

# *Local Workforce Investment Board Plan*



## **Workforce Investment Act Title IB Programs**

**1 July 2011 through 30 June 2012**

**Nevadaworks  
6490 South McCarran Boulevard  
Building A, Suite 1  
Reno, Nevada 89509-6119**

**(775) 337-8600**



# nevadaworks

Coordinating Workforce Development for Northern Nevada

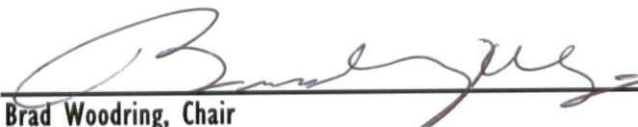
## Nevadaworks Board Plan Authorization

In accordance with the federal Workforce Investment Act, the undersigned Chief Local Elected Official and Local Workforce Investment Board chairperson have approved the Nevadaworks plan and agree to operate or cause to be operated programs pursuant to this plan.

The undersigned certify that they concur with the contents of this plan and agree that this plan shall be carried out by Nevadaworks, contracted service providers, as well as participating Nevada JobConnect Partners. The undersigned further certify that all sub grant agreements shall be executed in conformance with the requirements of the Workforce Investment Act and implementing regulations.

This plan consists of this page, the Table of Contents, and all of the sections and attachments indicated on the Table of Contents.

### Approved for the Nevadaworks Council

  
Brad Woodring, Chair 6/10/11  
Date

### Approved for the Nevadaworks Local Elected Officials

  
Norm Frey, Chair 6-10-2011  
Date

**NOTICE OF PROPOSED PLAN AVAILABLE FOR PUBLIC COMMENT**

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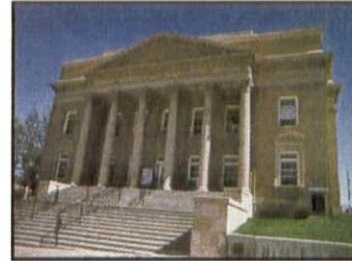
**Northern Nevada Workforce Area  
Local Plan Summary  
1 July 2011 through 30 June 2012**

Nevadaworks is the administrative entity for the Workforce Investment Act Title IB Adult, Youth and Dislocated Worker programs in northern Nevada. The Nevadaworks Council is the designated Local Workforce Investment Board for northern Nevada. The Northern Nevada Workforce Investment Area is comprised of the following thirteen counties: Carson City, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine.

The one stop system in Nevada for Workforce Investment Act programs is Nevada JobConnect. Nevadaworks has chosen the Department of Employment, Training and Rehabilitation as operator to oversee daily JobConnect operations and services at the Reno JobConnect center.

A copy of the Northern Nevada Local Plan is available on the Nevadaworks website. Questions regarding the Plan should be directed to Thomas C. Fitzgerald, Chief Executive Officer.

Nevada's labor markets have shown recent signs of life, hinting at the beginning of a potential economic recovery. Employment increased on an over-the-year basis for the first time in 38 months, and results of the household survey showed a solid decline in unemployment. Nevada's seasonally adjusted unemployment rate fell for the third consecutive month, falling to 13.2 percent after having reached an all-time high of 14.9 percent in December. In recent months the declining labor force drove the rate down. This month though, the fall was driven by a fairly large decrease (-5,300) in the number of unemployed and a labor force increase of 2,000. Reaching its lowest level since June 2009, an estimated 173,900 Nevadans were unemployed in March. Employers added 7,600 (seasonally adjusted) new jobs in March. It's the largest one-month increase since September 2005 and suggests that underlying employment trends exceeded expectations.



The leisure and hospitality industry continued to increase. Most of the increase was in the accommodation and food services sector. The second largest monthly increase occurred in the professional and business services industry with most of the increase in the administrative support and waste management sub sectors. The health care and social services sector accounted for most of the increase in education and health services industry. The retail trade sector added jobs. The up-tick was driven by seasonal increases in department and garden/hardware stores. The financial activities industry lost jobs, evenly divided by finance and insurance, real estate and rental and leasing sectors. Natural resources and mining, manufacturing, construction and other services sectors were essentially flat over the month. All told, March job readings stand 0.5 percent higher than a year ago, the first year over year gain since January 2008

Employment in the Reno-Sparks area increased by a modest 600 jobs, while employment in Carson City was essentially unchanged, adding just 100 jobs. Both areas have slightly more jobs now than they did a year ago. Unemployment rates in the State's major regional labor markets declined in March. The unemployment rate in the Reno-Sparks area declined by one-tenth to 13.1 percent, and the rate in Carson City fell three-tenths to 13.2 percent.

Now that employment appears to have reached a bottom, at least based on preliminary job reports, we can take a look at which industries are beginning to emerge from the downturn. Based on unadjusted data, the leisure and hospitality industry has provided the most new jobs in the last year. Key consumer indicators are rising. Taxable sales have increased on an over the year basis for seven consecutive months, and a 5.1 percent increase related to a year ago. Demand for services from companies is driving job growth in the professional and business services industry as well.

A number of industries are still feeling the effects of the downturn. Construction, which lost more jobs than any other industry, continues to shed workers. As a result of the construction downturn, the financial activities sector

continues to lose jobs. Manufacturing is still suffering from weak demand and global competition. Finally, public sector employment is down in the last year and will likely continue to fall given the dismal budget situation for state and local governments, as well as a push for cuts from the federal government.

Two industries have defied the recession throughout: mining and education and health services. Based on high gold prices, the mining areas of the state continue to perform at a relatively high level. Unemployment rates in mining counties are considerably lower than metropolitan areas. In the Elko micropolitan area (includes Elko and Eureka counties), the unemployment rate was 7.9 percent in March, and over five percentage points lower than the statewide average. Recent global unrest and financial insecurity pushed gold prices above \$1,500 per ounce — setting a new all-time high. So long as uncertainty persists in global markets, the economic situation in Nevada's rural mining areas will remain favorable compared to the rest of the state. The education and health services industry is one of the few to add jobs during the recession. Since the recession started in December 2007, the industry has added new jobs. Educational services include private colleges and training providers, which have benefited from the downturn as workers seek additional training or retraining. The health services sector continues to grow based on increasing demand for services from an aging population and a traditionally underserved populace.

The Nevadaworks Board members are strong advocates of the workforce investment system in northern Nevada. Business and industry provide valued information through Board members who identify needed skills sets and educational requirements of potential workers for existing, new and expanding businesses. Business and industry members of the Nevadaworks Board also provide accurate, current information on economic development, business expansion and industrial growth in their local areas. This information is utilized in formulating development of training programs in the education community, including secondary schools, community colleges and other higher educational institutions; to reverse recent trends in Nevada's economy.

The above information was published by the Department of Employment, Training, and Rehabilitation Research & Analysis Bureau in the March 2011 edition of Economy in Brief.

### **General Plan Information**

The primary goal of Nevada's Statewide Workforce Investment System is to make the workforce investment system the first choice for all employers and individuals in Nevada. Nevadaworks strives to improve the quality of Nevada's workforce through unduplicated programs and services. Individuals in Northern Nevada receiving services will see increased skills, increased wages, and increased self-sufficiency. Employers in Northern Nevada who use the workforce investment system will see increased employment retention and increased profits. Nevadaworks is committed to enhancing the productivity and competitiveness of the State of Nevada.

**Local Workforce Investment Board (LWIB)**  
(WIA Section 117, §661.305, §661.315 and §661.325):

**Describe the organization and structure of the LWIB, including organizations and entities represented on the Board.**

Nevadaworks is established as a public agency in the State of Nevada, pursuant to NRS 82.011 and 277.180. Nevadaworks is governed by and is staff to the Nevadaworks Board.

The Nevadaworks Board is a composite of northern Nevada's business and community leaders and provides a direct linkage to the employers in northern Nevada. The majority of the Board's memberships are representatives within the business community and the Chair of the Board is from the business sector. The Nevadaworks Board listing provided delineates the entities and organizations represented on the Board.

