350,000	1,400,000	
TOTAL			2,142,943	1,558,500	1,558,500	1,558,500	1,168,000	7,986,443	

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