

CLARK COUNTY RECOVERY GRANT INTERLOCAL AGREEMENT

This Clark County Recovery Grant Interlocal Agreement, herein after referred to as "AGREEMENT," is entered into by and between CLARK COUNTY, NEVADA, herein after referred to as "the County" and WORKFORCE CONNECTIONS, hereinafter the "Subrecipient," for the WORKFORCE DEVELOPMENT PROGRAM.

WHEREAS, Subrecipient, located at 6330 W Charleston Blvd. Ste. 150 Las Vegas, NV 89146, proposes the WORKFORCE DEVELOPMENT PROGRAM (the "Program");

WHEREAS, NRS 277.180 authorizes one or more public agencies to contract with each other for the performance of any governmental services, activity or undertaking which the public agencies are authorized by law to perform;

WHEREAS, on August 16, 2022, the Board of County Commissioners determined that the purpose for which these funds will be expended will provide a substantial benefit to the inhabitants of Clark County and delegated execution of this Resolution to the County Manager or her designee;

WHEREAS, Subrecipient has requested financial assistance from the County to assist with the Program costs associated with the Program administered primarily at 6330 W Charleston Blvd. Ste. 150 Las Vegas, NV 89146;

WHEREAS, pursuant to Chapter 277 of Nevada Revised Statutes, Subrecipient is a joint powers authority and a separate legal and administrative public entity;

WHEREAS, the purpose for which the funds (as hereinafter defined) will be used by Subrecipient, as identified at Exhibit A, Clark County Recovery Grant Budget, attached hereto and incorporated herein as if fully set forth, will provide a substantial benefit to the inhabitants of the County;

WHEREAS, Subrecipient agrees to furnish such services upon the terms and conditions set forth herein; and

WHEREAS, the Board of County Commissioners hereby determines that the purpose for which the funds are expended will provide a substantial benefit to the inhabitants of the County and aid in the recovery from COVID-19.

NOW, THEREFORE, BE IT RESOLVED that Clark County Recovery Funds, "County Recovery Funds", be granted to Subrecipient for the Program following execution of this Agreement subject to the following conditions and limitations:

A. Scope of Services:

1. From the period of August 16, 2022, through December 31, 2026, the County will provide \$4,000,000.00 in County Recovery Grant funding to Subrecipient to assist with the operational costs for the Program, as outlined in Exhibit A, Clark County Recovery Grant Budget.
2. Subrecipient will provide all services, including personnel and materials, to operate and manage the Program in accordance with Exhibit B, Scope of Services, attached hereto and incorporated herein as if fully set forth. Changes in Scope of Services, as described in Exhibit B, must receive prior written approval from the County.
3. Subrecipient may request reimbursement from the County on a monthly basis during the Program period August 16, 2022, through December 31, 2026. These reports will contain, but are not limited to, the information contained in Exhibit C, Request for Reimbursement Report.

4. Subrecipient will provide quarterly program outcomes and performance measurement reports to the County on at the close of each quarter during the Program period August 16, 2022, through December 31, 2026. These reports will contain, but are not limited to, the information contained in Exhibit D, Program Outcomes and Performance Measures Quarterly Report to Clark County, including any narrative report to delineate the benefit realized by the County for the Program support. The County reserves the right to request additional information to ensure that the County Recovery Grant funds are being used to achieve program outcomes and performance measures.

Expected Outcomes	
Outcomes	Total
Training Enrollment	225
Mid-Training Completion	146 (65%)
Training Completion	113 (50%)
Employment Retention 3 months after training completion	71 (63%)

5. The Awarding Official for this grant is the Clark County Chief Financial Officer.
6. The Clark County Fiscal Recovery Office contact email is CCFiscalRecoveryFunds@ClarkCountyNV.gov.