**Describe the process your area used to identify and select your Board members.**

Nevadaworks' solicits nominations from existing business board members, announcements at business associations and other direct methods. The membership categories of labor, economic development, and community based organizations are filled through nomination by a representative organization. A public notice soliciting interested parties is also issued to supplement direct solicitation methods. Board members from the required partner category are accepted through a request for appointment from the partner program administrative agency. All nominations are reviewed by the Nevadaworks Executive Committee that prepares a letter of concurrence or non-concurrence with the nominations, which is submitted to the Local Elected Officials for consideration. All Nevadaworks Board members are appointed by the Local Elected Officials Board to serve up to three-year terms.

**Describe how the Local Board will carry out its role and responsibilities outlined in 661.305**

The Nevadaworks Local Elected Officials and the Nevadaworks Council have entered into a joint agreement for delivery and oversight of the Workforce Investment Act and other workforce programs throughout the northern Nevada Workforce Investment Area. The Nevadaworks Board is comprised of both the Nevadaworks Council and Local Elected Officials Board members. All references to the Local Workforce Investment Board, Local Elected Officials, Nevadaworks Board and/or Nevadaworks Council are representative of this joint venture of the Local Elected Officials and the Local Workforce Investment Board.

Regular board meetings are held in which the activities and functions of the Nevadaworks Board are delineated. Standing committees of the Nevadaworks Board are the Executive Committee, which provides overall administrative oversight, and the Youth Council, which provides direction for youth programs in northern Nevada.

**Nevadaworks administrative responsibilities:**

Development of a local plan, budgets, identifying eligible providers of youth, adult and dislocated worker intensive and training services, negotiating and reaching agreement on local performance measures with the Governor, Workforce Investment Act performance reporting and performance standards management and monitoring of programs, systems and providers.

**Executive Committee responsibilities:**

Review of all administrative requirements of the Local Elected Officials and Nevadaworks Council conducted by Nevadaworks as staff to the Board.

**Youth Council responsibilities:**

Recommend youth service providers, coordinate Workforce Investment Act goals with community youth initiatives, workforce plans and activities.

**Describe coordination and interactions with the State Workforce Investment Board**

The Nevadaworks Council Chair and Local Elected Officials Chair are members of the State Workforce Investment Board and participate on a regular and on-going basis.

**Describe how local elected officials fulfill their role as decision-making partners with the LWIB.**

The Local Elected Officials actively participate in regularly scheduled meetings of the Nevadaworks Board, comprised of the Nevadaworks Council and Local Elected Officials. The Chair of the Local Elected Officials Board is a member of the Nevadaworks Council and the State Workforce Investment Board. The Nevadaworks Board Executive Committee includes the Chair and Vice Chair from the Local Elected Officials and the chair and chair-elect from the Nevadaworks Council.

**Youth Council**

[WIA Section 117 (h)(2&4), §661.335, §661.340 and 664.110(c)]:

**Describe the process the LWIB uses to select Youth Council members.**

Solicitation for Youth Council members are sent to the various youth oriented organizations and entities identified in the Workforce Investment Act as required membership categories. The Nevadaworks Board Chair appoints interested Board members with expertise in youth programs or initiatives and interested parties.

**Describe the role and responsibilities of the Council including its oversight responsibilities of local youth programs.**

The Youth Council is responsible for coordinating youth activities through review and selection of Workforce Investment Act youth providers. The Youth Council also interacts through the exchange of information on existing youth programs and initiatives being offered and developed and is an advisory entity to the Nevadaworks Board.

**Economic Development/Local Labor Area  
[WIA Section 118(a)(1)(A-C)] and §661.350 (a)(1&2)]**

**Describe how the needs of employers, job seekers and workers in the local workforce investment area are identified.**

Nevadaworks Board members and Nevadaworks staff conduct outreach to identify economic and labor force needs of business and individuals through membership in economic development agencies, business organizations, chambers of commerce, and direct contact with employers.

The Local Elected Officials membership brings community and county based economic and labor force needs to Nevadaworks by targeting information gathering and exchange among the business community, economic development entities, individual job seekers and incumbent workers.

**Describe how coordination with employers and economic development officials occurs in the development of the local workforce investment system.**

The Nevadaworks Board membership composition includes over 50% business representatives and strong representation from the area economic development authorities. The Nevadaworks Board meets regularly to coordinate the development of the local workforce investment system. We are actively working with area economic development authorities.

**Describe how the current and projected employment opportunities in both the private and public sectors and job skills necessary to obtain such employment opportunities are identified.**

Employment opportunities are identified through various sources including the Nevada Workforce Informer and Nevada JobConnect resources such as job orders. In addition, Nevadaworks interacts with existing and expanding businesses in northern Nevada to identify workforce needs and exchange information on the availability and needs for skilled labor.

**What data sources are used to support these projected opportunities?**

In addition to the data sources used to identify the projected opportunities described above, Nevadaworks interacts with community leaders, chambers of commerce, training institutions, apprenticeship programs, human resource organizations and employment agencies, as well as news media. In addition, Nevadaworks relies on data collected from sources including ItsAboutJobs.com, the Nevada Job Connect Operating System, and the Nevada Workforce Informer.

**Describe the current demographic characteristics of the general and eligible population.**

In March 2011, employment increased on an over-the-year basis for the first time in 38 months, and results of the household survey showed a solid decline in unemployment. Nevada's seasonally adjusted unemployment rate fell for the third consecutive month, falling to 13.2 percent after having reached an all-time high of 14.9 percent in December.

A number of industries are still feeling the effects of the downturn. Construction, which lost more jobs than any other industry, continues to shed workers. The industry is down 3,400 from the same time last year. In March, employment stood 54,300 and will likely continue to fall in the months ahead given a lack of demand for new development. As a result of the construction downturn, the financial activities sector continues to lose jobs, as well, 2,700 since March 2010. Manufacturing is still suffering from weak demand and global competition. Employment in this sector is down 2,000 in the last year. Finally, public sector employment is down 3,600 in the last year and will likely continue to fall given the dismal budget situation for state and local governments, as well as a push for cuts from the federal government.

**Describe the geographic areas to be included.**

The northern Nevada workforce investment area is located in the Great Basin desert. The Sierra Nevada Mountains border on the west and separate the northern Workforce Investment Act service area from California.

The Local Workforce Investment Area of northern Nevada encompasses thirteen counties covering over 70,000 square miles, bordered on the west by California, on the north by Oregon and Idaho, on the east by Utah with its southern boundary at the Esmeralda, Nye, and Lincoln counties' northern edge.

**Performance Management  
[WIA Section 136 and § 661.350(a)(4)]**

Indicate in the following charts the levels of performance negotiated with the lead state agency on behalf of the Governor for each of the local measures identified in §666.100.

<b>Table for Local Workforce Area Performance Indicators and Goals</b>		
<b>WIA Requirement at Section 136(b)</b>	<b>State and Local Workforce Area Performance Goals</b>	
	<b>2010</b>	<b>2011</b>
<b>ADULTS</b>		
Entered Employment Rate	63%	63%
Retention Rate	70%	70%
Average Earnings	\$ 11,500	\$11,500
<b>DISLOCATED WORKERS</b>		
Entered Employment Rate	70%	70%
Retention Rate	80%	80%

WIA Requirement at Section 136(b)	State and Local Workforce Area Performance Goals	
	2010	2011
Average Earnings	\$ 14,500	\$14,500
<b>YOUTH COMMON MEASURES</b>		
Placement in Education/Employment	40%	40%
Attainment of Degree/Certificate	40%	40%
Literacy or Numeracy Gain	29%	29%

**Describe any additional indicators of performance established by the LWIB.**

No additional indicators of performance are being applied at the local level.

**Describe the system(s) by which the local area measures customer satisfaction for both job seekers and employers.**

Customer feedback is obtained for both job seekers and employers at a local level, which does not duplicate nor impact the customer satisfaction measurements implemented at a state level. Service questionnaires, telephone contacts during follow up activities and direct interactions with individuals and employers is utilized both during and upon exit of Workforce Investment Act funded activities.

**Describe how customer satisfaction data will be evaluated and used to improve services and customer satisfaction.**

The Department of Employment, Training, and Rehabilitation has been designated as the operator of the Nevada JobConnect center. Nevadaworks monitors the customer satisfaction reports obtained by the department.

**Describe how the LWIB will evaluate performance? What corrective actions (including sanctions and technical assistance) will the LWIB take if performance falls short of expectations?**

Nevadaworks evaluates performance by extracting statistical data from the Nevada JobConnect Operating System utilizing reporting tools such as the LWIAMR, NVPerforms, and Discoverer. Each performance indicator area is reviewed for accuracy of data input and for adherence to standards of performance. Corrective action may include but is not limited to: financial sanctions, limitation on types or number of clients to be served, contract suspension or revocation. In all cases, technical assistance will be provided prior to consideration of sanctions.

**One Stop System**

**[WIA Section 121 and §661.350 (3)(i-ii)]**

**Describe the One-Stop delivery system designated in the local area:**

The Department of Employment, Training, and Rehabilitation has been designated by Nevadaworks as the operator of the Nevada JobConnect Center in Reno. The department will oversee daily operations at the center.

Workforce Investment Act Title I program services, Adult, Dislocated Worker and Youth, are provided through contracted services. In the rural areas of northern Nevada, Workforce Investment Act Title I programs and services are currently co-located within the JobConnect offices in Elko, Ely, and Fallon. In Winnemucca, services are located at a service provider location within close proximity to the JobConnect office.

Affiliate sites have been established in Storey County and Mineral County through the Rural Workforce Liaison initiative of Nevadaworks.

**Describe how the LWIB ensures continuous improvement of eligible providers of service and ensures that such providers meet the employment needs of local employers and participants.**

Nevadaworks ensures continuous improvement of eligible service providers by incorporating performance and accountability elements into all contractual agreements.

**Describe how the LWIB designates and certifies One-Stop Operators in the local area.**

Through a Memo of Understanding with Nevadaworks, the Department of Employment, Training, and Rehabilitation is the only One-Stop Operator in northern Nevada, providing oversight and operation of the Nevada JobConnect Center in Reno.

**What mandated partners in §662.200 are participating in the local One-Stop system and how access to each participating partner's core services will be provided in accordance with §662.230.**

The principle partners participating in northern Nevada's JobConnect system are Nevadaworks Title I program contractors and the programs represented by the Department of Employment, Training and Rehabilitation. Access to each partners' mandated core services are available via the JobConnect resource centers, JobConnect website, and on-site program representatives. Access to all required programs listed in Sec. 667.220 is through referral, on-line internet access, and/or on-site representation.

**Coordination - The Act requires coordination between the LWIB and the programs/agencies listed in Section 112 (b)(8)(A) to enhance the provision of services and avoid duplication of services with these programs/ agencies.**

**Briefly describe the linkages established for each of the programs/ agencies listed including type of**

**agreement(s) with each.**

A system-wide Memorandum of Understanding has been executed between the Northern Nevada Workforce Investment Area, Workforce Investment Partners, effective July 1, 2001, and is incorporated herein by reference.

**Describe the requirements for coordination of WIA training funds and other grant assistance. (§ 663.320)**

SCP 1.10 Coordination of Training delineates the requirements for coordination of training funds. Nevadaworks requires service providers to leverage funding through co-enrollment of clients and implementation of cooperative funding and training plans with other programs.

**Describe how the LWIB ensures services are not duplicated from program to program within the area of service.**

A Memorandum of Understanding outlines the partner's responsibilities for coordination of programs and services to ensure non-duplication within their areas of service and referral processes for clients in need of additional program services.

In the rural areas of northern Nevada, there are limited resources and program services available. Workforce Investment Act Title I Adult, Dislocated Worker and Youth services are provided in cooperation with existing services within each community. Service providers, through integration of programs and direct referrals, maintain linkages with community services and programs.

#### **Public Comments/Process**

**[WIA Section 117(e), §661.345 (b)(1-4) and §661.350 (a)(8)].**

**Describe the process used by the LWIB to provide opportunity for public comment, including comment by representatives of business and labor organizations and input into the development of the local plan, prior to submission of the plan to the SWIB.**

Nevadaworks Board representatives were given the opportunity to provide input as well as have the opportunity for comment on the Local Plan through participation in Nevadaworks Board activities, meetings, committees and work groups. The Local Plan was posted on the Nevadaworks website for public comment.

#### **Organizational Structure**

**Organization Chart - attach an Organizational Chart, which includes all program activities with an explanation how this structure enables the LWIB to best accomplish its goals.**

The Nevadaworks Board has established the Chief Executive Officer position to oversee the operations of the Nevadaworks agency. The Chief Executive Officer serves at the pleasure of the Nevadaworks Board and has operational authority to manage the Nevadaworks agency and programs on behalf of the Board.

The activities and programs of Nevadaworks are segregated into Program and Finance. Staffing levels are structured to effectively and efficiently perform the required functions within each category.

### **Program Management and Program Design (WIA Section 134 Subpart (d)(4)(E))**

#### **Priority and Special Populations [WIA Sections 101(25), 134 and §663.600 (c)]**

**Describe the criteria established to determine the availability of funds and the process by which any priority for services to recipients of public assistance and other low-income individuals will be applied under WIA Section 134 (d)(2)(E), if applicable.**

Priority for Workforce Investment Act intensive and training services will be given to those adults (18 years and older) who are low-income and/or recipients of public assistance.

#### **Assessment**

**Describe the policy(s)/guidelines established for service providers in conducting the assessment process for both youth and adult (core, intensive and training services) participants.**

##### **Youth Programs:**

An objective assessment, including a review of the academic and occupational skill levels, as well as the service needs, of the youth is a mandated element within the program design for youth services (State Policy 2.2 Youth Program Design). The assessment of basic skills for out-of-school youth will include measurements of literacy and numeracy for the determination of proficiencies and gains under the common measures requirements. For youth participating in work experience and work readiness programs a pre-program evaluation and a post program evaluation must be conducted to verify an improvement in work readiness.

##### **Adult Program:**

The initial assessment of skill levels, aptitudes, abilities, and supportive services will be conducted through core services and will be universally available to individuals 18 years of age and older. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers will be utilized in developing the individual employment plan and in determining the need for intensive and training services.

#### **Employment and Training Needs**

**Briefly describe how the LWIB will identify and meet the employment and training needs of dislocated workers, displaced homemakers, low-income individuals, public aid recipients and individuals with multiple barriers to employment.**

All individuals, whether they are dislocated workers, displaced homemakers, low-income or disabled, have access to employment and training services through the Nevada JobConnect system in northern Nevada. Nevadaworks ensures

coordination of employment and training programs and services, and promotes co-enrollments to address the specific identified needs of individuals. Through analysis of the labor market and identification of existing and future labor force skill requirements, services can be directed to meet both individual and employer based needs.

**Adults/Dislocated Workers**  
**(WIA Section 134, §663.150 and §663.155)**

**Core Services: Describe the core services to be provided to adults and dislocated workers [WIA Section 134(d)(2)].**

Core services identified in SCP 1.8(l) will be available to adults and dislocated workers. Core services include:

Outreach and orientation to Nevada JobConnect system information and services;  
Determination of eligibility for WIA Title I and partner programs; initial assessment of skill levels, aptitudes, abilities and supportive service needs;  
Job search, career counseling and placement assistance;  
Employment information, including job vacancy, skill requirements, and local demand occupations;  
Information on approved training providers;  
Information on available supportive services, including childcare and transportation;  
Information on how to file unemployment insurance claims;  
Assistance in establishing eligibility for programs of financial assistance;  
And follow-up services for not less than 12 months after completion of program services.