B. General Conditions:

1. Subrecipient will obtain any and all federal, state, and local permits and licenses required to operate the Program and will keep and maintain in effect at all times any and all licenses, permits, notices, and certifications with may be required by any ordinance of a political subdivision of the State of Nevada and/or statute of Nevada or federal government.
2. The County will require Subrecipient to be bound by all City and County ordinances and state and federal statutes, as required.
3. If the Subrecipient has not obligated the County Recovery Funds it has been awarded to cover services or costs for the period ending December 31, 2026, Subrecipient must notify the County by January 31, 2026, as any unappropriated County Recovery Funds remaining may be subject to recoupment and reallocation. The County will close-out the grant award when it determines that all applicable administrative actions and all required work of the grant have been completed by the Subrecipient.
4. The County shall have no relationship with the services provided, except as otherwise specifically provided herein. To the extent, if at all, that any relationship to such services on the part of the County may be claimed or found to exist, Subrecipient shall be an independent contractor only. Nothing herein shall be construed to imply a joint venture, principal and agent, or employer and employee relationship between the County and the Subrecipient, and no party will have any right, power, or authority to create any obligation, express or implied, on behalf of the other. Each party shall be responsible for its own acts or omissions arising out of or related to this Agreement.
5. Subrecipient may not assign any functions required under this Agreement without the express written consent of the County. In the event that Subrecipient is allowed to assign some, or all of the functions required under this Agreement, Subrecipient will abide by all state and federal laws governing worker's compensation benefits and employee taxes, as they may be applicable.
6. Insurance requirements are as follows:

- a. If Subrecipient uses a vehicle in providing its services, Subrecipient shall carry or provide Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with minimum coverage as follows:
 - i. Bodily Injuries: \$1,000,000 each person;
\$1,000,000 each occurrence;
 - ii. Property Damage: \$1,000,000 each person;
\$1,000,000 each occurrence;
 - b. If County Recovery Funds are used to construct or purchase property and equipment, Subrecipient shall carry or provide Comprehensive Fire and Hazard Insurance covering the full replacement costs of the property and equipment; and
 - c. Subrecipient shall furnish to the County a copy of each policy for the insurance coverages within ten (10) days after adoption of this Agreement and shall notify the County at least ten (10) days prior to the date on which any cancellation or material change of any such coverage is to become effective. The County shall be furnished a copy of each policy within 30 days of its implementation, renewal, or change thereto.
7. Subrecipient shall allow duly authorized representatives of the County or independent auditors contracted by the County, or any combination thereof, to conduct such reviews, audits, and on-site monitoring of the Program as the reviewing entity deems to be appropriate in order to determine:
- a. Whether the objectives of the Program are being achieved;
 - b. Where the Program is being operated in efficient and effective manner;
 - c. Whether management control systems and internal procedures have been established to meet the objectives of the Program;
 - d. Whether the financial operations of the Program are being conducted properly;
 - e. Whether the periodic reports to the County contain accurate and reliable information;
 - f. Whether all of the activities of the Program are conducted in compliance with the provisions of state and federal laws and regulations and this Agreement;
- Onsite monitoring visits by the County or independent auditors contracted by the County shall be announced to Subrecipient in advance of those visits and shall occur during normal operating hours. Such persons may request and, if such a request is made, shall be granted, access to all of the books, documents, papers, and records of Subrecipient which related to the Program. Such persons may interview Subrecipients of the services of the Program.
- If any requirements are found not to be in compliance through monitoring, timely corrective action planning will be initiated by the County. The Subrecipient will be expected to comply with the corrective action plan in an effort to improve services and performance. This will reduce the likelihood of sanctions, which may include delays in reimbursements and discontinuation of the County Recovery Funds.
8. Subrecipient will not use any County Recovery Funds or resources which are supplied by the County in litigation and will notify the County of any legal action which is filed by or against it.

9. Subrecipient agrees that if Subrecipient receives funding from any other local or state entity for the same Program that Subrecipient has received County Recovery Funds for, the Subrecipient will contact the County within five (5) business days. Subrecipient agrees that it may be required to return all or part of the County Recovery Funds if the total amount of funding from all local and/or state entities exceeds the Program's budget. Furthermore, Subrecipient agrees that an amended Agreement may need to be executed with the County.
10. No officer, agent, consultant, or employee of Subrecipient may seek or accept any gifts, service, favor, employment, engagement, remuneration, or economic opportunity which would tend improperly to influence a reasonable person in that position to depart from the faithful and impartial discharge of the duties of that position.
11. No officer, agent, consultant, or employee of Subrecipient may use his or her position to secure or grant any unwarranted privilege, preference, exemption, or advantage for himself or herself, any member of his or her household, any business entity in which he or she has a financial interest, or any other person.
12. No officer, agent, consultant, or employee of Subrecipient may participate as an agent of Subrecipient in the negotiation or execution of any contract between Subrecipient and any private business in which he or she has a financial interest.
13. No officer, agent, consultant, or employee of Subrecipient may suppress any report or other document because it might tend to affect unfavorably his or her private financial interests.
14. No officer, agent, consultant, employee, or elected or appointed official of the County, or Subrecipient, shall have any interest, direct or indirect, financial, or otherwise, in any contract, subcontract, or agreement with respect thereto, or the proceeds thereof, either for himself or herself, or for those whom he or she has family or business ties, during his or her tenure, or for one year thereafter, for any of the work to be performed pursuant to the Program.
15. None of the personnel employed in the administration of the Program shall be in any way or to any extent engaged in the conduct of political activities prohibited by Chapter 15 of Title 5, U.S. Code, as applicable.
16. None of the County Recovery Funds to be paid under this Agreement shall be used for any partisan political activity, or to support or defeat legislation pending before Congress.
17. If Subrecipient engages in inherently religious activities, such as worship, religious instruction, or proselytization, then as a Subrecipient of County Recovery Funds, and in connection with public services offered through the Program, Subrecipient must adhere to the following stipulations:
 - a. Subrecipient must not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded by this Agreement;
 - b. If a Subrecipient conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded in this Agreement, and participation must be voluntary for the beneficiaries of the County-funded programs or services;
 - c. Subrecipient shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary based on religion or religious belief; and
 - d. Subrecipient shall post a notice, in an area easily accessible and conspicuous to proposed client population, announcing that participation in religious worship, religious instruction, or proselytization

is voluntary and not required to receive services. Such a notice may welcome participants to participate in any worship services, religious instruction, or proselytization activities by announcing the dates, times, and locations of such activities, but shall explicitly state that such participation is purely voluntary.

C. Financial Management:

1. Subrecipient agrees to comply with the County Recovery Funds Program Guide at Fiscal Recovery Funds Guide Revised 11.2.2022.
2. The Subrecipient must develop and implement effective internal controls to ensure the County Recovery Funds are accounted for accurately and in compliance with the Program guidelines. Internal controls must be documented in the form of written policies and procedures and shall be provided to the County upon request.
3. Subrecipient certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implemented by 2 CFR Part 200, Subpart 200.213 Debarment and Suspension and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from Federal funds.
4. Subrecipient shall record all costs of the Program by budget line items which shall be supported by adequate source documentation, including payroll ledgers, time records, invoices, contracts, vouchers, orders, and other accounting documents evidencing in proper detail the nature and propriety of all costs. At any time during normal business hours, Subrecipient's financial transactions with respect to the Program may be audited by the County or independent auditors contracted by the County, or any combination thereof. The representatives of the auditing agency or agencies shall have access to all books, documents, accounts, records, reports, files, papers, things, property, Subrecipients of program services, and other persons pertaining to such financial transactions and necessary to facilitate the audit.
5. Copies, excerpts, or transcripts of all of the books, documents, papers, and records, including invoices, payroll registers, time records, invoices, contracts, and accounting documents concerning matters that are reasonable related to the Program will be provided upon request to the County.
6. Not limited to the County Recovery Funds, Subrecipient will notify the County of any financial audit findings, weaknesses, or deficiencies in internal controls, and / or non-compliance with grant, state, or federal requirements.
7. The County will reimburse Subrecipient on a monthly basis for all eligible costs of the Program up to the total award. To obtain reimbursement, Subrecipient must submit the request utilizing the County provided Request for Reimbursement and Financial Report (Exhibit C) form within 30 days after month end. Exhibit C must be supported by accounting documentation, including but not limited to detail general ledgers, payroll registers, time records, invoices, and contracts. Expenditures will be reviewed for consistency with the approved County Recovery Funds budget and budget justification as outlined in Exhibit A and the Scope of Services outlined in Exhibit B. Any expenditures incurred outside the approved County Recovery Funds budget and budget justification and/or Scope of Services or that are not supported by appropriate documentation will be denied.
8. The County agrees to pay Subrecipient for services provided as outlined in Exhibit A, Scope of Work, subject to the County's fiscal limitation, for the annual not to exceed amount, in accordance with appropriated funds issued via purchase order for the County's fiscal year. It is expressly understood that the entire work defined in Exhibit A must be completed by Subrecipient and it shall be Subrecipient's responsibility to ensure that hours and tasks are properly budgeted, so the entire Program is completed for the said fee. Advances may be approved at the discretion of the Chief Financial Officer.