**Describe how these core services will be delivered. (§ 663.155)**

Core Services are accessible through web-based access in addition to on-site resource centers, located at Nevada JobConnect Centers and affiliate sites. Staff will assist individuals in understanding the resources and programs that are available. Core services are available to all individuals regardless of eligibility criteria.

**Describe any core services an individual must receive before receiving intensive services (§663.160), including any minimum time period for participation in core services before receiving intensive services (§663.165).**

An individual must have received at least one core service prior to being considered for receipt of intensive services. Minimum time periods for participation in core services prior to consideration for intensive services are not established.

**Intensive Services [WIA Section 134 (d)(3)(C)]: Describe the intensive services to be provided to**

**adults and dislocated workers. (§663.200)**

Intensive services identified in SCP 1.8(II) will be provided to adults and dislocated workers that meet program eligibility requirements and have received at least one core service, as documented in the Nevada JobConnect Operating System. Additionally, individuals eligible to receive intensive services will meet the "Priority of Service" criteria established for the northern Nevada workforce area. Intensive services may include:

- Comprehensive and specialized assessment of skills levels and service needs;
- Individual employment plan;
- Group and individual counseling;
- Case management;
- Short-term pre-vocational services;
- Job readiness services;
- Basic Skills enhancement activities;
- Supportive services;
- Work experience and internships;
- And job retention activities.

**Describe how these intensive services will be delivered. (§663.210)**

Intensive services will be delivered through the Nevada JobConnect Centers, and may be delivered on-site by Workforce Investment Act Title I service providers and/or partner program representatives as well as through referral to local area providers with expertise in the service required.

**Describe the eligibility criteria for adults and dislocated workers to receive intensive services. (§663.220)**

Adults and dislocated workers must meet eligibility criteria for Workforce Investment Act program services as delineated in SCP 1.6 II Eligibility Requirements for Intensive Services.

**Describe the criteria to determine whether an employed worker needs intensive services to obtain or retain employment leading to "self sufficiency." (§663.23)0**

Intensive services will be provided to employed individuals or dislocated workers seeking assistance to obtain or retain employment at a level of self-sufficiency that provides wages and benefits that enable the individual to adequately support him/her and family members.

Self Sufficiency, for the purposes of establishing eligibility for receipt of intensive services shall mean:

Full-time employment that pays at least 300% of the lower living standard income level, according to the most recent definition published by the Department of Labor; (\$9,557 annually for a family of one effective July 1, 2009) along with medical coverage for the employee and family; or pays at least 400% of the lower living standard income level, (\$9,557 annually for a family of one, effective 11 January 2011) without medical benefits.

For Dislocated Workers, full-time employment at a wage rate at least 80% of the layoff wage, with medical

coverage for employee and family.

**Describe any intensive services an individual must receive prior to receiving training services ( §663.240) including any minimum time period for participation in intensive services to be eligible for training services. (§663.250)**

An individual must have received at least one intensive service prior to being considered for receipt of training services. There is no minimum time period established for participation in intensive services prior to be consideration for training services.

**Training Services [WIA Section 134(d)(4)(D)] Describe the criteria for individuals to receive training services. (§663.310)**

Individuals must meet eligibility criteria for Workforce Investment Act program services as delineated in SCP 1.6 III Eligibility Requirements for Training Services.

**Describe what supporting documentation will be required when training services have been deemed appropriate for an individual.**

The individuals case file/notes must document the determination of need for training to obtain or retain employment which may include but is not limited to individual assessments to determine skills and qualifications, work history, employment and job seeking efforts, financial assistance applications or determinations, and course of training appropriate to meet the individuals goals.

**Demand Occupations: describe what supporting documentation will be required to ensure that the selection of a program of training services is linked to employment opportunities either in the local area or in another to which the individual is willing to locate. [ §663.310(c)]**

Supporting documentation of demand occupations as delineated in SCP 1.11 will be utilized. Such documentation includes the Demand Occupations listing published by the Department of Employment, Training, and Rehabilitation, training agreement signed by the employer, local classified ads indicating at least three openings, letter or telephone verification with employers, and in cases of relocation, a written statement by the individual to that effect.

**On-the-Job Training (OJT)/Customized Training [WIA Section 101(31) and §663.700, §663.705, §663.710 and §663.720]**

**Describe the criteria used by the LWIB to determine the appropriate length of time for an OJT contract.**

The criteria established for determining the appropriate length of time for an On the Job Training contract is delineated in SCP 1.14 I. Those criteria will include a requirement that an On the Job Training contract be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. Contracts for On the Job Training will be coordinated, where appropriate, with partner programs and funding resources to maximize access and availability of training for individuals.

**Describe or attach the guidelines/policy(s) established for providing OJT or Customized Training Activities.**

SCP 1.14 On the Job Training and Customized Training delineate the guidelines/policy for providing these services. Nevadaworks sub-recipients and contractors are required to adhere to this policy.

### **Layoff Aversion Plan**

Nevadaworks has created a layoff aversion plan because it believes that assisting business and industry in the skill development of existing employees is key to combating the high unemployment in Northern Nevada. By investing in the incumbent workers of Northern Nevada, Nevadaworks is not only helping to keep individuals out of the ranks of the unemployed, but is helping to increase productivity and directly impacting the bottom line of businesses in our service region.

Nevadaworks and their WIA partners will determine an employer qualifies for layoff aversion funds if they are facing a potential layoff of employees in the foreseeable future and if they demonstrate that this workforce training will save jobs. Nevadaworks will focus on projects where employers seek to train employees in the following ways:

1. Training in additional roles within the same business, creating well-rounded employees;
2. Training in industry specific skills that are in high demand due to changes in the economic climate;
3. Training that increases employee productivity through more efficient and cost-effective methods of production;
4. Training in basic employment skills that have a history of causing layoffs if unmet; and
5. Other potential layoff strategies presented by employers.

The layoff aversion strategy is subject to approval of the Nevada State Department of Employment, Training, and Rehabilitation.

**Supportive Services [WIA Sections 101(46), 134(e)(2-3) and §663.800, §663.805, § 663.810 and §663.815]**

**Either attach a copy of the policy or:**

- Describe how participants are determined to be eligible for supportive services.
- Describe what types of supportive services will be available.

SCP 1.15 Supportive Services & Needs Related Payments delineates supportive service requirements. Supportive services include but are not limited to child and dependent care assistance, transportation, housing, emergency living expense assistance, medical and dental assistance, relocation assistance, and needs related payments.

**Describe what limits on the amounts or duration of funds for supportive services have been established. (§663.810)**

Nevadaworks has not established minimum or maximum limits on the amount or duration of supportive service. The amount of funds available and the duration of supportive services will be determined on an individual basis and documented by the service provider. The service provider will take each client's need for services as well as the availability of services into consideration.

**Describe how the level of needs-related payments will be determined. (§663.840)**

Nevadaworks does not authorize needs related payments.

### **Youth Program (WIA Section 129)**

**Describe the use and control of the five percent window for the non-economically disadvantaged participants. (§664.220)**

Nevadaworks will consider utilization of the five percent window allowing Workforce Investment Act Title I services to be provided to non-economically disadvantaged youth only upon a determination that a youth does not qualify for services under low-income criteria, and justification is provided that the youth meets all other criteria for receipt of services.

SCP 2.1 (B) outlines the allowable use of the five percent window for youth in the following categories:

1. school dropout;
2. basic skills deficient;
3. are one or more grade levels below the grade level appropriate to the individual's age;
4. pregnant or parenting;
5. possess one or more disabilities including learning disabilities;
6. homeless or runaway;
7. offender;

Nevadaworks has not identified additional barriers to employment that will qualify an individual for services under the 5% non-economically disadvantaged window.