Subrecipient will be entitled to periodic payments for work completed in accordance with Exhibit A, Scope of Work,

9. Expenditures eligible for reimbursement from the County Recovery Funds are delineated in Exhibit A. Any modifications to Exhibit A will require written approval from the County. (Does not include Workforce Connections personnel cost)
10. Expenditures submitted for reimbursement by Subrecipient to the County from the County Recovery Funds must be accounted for in an organization wide general ledger that can separately account for the expenditures separate from all other revenue sources.
11. If the County finds that the total amount of the County Recovery Funds allocated for the Program are not expended in the time and manner prescribed in this Agreement, the County reserves the right to require the Subrecipient return any County Recovery Funds not expended or used in a manner. The County reserves the right to extract that portion for other projects and programs under the County's jurisdiction for expenditures prior to December 31, 2026.
12. Upon the expiration or revocation of this Agreement, Subrecipient shall transfer to the County any County Recovery Funds on hand at the time of expiration or revocation and the County will not be obligated to reimburse costs incurred subsequent to the expiration or revocation date.
13. No reimbursement for cash purchases of any kind is allowable.

D. Recordkeeping and Confidentiality Requirements:

1. The Subrecipient must maintain records and financial documents for five (5) years after all County Recovery Funds have been expended or returned to the County.
2. Subrecipient shall maintain reasonable security measures to protect records containing personal information from unauthorized access, acquisition, destruction, use, modification, or disclosure pursuant to NRS Chapter 603A to ensure against a breach of security of personal information of clients, staff, or other individuals. Subrecipient shall have established written policies and procedures that align with NRS Chapter 603A and shall follow such procedures. Upon request, Subrecipient shall make available to the County staff such written policies and procedures and will be monitored for compliance.
3. Victim Service Providers providing services to victims of domestic violence shall not disclose personally identifying information, including: 1) first or last name; 2) home or other physical address; 3) contact information (e.g., email address, telephone number); 4) a Social Security number; or 5) any other information, including date of birth, racial or ethnic background, or religious affiliation that may, in any combination with other non-personally identifying information, serve to identify any individual.
4. To the extent the Subrecipient is considered a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), Subrecipient shall comply with all provisions of HIPAA including, but not limited to, provisions addressing privacy, security, and confidentiality. Upon request, Subrecipient shall make available to County staff such written policies and procedures and will be monitored for compliance.

E. Expiration, Modification, or Revocation of Agreement:

1. This Agreement will commence upon its approval and signature by all parties.

2. The parties hereto will be required to amend or otherwise revise this Agreement should such modification be required by any applicable state or federal statutes or regulations.
3. Subrecipient may not assign or delegate any of its rights, interests, or duties under this Agreement without written approval from the County. Any such assignment or delegation made without the required consent shall be void and may, at the option of the County, result in the forfeiture of all financial support provided herein.
4. If Subrecipient fails to fulfill in a timely and proper manner its obligations under this Agreement, or if Subrecipient violates any of the conditions or limitations of this Agreement, the County may suspend or revoke this Agreement, and may terminate its participation in the Program at any time for convenience.
5. Notices for modifications or revocations shall be directed to CCFiscalRecoveryFunds@ClarkCountyNV.gov.

PLACE OF PERFORMANCE

**WORKFORCE CONNECTIONS
WORKFORCE DEVELOPMENT PROGRAM**

Please insert in the space provided below the site(s) for the performance of work done in connection with the Program listed in this Agreement:

Place of Performance (street address, city, state, zip code)

6330 West Charleston Boulevard, Suite #150 Las Vegas, Nevada 89146

IN WITNESS WHEREOF, the parties intend this Agreement to be effective on the date last written below.

APPROVED this 23 day of February, 2024.

CLARK COUNTY

By: _____
Tick Segerblom, Chair
Clark County Commission

Date: _____

WORKFORCE CONNECTIONS

By: _____
Jaime Cruz, Executive Director

Date: 2-23-24

ATTEST:

By: _____
Lynn Marie Goya
County Clerk

APPROVED AS TO FORM:

By: _____
Lisa Logsdon, County Counsel

ACCEPTANCE OF
THE CLARK COUNTY RECOVERY FUNDS GRANT AND AGREEMENT
TO COMPLY WITH GRANT CONDITIONS

I, Jaime Cruz, as Executive Director

of WORKFORCE CONNECTIONS, formed and duly organized to do business in the State of Nevada as Southern Nevada's Local Workforce Development Board in the Southern Nevada Workforce Development Area, do hereby accept the grant made and the conditions imposed upon that grant contained in the County Recovery Funds Program Guide at Fiscal Recovery Funds Guide Revised 11.2.2022 and in the Agreement to award a Clark County Recovery Grant to WORKFORCE CONNECTIONS for the WORKFORCE DEVELOPMENT PROGRAM, adopted by Clark County, Nevada, on the August 16, 2022 agenda, a copy of which is attached hereto and incorporated herein.

EXECUTED this 23 day of February, 2024.

WORKFORCE CONNECTIONS


By: 
SIGNATURE OF RESPONSIBLE PARTY

EXHIBIT A
CLARK COUNTY RECOVERY GRANT BUDGET

WORKFORCE CONNECTIONS
WORKFORCE DEVELOPMENT PROGRAM

Exhibit A

Proposed Fiscal Recovery Funds Budget & Budget Justification

Agency Name: Workforce Connections
Project Name: Training and Employment Program for Transitional Housing Residents

PROPOSED PROGRAM BUDGET

Category	Fiscal Recovery Funds	Other Sources	Total
Direct Administrative Cost			
Personnel			
Salaries & Fringe related to Administration of Project % charged to grant	\$99,248	\$ -	\$ 99,248
Non-Personnel			
Professional Services contracted (audit, bookkeeping, etc.)	\$ -	\$ -	\$ -
Insurance of facility	\$ -	\$ -	\$ -
Computer related (software, hardware, internet, etc.)	\$ -	\$ -	\$ -
Utilities (Power, Gas, Telephone, Internet, etc.)	\$ -	\$ -	\$ -
Maintenance Supplies	\$ -	\$ -	\$ -
Office Supplies & Postage	\$ -	\$ -	\$ -
Staff Development	\$ -	\$ -	\$ -
Local Travel	\$ -	\$ -	\$ -
Liability Insurance/Fidelity Bond*	\$ -	\$ -	\$ -
Indirect Cost Rate or 10% De minimus allowable ¹	\$112,753	\$ -	\$ 112,753
Total Direct Administrative Cost	\$ 212,000	\$ -	\$ 212,000
Direct Goods & Services (Do not include personnel cost)			
Sub-awards for direct participant service: 100 @ BETterment	\$ 1,685,000	\$ -	\$ 1,685,000
Sub-awards for direct participant service: 125 CC residents	\$ 2,103,000	\$ -	\$ 2,103,000
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Direct Goods & Services	\$ 3,788,000	\$ -	\$ 3,788,000
Capital Investments			
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Capital Investments	\$ -	\$ -	\$ -
TOTAL PROJECT COST:	\$ 4,000,000	\$ -	\$ 4,000,000

*Liability Insurance and Fidelity Bonding is required of all recipients and may be paid from grant funds.

¹ CFR 200 Indirect Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

BUDGET JUSTIFICATION AND BREAKDOWN (located under Budget Tab in ZoomGrants)

Please justify your budget request for Direct Administrative Cost - Personnel and Non-Personnel. As defined in 2 CFR 200, Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

Please indicate below the total number of staff positions (include titles) that are included under the (Fiscal Recovery Funds) request for "Salaries and Fringe" portions of the Proposed Project Budget.