**Describe the design framework for youth program design (§664.405) in the local area to include the ten program elements listed below: [WIA Section 129(c)(2) and §664.410]**

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
- Alternative secondary school offerings;
- The summer employment opportunities that link academic and occupational learning as part of the menu of services required in § 664.410 (a);

- Paid and unpaid work experience, including internships and job shadowing to be provided; [WIA Section 129 (c)(2)(D) and §664.460 and §664.470]
- Occupational skills training;
- Leadership development opportunities available at the local level as described in §664.420 [WIA Section 129 (c)(2)(F)];
- Supportive services available to youth [WIA Sections 101(46), 129(c)(2)(G) and §664.440];
- Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation;
- Follow-up services to be provided youth at the local level [WIA Section 129 (c)(2)(G) and §664.450];
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

Recent contracts for youth programs with area service providers have been initiated. These programs utilize each of the above program elements to meet the needs of local area youth. Local program operators will determine which program elements will be provided for each youth, based on the individual's assessment. Nevadaworks monitors each of these programs to evaluate the contracts and to determine the effectiveness of these services. Work readiness training will be provided through work experiences funded by the American Recovery and Reinvestment Act. For Summer Youth work readiness is determined using a comprehensive objective assessment of each participant. Successful completion is dependant on improvement of the post evaluation over the preprogram evaluation.

**Describe how the LWIB will ensure that service providers adhere to the 30% minimum expenditure requirement for out of school youth programs. (§ 664.320)**

Nevadaworks out-of-school youth programs for youth, age 14-21, are contracted and delivered through several local area providers. Nevadaworks allocates a minimum of 30% of available youth funds for the out-of-school youth services.

### **Nevada's Aligned Sector Strategies**

**Describe the local board's strategies for working with and aligning with the four sectors.**

Nevadaworks has been consistently working with the four sectors of manufacturing and mining, leisure, hospitality and retail, renewable energy and energy efficiency, and health care since before the passing of SB 239 during the 2009 legislative session. Each of the four sectors is represented on the Nevadaworks Board, providing the board and council with knowledge and expertise of the sector's workforce needs. Nevadaworks participates regularly in sector development initiatives and communicates the workforce needs to local area educators and training providers. Nevadaworks has also created [www.NevadaEmployerHelp.com](http://www.NevadaEmployerHelp.com) to further engage employers from the various sectors and to meet their needs for human resource, recruitment and screening, and training assistance.

**Describe how the local board is going to support the sector councils.**

Nevadaworks has designated personnel to support the statewide sector council initiatives. Nevadaworks participates with the ongoing Sector Council Strategic Planning Team and communicates Northern Nevada needs with the State

of Nevada Department of Employment, Training, and Rehabilitation. Nevadaworks will regularly attend all sector council meetings. In addition, Nevadaworks will engage Northern Nevada sector employers to motivate them to participate in Sector Council initiatives.

**Describe how the local board will use sectors in their contracting and procurement of service providers.**

All current and potential Nevadaworks training providers will be informed of Nevadaworks priority for sector development and training to align with statewide workforce and economic development efforts. Priority will be given to future proposals that focus on meeting the sector workforce and human resource needs.

**Describe how the needs of employers representing the four sectors, job seekers and workers in the local workforce investment area are identified.**

Each of the four targeted sectors is represented on the Nevadaworks Board and these members provide valuable insight and direction to the needs of their industry. Employers will be identified through the various economic development and business communities that Nevadaworks is currently engaged in. Sector specific information will be posted regularly through Nevadaworks.com and NevadaEmployerHelp.com. Job seekers and workers employed in each of the sectors will be targeted by Nevadaworks training providers and specific sector information pertaining to these individuals will be posted regularly on ItsAboutJobs.com.

**Describe how the current and projected employment opportunities in the targeted sectors and job skills necessary to obtain such employment opportunities are identified.**

Current and projected employment opportunities in each of the targeted sectors will be identified through employer engagement. Current employment trends and sector forecast reports will be conducted regularly through Labor Insight, a service possible by ItsAboutJobs.com. The skills necessary to obtain such employment opportunities are analyzed by Labor Insight, providing Nevadaworks with valuable information for which to use in the soliciting of proposals from local area training providers.

**Rapid Response**

**[WIA Section 118 (b)(5), §665.300, §665.310, §665.320 and §665.330]**

**Describe the planned Rapid Response providers and activities at the local level.**

The State of Nevada Rapid Response Team conducts rapid response activities and Nevadaworks contract providers participate with this team. Information on services available through the Workforce Investment Act Title I Dislocated Worker Program is provided to individuals affected by lay-offs and business closures.

**How will these activities be coordinated with the State Rapid Response Team?**

All activities are coordinated by and through the state rapid response team. Mail-out information, telephone contacts and on-site presentations include information on Workforce Investment Act Title I services.

**Training Providers**  
**(WIA Sections 122 & 123, §663.505, §663.510 and §663.515)**

**Describe the competitive and non-competitive processes that will be used to award grants and contracts for activities under Title I including how potential bidders are being made aware of the availability of grants and contracts.**

The Request for Proposal process was utilized to solicit providers for the provision of Workforce Investment Act Title I programs for services to be provided in Program Year 2009 through 2010. Nevadaworks will utilize a competitive "Request for Proposal" process to award grants and contracts in excess of \$25,000 under Title I of the Workforce Investment Act, as additional services or special programs are targeted by the Nevadaworks Board. All Request for Proposal's will be amply noticed in both rural and urban newspapers as well as having public notice on the Nevadaworks website, in addition to mail-outs to all qualified providers and interested parties.

**Describe how the local Board will identify training providers to be recommended for certification as eligible for receipt of WIA vouchers from Individual Training Accounts (ITAs).**

Nevadaworks will identify training providers through the approved vendor list process as outlined in SCP 1.12. An application must be completed by a requesting training vendor and submitted to Nevadaworks for review and submission to the State for approval to be added to the approved training vendor list. Access to the approved vendor list is available through the Nevadaworks website and the JobConnect website.

**Describe the process for requesting a training provider be removed from the eligible service provider list.**

SCP 1.13 Termination of Training Service Providers provides policy direction under the Workforce Investment Act. Upon notification or a determination of sub-standard training, failure to provide the training agreed upon, or failure to provide required performance information, Nevadaworks will review all pertinent information and make a determination of the need to remove the provider from the approved list. This determination will be forwarded to the state for action and service providers will be notified of the removal of the vendor from the local approved list.

**Describe how the consumer report (performance information) (§663.570) will be prepared and updated, including any supplemental information to be provided customers in supporting informed customer choice and achievement of local performance measures.**

The State of Nevada has the responsibility for preparing consumer reports which are posted on the JobConnect website and are made available through the Nevada JobConnect system. Contract service providers may access the information through these resources or through the Nevadaworks website.

**Describe the process for identifying eligible providers of youth services. (WIA Section 123)**

Nevadaworks utilizes the competitive procurement process, Request for Proposals, to identify eligible providers of

youth services. The Nevadaworks Youth Council membership consists of youth providers in addition to other interested individuals. The Nevadaworks Board Youth Council members comprise the evaluation team for award of youth contracts.

**Identify the criteria to be used in awarding grants to provide youth services including criteria used to identify effective and ineffective youth activities and providers.**

The criteria utilized for the award of Workforce Investment Act youth grants is identified in the Request for Proposal and is outlined in the technical review checklist and evaluation guidelines. Criteria include goals and objectives, description of program, outcomes, agency information, program budget, match resources (optional) and exhibits and certification. Each Request for Proposal issued contains specifics requirements to be addressed by each proposer within each component to further delineate the specifics of the program.