Personnel Cost	Amount of Salaries Requested from Fiscal Recovery Funds	% of Agency's Annual Budget
Position and Full Time Employee or Part Time Employee		
<i>Example: Eligibility Specialist (FTE)</i>	\$1,800	3% (if annual salary is \$60,000)
Strategic Initiatives Manager (10 FTE) Salaries	\$22,272	10% (if annual salary is \$99,999 for 29 months)
Strategic Initiatives Manager (10 FTE) Fringe	\$9,577	approximately 43% of wages
Program Manager (0125 FTE) Salaries	\$4,640	2.5% (if annual salary is \$83,200 for 29 months)
Program Manager (0125 FTE) Fringe	\$1,995	approximately 43% of wages
Chief Programs Officer (0125 FTE) Salaries	\$3,458	1.25% (if annual salary is \$124,000 for 29 months)
Chief Programs Officer (0125 FTE) Fringe	\$1,487	approximately 43% of wages
Fiscal Analyst (25 FTE) Salaries	\$39,034	25% (if annual salary is \$70,000 for 29 months)
Fiscal Analyst (25 FTE) Fringe	\$16,785	approximately 43% of wages
Total Personnel Cost	\$99,248	

Non-Personnel Cost	Rate Methodology	Cost
Indirect Costs - As a government entity, WC has an approved cost allocation plan from the Nevada Department of Employment and Rehabilitation, its cognizant pass-through entity. Indirect costs from the approved CAP include, but are not limited to: general accounting and IT support, executive management, general administrative support, insurance, maintenance, legal and HR fees, fringe benefits direct costs for indirect staff, and board support.	Approximately 75% of Modified Total Direct Costs (MTDC), which includes salaries and fringe at \$99,248 and the first \$25,000 of 2 sub-awards (Total MTDC = \$149,248). The actual amount charged to this project will vary and is based on the actual allocation performed each month per the approved plan.	\$112,753
Total Non-Personnel Cost		\$112,753

The following items may be paid with the County Recovery Grant, not to exceed \$4,000,000.00:

Direct costs are those costs that can be identified specifically with a particular final cost objective or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Indirect Costs of no more than ten percent are allowed. Indirect Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

EXHIBIT B SCOPE OF SERVICES

WORKFORCE CONNECTIONS WORKFORCE DEVELOPMENT PROGRAM

Program objectives should include the range of hourly and annual wages, employee benefits, employment stability (i.e., full time versus part-time) and professional growth opportunities.

Minimum Number to be Served: 225

PROGRAM OVERVIEW

The Transitional Housing Employment & Training Program will target individuals currently in transitional housing. EmployNV Career Hub staff (Workforce Connections' sub-recipients) will assist in connecting individuals with workforce development services and activities, providing critical career skills. Services will include:

- Assessments
- Job preparation
- Skills acquisition
- Job training
- Employment services
- Supportive services (**Not already being provided by Clark County**)

The participants for this program will be individuals currently in transitional housing and residents of Clark County, referred from Clark County. Working with the County case management and other referral resources, eligible participants will be paired with a career coach who will enroll and conduct initial assessments and develop an individual employment plan (IEP). The career coach will develop an IEP with each program participant based on the results of assessed vocational interests, aptitudes, barriers to training and employment, employment skills and deficiencies, supportive service needs, and specific training needs. The plan will indicate clear employment goals, employment opportunities, with additional goals and objectives for training activities, job search strategies, employment retention skills, and the need for supportive services. The plan may also include provisions including leveraging resources available for additional wraparound services necessary to completely assist the client in their goal towards self-sufficiency. The career coach will provide ongoing mentoring and support to assist participants in meeting the goals of their employment plan.

PROGRAM DESIGN

EmployNV Career Hub staff follows this service delivery model:

Initial Assessment:

- Each participant will receive an assessment at enrollment/intake. The assessment will discern the strengths, talents, and abilities of each participant, and it also uncovers any barriers to their active participation in the program and the workforce. The assessment will guide and inform the career coach of the category of services the participant will need, identify career pathways for the participant, identify barriers to success, and it will also be utilized to develop the Individual Employment Plan (IEP).

Other Assessment Tools:

- Personal interview and reporting: Staff and the participant will identify work and educational readiness, basic life skill needs, career interest inventories, and occupational skill needs during a one-on-one personal interview at the time of intake.

Individual Employment Plan (IEP):

- The IEP will be developed jointly between the career coach and the participant at intake. It is a plan designed to meet the participant's specific training and employment goals and developed based on their needs and barriers as identified during their assessment. The IEP is a living document and will be monitored monthly, and it may be amended when educational and/or career goals are altered, or when the participant's circumstances warrant a change.

Employment Training Services:

- Based on the IEP, participants will have opportunities to engage in a variety of employment training services such as prevocational services, work experiences (WEX), on-the-job training, and occupational skills training. Each of these are detailed below.

Employment Placement:

- Career Coaches will provide participants with general job search information and assistance, resume building and reviews, and interview technique advice. Job Developers will provide the same participants with more advanced job search and job placement assistance and services.
- All participants will receive job development services to obtain unsubsidized employment to shift from transitional housing to self-sufficiency.

Follow-Up/Retention:

- All participants will have a one-quarter (three months) follow-up to see if any additional services are needed.

LABOR MARKET INFORMATION

EmployNV Career Hub staff follow this service delivery model:

Services that Provide Labor Market/Employment Information about In-Demand Industry Sectors or Occupations in the Local Area:

- Participants will be provided tools such as career pathway maps to educate them about how they can progress through educational and vocational experiences to secure employment in their chosen industries. Participants will be provided clear sequences to success that will navigate them toward industry-relevant certifications and credential programs and/or postsecondary education.
- Labor Market Information on a local, state, and national level will be provided to help participants understand the workplace and the dynamics which influence job search and career choices.

EMPLOYMENT & TRAINING SERVICES

EmployNV Career Hub staff follow this service delivery model:

Prevocational Services:

- Workshops, support groups and networking, one-to-one personal/vocational counseling, job seeking/keeping methods, leadership & decision-making skills development, & assistance with developing an action plan are among the resources used to help participants build confidence, identify skills, & seek training/employment.

Work Experience (WEX):

- Participants may be provided Work Experience (WEX) opportunities linked to academic and occupational learning. WEX and career exploration is done at a location of business with structured participation & measurable outcomes. The Job Developer will recruit employers and oversee WBL activities to ensure successful completion.

On-the-Job Training (OJT):

• Participants may be provided On-the-Job Training (OJT) as a viable tool for participants to obtain self-sufficient employment, and the focus will be on in-demand sectors. An OJT contract will be developed with an employer so the participant can become proficient in the occupation for which the training is being provided. For that training, the employer will be reimbursed an amount based on participant and/or employer characteristics below.

- 50% Reimbursement – Employers may be reimbursed up to 50% of the hourly wage for the training costs and additional supervision related to the OJT.
- 75% Reimbursement – Employers may be reimbursed up to 75% of the hourly wage if the employer has 75 or fewer employees or the participant has any one of the following characteristics listed below:

Individual has been unemployed 26 weeks or longer

Veteran

Disabled individuals

Individuals receiving public assistance

Homeless individuals

Ex-offenders

Individuals who are English language learners

Individuals who have aged out of the foster system

Displaced homemakers

Single parents (including single pregnant women)

- 90% Reimbursement – Employers that have 50 or fewer employees may be reimbursed up to 90% of the hourly wage for training costs and additional supervision related to the OJT.
- Provider will work closely with employers in all areas of need and work to incorporate OJT opportunities for participants who meet the hiring requirements.

Occupational Skills Training (OCC):

• OCC will be provided to participants who elect to receive specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain

On-the-Job Training (OJT):

• Participants may be provided On-the-Job Training (OJT) as a viable tool for participants to obtain self-sufficient employment, and the focus will be on in-demand sectors. An OJT contract will be developed with an employer so the participant can become proficient in the occupation for which occupational fields at entry, intermediate, or advanced levels. OCC will be driven by customer choice. However, there will be an emphasis on opportunities that align with local in-demand markets to include technology, healthcare, manufacturing, and logistics & operations.