**Individual Training Accounts (ITA's)**  
**[WIA Section 134(d)(4)(G), §661.350 (a)(5 &10), §663.410 and §663.420]**

**Individual Training Accounts (ITAs) are the primary method for the payment of occupational skills training under the WIA.**

**Describe the limitations that have been placed on ITAs such as on the dollar amount and/or duration.**

**Describe or attach a policy that covers the following:**

- **How the customer will receive assessment, counseling and individual development plan through intensive services prior to the issuance of an ITA.**
- **How the customer will learn of demand occupations or skills for which an ITA may be issued and how exceptions to the list will be handled.**
- **How the ITA policy will be communicated in simple, understandable language to customers of the one-stop center.**
- **How the customer will have access to the list of eligible providers through the one-stop system.**
- **What the ITA covers, e.g., books, fees and other educational materials in addition to tuition.**
- **How the value of each ITA will be determined (e.g., will there be a cap on value, will the cap vary for certain institutions, occupations or populations, etc.).**
- **A process for documenting how other sources of funding were first sought (e.g., Pell Grants, one-stop programs and other sources).**
- **The internal procedure for ITA issuance, including the appearance of the ITA document that is given to the customer, who may issue the ITA to a customer, whether any signatures are required, etc.**
- **A process for tracking expenditures of all resources paying for the individual's training, including WIA Title I funds.**
- **How the customer will be kept informed of his/her account status.**
- **Any exceptions for using ITAs for payment of training services.**

Nevadaworks does not place limitations on the amount or duration of Individual Training Accounts. Individual Training Accounts will be established by the service provider based upon needs of the participant, existing available resources, partner program participation and funding availability. Individuals must have completed core and intensive service requirements prior to receipt of training.

Nevadaworks authorizes use of individual vouchers for establishment and payment of training costs as the means by which Individual Training Accounts will be managed at the provider level. All training will be provided by authorized training vendors on the State Approved Training Vendor list, with the exception of on-the-job training. ITA training costs are authorized to include the cost of books, materials, class fees and tuition.

Nevadaworks adheres to the requirements contained in SCP 1.9 Individual Training Accounts.

#### **Data Collection/Reporting Process (TEGL 14-00 and 14-00 Change 1)**

**Describe how performance information will be gathered and reported.**

Nevadaworks utilizes the Nevada JobConnect Operating System statewide data collection and reporting program for tracking and reporting Workforce Investment Act Title I program participation and performance information.

**Describe common data systems in place to track progress.**

Nevadaworks utilizes the Nevada JobConnect Operating System to track progress of all progress.

**Describe how customer satisfaction information will be collected.**

Customer satisfaction information is collected at the State level through telephonic survey of participants and employers.

#### **Monitoring [ 667.410]**

**Describe the oversight role and responsibilities of the LWIB including providing technical assistance as necessary and appropriate, monitoring its own WIA activities and those of its sub-recipients in order to:**

- **determine that expenditures have been made against the cost categories and within the cost limitations specified in the Act and the regulations; and**
- **determine whether or not there is compliance with other provisions of the Act and the regulations and other applicable laws and regulations.**

Nevadaworks has monitoring responsibilities for all Workforce Investment Act Title I and American Recovery and Reinvestment Act programs operating in northern Nevada. Nevadaworks conducts annual monitoring of contractors' program services and financial systems to ensure compliance with Nevadaworks and Workforce Investment Act Title I requirements. On-going desk monitoring and on-site monitoring will be conducted and technical assistance

provided to ensure compliance with Federal, State and local policies and procedures.

Nevadaworks contractors are required to attend and participate in regularly scheduled meetings and technical assistance and training workshops. Technical assistance is provided on an on-going basis through on-site visits and by telephone and e-mail correspondence.

Nevadaworks requires each contractor to submit monthly program narrative reports, along with monthly financial reports. This enables Nevadaworks to monitor each contractor's specific program, allowing for crosschecking of compliance within the Act, applicable laws and regulations and individual contracts.

**Financial**  
**[Subpart B from 667.200 to 667.275]**

**Describe the financial control and fund activity procedures to assure proper dispersal of and accounting for federal funds in accordance with generally accepted accounting principles applicable in Nevada at the local level.**

All financial activities are maintained through an internal automated fund accounting general ledger system capable of generating federal, state and numerous internal management reports. The internal accounting system allows separate accounting of funds by title and/or grant in conformance with generally accepted accounting principles; and provides records which accurately reflect allowable activities, cost classifications and limitations, reporting requirements and budgets in conformance with Workforce Investment law, regulations and state policies.

Additional internal work sheets are utilized for time exception reports, payroll distribution, cost allocation, inventory control and other related fiscal functions.

The accounting system is comprised of integrated general ledger and accounts payable with encumbrance packages. The integration of these systems allows recording and accounting on the modified accrual basis with full encumbrance of program expenditures and/or obligations based upon contract amounts and terms, requisitions for program services, supplies or other obligations.

The general ledger contains individual funds for each major funding source; each fund is further segregated into divisions that are utilized to record special record limitations such as multiple sub-grant funding sources.

Expenditure accounts are segregated within each fund and division by cost categories as required or appropriate for the funding source. In addition, the expenditure accounts further delineated costs by sub-grant.

Nevadaworks service providers must document financial accountability prior to contract or grant award. Pre-award review of financial systems may be utilized during the procurement process.

**Describe how fiscal control and accounting procedures, including those of sub recipients, will be sufficient to:**

- **Provide information pertaining to sub-grant and contract awards, obligations, unobligated balances, assets, expenditures and income;**

The internal accounting system will record all sub-grants and contract awards as a separate division.

The accounting package includes accounts payable, and general ledger modules. The accounts payable with encumbrance module provides contract/sub-grant obligations and unobligated balances. The general ledger records revenues and expenditures with encumbrances and actual vs. budget reports. Fixed assets are recorded in a separate worksheet and included in year-end balance sheet report. A physical inventory of equipment and fixed assets is conducted annually and reconciled to the inventory control register.

- **Provide effective internal control to safeguard assets and insure their proper use;**

All accounting and reporting documentation is reviewed prior to submission to the authorizing individual for approval. Nevadaworks Financial Policies and Procedures manual includes financial controls and accounting procedures that have been developed in compliance with the requirements of the Workforce Investment Act and A-87.

- **Allow comparison of actual expenditures with budgeted amounts for each sub-grant;**

Nevadaworks budget amounts and revisions are approved by the appropriate financial staff and are entered into a contract/grant tracking worksheet, which is updated monthly to reflect requests for funds. An additional worksheet tracks contract accrued expenditures against approved budget. Revenue and expenditure reports are generated and compared to tracking worksheets to ensure budget compliance.

- **Provide source documentation to support accounting records;**

All accounting records and documentation are maintained in the Nevadaworks office for a minimum of two years then transferred to storage or scanned and saved electronically for the balance of the record retention period. All records are available for review and/or audit. Sub recipients and contractors are required to retain all source documentation or submit all records to the Nevadaworks for retention in compliance with Workforce Investment Act record retention requirements.

- **Allow proper charging of costs and cost allocations;**

Agreements contain specific cost limitation requirements and delineate the amounts allowable for the specific cost categories.

Procedures for cost allocation are contained in the Nevadaworks Cost Allocation Plan. The Finance Manager is responsible for the planning, organization and control of cost allocation procedures for Nevadaworks programs.

Allocation of costs by service providers, if applicable, will be reviewed and monitored during formal financial monitoring conducted by Nevadaworks staff.

- **Permit preparation of required reports;**

The fund accounting system generates both internal management and federally required reporting information as needed.

Reports include data by program/grant (adult, dislocated worker, youth) and cost category. Reports generated include revenue and expenditure with encumbrances, service provider and contractor expenditures by grant/program (adult, dislocated worker, youth) and staff and operations reports.

- **Trace transfer of funds to be a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on use of funds, and**

The accounting system and supporting documentation allows the tracing of funds to actual expenditures, which is adequate to establish that funds have not been used in violation of the applicable restrictions on such funds.

- **Permit transfer of program income, potential stand in costs and other funds that are allowable.**

Program income and potential stand-in costs or other funds are recorded in separate funds in the accounting system and are available for transfer, if required.

#### **Incentive Grant [ 666.400]**

**Describe the process of applying for incentive funds at the local level.**

Upon notification by the state that Nevadaworks has qualified for receipt of an incentive award based upon achievement of performance standards, Nevadaworks submits a Scope of Work and budget to identify the planned use of the incentive award. The Nevadaworks Board has established the following parameters for utilization of incentive grant awards:

- Up to 25% of the funds awarded may be utilized for individual performance awards to Nevadaworks staff
- Up to 25% of the funds awarded may be utilized for performance award to contractors
- Balance of funds retained for other costs incurred by Nevadaworks

**Describe the methodology and criteria for awarding Incentive Grants to local area providers.**

Nevadaworks calculates the amount of performance award to contractors based upon the percentage of contractors clients exited from Workforce Investment Act Title I programs during the program year in relation to total clients exited during the program year in which the incentive award was earned. This methodology has a direct relationship to the contribution made by the contractor to the overall performance standards achieved.

**Describe the guidelines/policy(s) regarding the use of local incentive funds.**

Locally awarded incentive funds to contractors may be utilized for any allowable Workforce Investment Act activity.

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS  
AND COOPERATIVE AGREEMENTS**

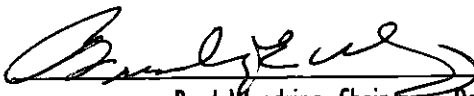
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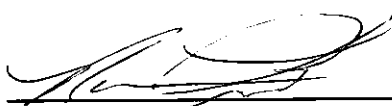
The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Approved for the Nevadaworks Council:  2/10/09  
Brad Woodring, Chair Date

Approved for Local Elected Officials Board:  6-10-2011  
Norm Frey, Chair Date

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**INSTRUCTIONS FOR CERTIFICATION  
(Debarment)**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns his or her certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed, that is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Approved for the Nevadaworks Council:  2/16/11  
Brad Woodring, Chair Date

Approved for Local Elected Officials Board:  6-10-2011  
Norm Frey, Chair Date

**NONDISCRIMINATION AND EQUAL OPPORTUNITY  
REQUIREMENTS OF WIA**

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(1) As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act 1998, including the Nontraditional Employment for Women Act of 1991 (where applicable); title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirement imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

(2) The grant application certifies that it has developed and maintains a "Methods of Administration" pursuant to 29 CFR 34.33.


(3) The grant applicant is attaching information pursuant to 29 CFR 34.24 (a)(3)(ii) where applicable, including the name of any Federal agency other than the Department of Labor's Directorate of Civil Rights that conducted a civil rights compliance review or complaint investigation during the two preceding years in which the grant applicant was found to be in noncompliance; and shall identify the parties to, the forum of, and case numbers pertaining to, any administrative enforcement actions or lawsuits filed against it during the two years prior to its application which allege discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA.

Note: No findings of noncompliance in the last two years.

Approved for the Nevadaworks Council:

 2/10/11  
Brad Woodring, Chair Date

Approved for Local Elected Officials Board:

 6-10-2011  
Norm Frey, Chair Date

## CERTIFICATION REGARDING WORKPLACE REQUIREMENTS


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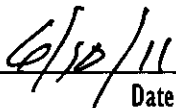
- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The grantee to provide in the space below the primary address of the Administrative entity in connection with this grant.


**NEVADAWORKS**  
6490 South McCarran Boulevard  
Building A, Suite 1  
Reno, Nevada 89509-6119

Name and Title of Authorized Signatory:

  
\_\_\_\_\_  
Thomas C. Fitzgerald, Chief Executive Officer

  
\_\_\_\_\_  
Date

Approved for the Nevadaworks Council:  2/10/11  
\_\_\_\_\_  
Brad Woodring, Chair Date

Approved for Local Elected Officials Board:  6-10-2011  
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Norm Frey, Chair Date

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	LWIB POLICY AND/OR PROCEDURE TITLE, EFFECTIVE/ REVISION DATE
<b>A. GENERAL PLANNING:</b>	
1. Section 117, §661.300, §661.305, §661.315 & §661.325, which establishes the Local Workforce Investment Board (LWIB), its functions and certification requirements.	<i>Nevadaworks Official Documents; Bylaws, as of 2/09; LWIB Board Membership List, as of 5/11; SCP §1.1 (III)(A)(B)(1-5) ONLY 8/05</i>
2. Section 117 (d) and §661.350, which establishes the responsibilities of the LWIB in respect to all stages of program planning, policy setting, oversight, evaluation, and implementation. The LWIB meeting agendas and minutes of meetings, which indicate the extent of the LWIB's involvement in the WIA program are available for review upon request.	<i>Nevadaworks Official Documents, Bylaws, minutes &amp; agendas posted on website and retained on file.</i>
3. § 661.305 (a)(1), which ensures the LWIB, in partnership with local elected officials, is responsible for developing the Local Workforce Investment Board Plan, including the involvement by representatives of participating One-Stop Partners.	<i>Nevadaworks Official Documents</i>
4. Section 118(c)(1&2) and §661.345(b&c), which requires the local board to make available copies of a proposed plan to the public through such means as public hearings and the local media; allow members of the local board and members of the public including representatives of business and labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 30-day period beginning on the date on which the proposed local plan is made available; and include with the local plan submitted to the Governor any comments that express disagreement with the plan.	<i>SCP §1.2, 2/05</i>
5. That the proposed plan, annual modifications and plan revisions have been made available for public review and comment. [ §661.345(b)] If applicable, date of public hearing: _____ <i>If comments were received, copies of these responses should be attached.</i>	<i>SCP §1.2, 2/05</i>  <i>Comments will be forthcoming, if received.</i>
6. Section 118 (b)(1)(A-C), which requires the LWIB to use appropriate labor market and demographic analysis as the basis for planning programs to ensure (1) a systematic assessment of local labor market needs and problems; and (2) that occupational training provided is in occupations for which job opportunities exist and at the level of skills required by private employers.	<i>Local Labor Market analysis ongoing, Nevada Informer</i>  <i>DETR/IDP Research and Analysis</i>


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7. Section 134(d)(4)(A)(iii) and §663.310 (c), which requires training provided with funds made available under this Act shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the section of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth.	Labor Market analysis on-going; SCP §1.11, 2/05
<b>B. PROGRAM DESIGN:</b>	
1. §662.230, which requires access to mandated One-Stop Partners core services through the One-Stop delivery system.	<i>SCP §1.8 (I)(A)(1-11);8/05; SCP §1.4 (II)(B), 7/05</i>
2. §663.110, §663.115, §663.220, §663.230, §663.310, and §§664.200-220, which define eligibility requirements for adult and dislocated worker core, intensive, and training services, as well as youth services.	SCP §2.1; 2/05; SCP §1.6, 7/05
<b>C. PROGRAM MANAGEMENT:</b>	
1. Section 188, §667.275, and 29 CFR Part 37, which requires the LWIB and all sub recipients not to discriminate in employment or in the provisions of services based on race, religion, color, national origin, sex, age, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Act.	<i>Nevadaworks MOA; 12/05 Nevadaworks Contract Articles §4.3.1; 5/09; SCP §4.1, 3/00</i>
2. §667.266 and §667.275(3)(b) which requires the LWIB and its sub recipients not to place participants in the construction operation, or maintenance of any facility which is used or to be used for sectarian instruction or as a place for religious worship.	<i>Nevadaworks Contract Articles §4.2 5/09</i>
3. Workforce Investment Act Letter (WIAL 3-99), which requires that participation in programs and activities financially assisted in whole or in part under this act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.	<i>Nevadaworks Contract Articles §4.3.2; 5/09; SCP §1.6 II (A)(3), 7/05</i>
4. §667.630, which require that programs funded under the Act, will be administered in full compliance with safeguards against fraud and abuse.	Nevadaworks Contract Articles §4.14; 5/09; SCP §5.2. 1/00

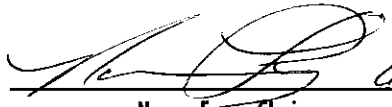
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5. §667.200(d), which requires LWIB and its sub-recipient/ subcontractors to comply with the debarment and suspension regulations.	SCP §5.1, 1/00
6. Section 188, 29 CFR Part 37, and 667.275 (a)(3), which requires all recipients to provide physical and programmatic accessibility and reasonable accommodation to WIA program services in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.	<i>Nevadaworks MOA Element 5; 12/05; Nevadaworks Contract Articles §4.3.4; 5/09; SCP §4.2, 3/00</i>
7. 29 CFR Part 37.34, which requires that all grant recipients and their sub-recipients must indicate in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or to the public at large that the WIA Title I program or activity described "is an equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities." These materials must indicate that the program or service provider may be reached by telephone, and must state the telephone number of the Telephone for Deaf and Deafened (TDD) or relay services used as required in 29 CFR Part 37.9(c).	<i>Nevadaworks MOA Element 2; 12/05 Nevadaworks Contract Articles §4.3.5; 3/00; SCP §4.2 (VI)(A-F), (VII)(A,B), 3/00</i>
8. 29 CFR Parts 37.29-33, which requires public notice of EEO provisions.	<i>Nevadaworks MOA Elements 2, 3, 12/05</i>
9. §667.274, which requires that LWIB and its sub recipients assure compliance with State and Federal health and safety laws as well as to assure the maintenance of workers' compensation insurance on all WIA work-related activities.	<i>Nevadaworks Contract Articles §§ 4.18.4, 4.20.6, 5/09</i>
10. §667.600(f), which requires LWIB and its sub-recipients to develop a system for the handling of complaints of discrimination from participants in accordance with the Section 188(a) of the Act, regulations and policies issued by the State.	<i>Nevadaworks MOA Element 8; 12/05; SCP §4.3, 8/07</i>
11. NRS 281.210, WIA Section 117(g) and §667.200(g)(1&2), which requires LWIB to establish local safeguards/policies to assure against nepotism by persons in an administrative capacity with regard to nepotism.	<i>Nevadaworks Contract Articles §4.12, 5/09; SCP 3.1, 7/05</i>
12. §667.200(e), which requires all recipients and sub-recipients to comply	<i>Nevadaworks Contract Articles §4.14.4; 5/09; SCP §5.3, 3/00;</i>

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with the restrictions on lobbying.	<i>SCP 3.1, 7/05</i>
13. §667.262(a), which requires that no WIA funds be spent on employment generating activities, economic development, and other similar activities, unless they are directly related to training for eligible individuals. [Note: employer outreach and job development activities are directly related to training for eligible participants]	<i>Nevadaworks Contract Articles §§4.11.2 (d), 6.1; 5/09; SCP §3.1, 7/05</i>
14. §667.264, which lists activities prohibited under Title I of WIA.	<i>WIA §667.264, 8/00; SCP 3.1, 7/05</i>
15. §667.268 (a)(1), which lists prohibitions relating to the use of WIA funds to encourage business relocation.	<i>Nevadaworks Contract Articles §4.11.4, 5/09; SCP 3.1, 7/05</i>
16. §667.270, which lists safeguards to ensure that participants in WIA employment and training activities do not displace other employees.	<i>Nevadaworks Contract Articles §4.11.3 (a)(b) 5/09</i>
17. §667.300, which requires LWIB and its sub-recipients to collect and report information on post-program outcomes for all adult, dislocated workers and youth participants and report to the State.	<i>Nevadaworks Contract Articles §§5.3.6, 7.7, 7.8, 7.14; 5/09; SCP 5.5, 12/08</i>
18. §663.800, which requires the LWIB, in consultation with participating One-Stop Partners and other community service providers, to develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to supportive services, including how such services will be funded when they are not available from other sources. The LWIB must ensure that accurate information is provided about the availability of support services as part of core services offered to customers.	<i>SCP §1.15; SCP §1.8, 7/05; Nevadaworks Policy 1.2 Supportive Services, 1/06</i>
<b>D. MONITORING:</b>	
1. As part of the statewide monitoring system, the LWIB must develop a sub-state monitoring and oversight plan which provides for oversight and monitoring of WIA activities of its sub-recipients and contractors in order to: determine that expenditures have been made against the cost categories and within the cost limitations specified in the Act, regulations, and State policies; determine whether or not there is compliance with other provisions of the Act, regulations, and applicable laws regulations, and State policies; and provide technical assistance as necessary. The plan must also include a monitoring schedule; corrective action procedures	<i>Nevadaworks Contract Articles; 5/09; SCP §5.7 III (A)(1-3), 11/07</i>

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<p>including the timely resolution of identified problems; procedures for reporting findings and resolution of identified problems; procedures for reporting findings/resolutions to the State; and procedures for documenting and retaining sufficient information to demonstrate compliance with the Act and Regulations. [ 667.400 (c)(1) and § 667.410]</p>	
<p><b>E. FINANCIAL MANAGEMENT:</b></p>	
<p>1. §667.210 and §667.220, which requires the LWIB and its sub-recipients to comply with cost limitations provisions for expenditures of allocated funds.</p>	<p><i>SCP 3.6, 7/05</i></p>
<p>2. §667.200(c), which requires recipients to follow the Federal allowable cost principles, identified in 29 CFR 95.27 and 97.22.</p>	<p><i>SCP §3.6, 7/05</i></p>
<p>3. §663.800, which requires the LWIB, in consultation with participating One-Stop Partners and other community service providers, to develop a policy on supportive services that ensures resource and service coordination in the local area. The policy should address procedures for referral to supportive services, including how such services will be funded when they are not available from other sources. The LWIB must ensure that accurate information is provided about the availability of support services as part of core services offered to customers.</p>	<p><i>Nevadaworks Policy 1.2 Supportive Services, 2/09</i></p>
<p>4. Circular A-133, §667.200(b), 29 CFR Parts 97.26, and 95.26, which require the LWIB to establish an audit and audit resolution system and process in accordance with these provisions.</p>	<p><i>Nevadaworks Contract Articles §5.6; 5/09; SCP §3.2, 6/06</i></p>
<p><b>F. RECORDS AND REPORTS:</b></p>	
<p>1. §667.300(a)(b) &amp; (d) requires that all grant recipients report financial, participant and performance data in accordance with instructions issued by DOL and with established time frames.</p>	<p><i>SCP 5.5, 12/08</i></p>
<p>2. 29 CFR Parts 97.42 and 95.53 that require all fiscal and participant records, including supporting documents, be retained for three (3) years after the grantee submits its final expenditure report for that funding period. Records for nonexpendable property must be retained for a period of three years after final disposition of the property. The grantee ensures records are retained until any litigation, audit, or claim has been finally resolved.</p>	<p><i>Nevadaworks Contract Articles §5.3; 5/09; SCP §5.4., 7/05</i></p>

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<p>3. §667.400(c)(2) and § 667.410 (b), which requires access and the right to examine and audit all records, books, papers, tapes or documents pertinent to the grant to the state or its designated agent.</p>	<p><i>Nevadaworks Contract Articles §5.2.2; 5/09; SCP §5.4, 7/05</i></p>
<p>4. §667.300(e) requires the LWIB to prepare and submit an Annual Report to the State in a format to be determined by the Board and DOL.</p>	<p><i>SCP 5.5, 12/08</i></p>
<p>G. MISCELLANEOUS:</p>	
<p>I. § 661.355, which requires LWIB to modify/revise the local plans in the manner and format required by the State; and to obtain written approval and concurrence from the State before implementing any program modifications/revisions to the plan.</p>	<p><i>SCP §1.2, 2/05</i></p>

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## Documents List

The following documents can be accessed at [www.nevadaworks.com/local-plan](http://www.nevadaworks.com/local-plan).

1. Copy of local MOU between LWIB and the One-Stop Partners
2. Nevadaworks Official Documents:
  - Cooperative Agreement under the Workforce Investment Act
  - Cooperative Agreement for the Creation of Nevadaworks
  - By-Laws - Nevadaworks Council, Local Elected Officials, Nevadaworks Board
3. Nevadaworks Program Policies