INDIVIDUAL DEVELOPMENT SERVICES

EmployNV Career Hub staff follow this service delivery model:

Supportive Services (Not already being provided by Clark County):

- Participants often need supportive services that reduce the barriers to success. These services include, but are not limited to, the following: assistance with transportation, clothing, childcare, educational testing, work-related tools, etc. The goal is to enable an individual to become and remain employed.

Career Counseling:

- Participants will be required to actively work with their assigned Career Coach to receive ongoing guidance and counseling based on the at-entry assessment and IEP. The needs, goals, and objectives of a participant can change over time, especially considering their ongoing education and training; thus, achievement plans will evolve as well. The IEP will be used as a tool for continued engagement, and it will be reviewed at least once a month to ensure the listed goals and objectives remain applicable.

PROGRAM RESULTS

If EmployNV Career Hub staff is expected to use the Homeless Management Information System (HMIS) to document the grant, collection, and reporting of data participant information will be limited to the capability of the HMIS.

WORKFORCE CONNECTIONS' STAFFING (separate from the staff at EmployNV Career Hub)

- **Strategic Initiatives Manager (10% FTE):** Provides supervision and oversight of EmployNV Career Hub staff, program, policies, procedures, enrollments, day-to-day activities, data quality control, and expected outcomes. Leads in the development, implementation, and accountability of the program's goals, objectives, performance, and monitors programs activities, outcomes, and expenditures. Is the primary point of contact regarding programmatic matters related to program.
- **Program Manager (2.5% FTE):** Will provide assistance and support to the Project Coordinator on an as-needed basis.
- **Chief Program Officer (1.25% FTE):** Provide oversight of Project Coordinator and Program Manager.
- **Fiscal Analyst (.25% FTE):** Provides supervision and oversight of EmployNV Career Hub staff, fiscal, policies, procedures, fiscal quality control, and invoicing. Is the primary point of contact regarding fiscal matters related to program.

SUBAWARD RECIPIENTS

Procurement Process

Sub-awardees, Equus Workforce Solutions (EWS) and C2 Global Professional Services, LLC, (C2) were chosen based on WC's most recent procurement process. WC issued a Request for Proposal (RFP) in October 2022 to solicit qualified service providers that will provide WIOA Title I Adult, Dislocated Worker, and Youth services. The proposal evaluation and funding recommendation process had four distinct steps:

1. Third Party Evaluator Proposal Scoring
2. Selection Panel and Individual Rankings
3. Selection Panel Meeting
4. Selection Panel Consensus

Proposals were ranked in order to show priority for WIOA Title I funding, and Equus Workforce Solutions and C2 Global Professional Services, LLC, and others were recommended for funding. Others were not recommended for funding at that time but were approved to receive funding in the future. Funding recommendations were approved by the WC Programs Committee, Board, and Local Elected Officials Consortium. Workforce Connections retains the authority to select sub-awardees in accordance with the procurement process, taking into consideration the capacity and performance outcomes of potential sub-awardees.

Arbor E&T, LLC dba Equus Workforce Solutions

Arbor E&T, LLC dba Equus Workforce Solutions has positively impacted communities large and small since 1968, helping hundreds of thousands of individuals find their footing on career paths in demand industries filling the skills gaps businesses need.

In 1968, Arbor E&T, LLC dba Equus Workforce Solutions® was awarded a demonstration grant by the federal Department of Health, Education, and Welfare to formulate an innovative training program for welfare recipients in Philadelphia. Arbor gradually expanded from Philadelphia into neighboring counties to operate additional employment and training programs serving both youth and adults. EWS then replicated its approach to customizing services to local needs in other states and by 1987 had established several programs on the West Coast. During the 1990s, Arbor continued to experience steady growth.

In 2021, Equus expanded to acquire a premier Canadian employment services provider, Agilec. Even further, their housing and homeless assistance supports have grown into their own division, Equitable Social Solutions. Equus now operates a sophisticated range of workforce development and assistance programs serving individuals and employers in over 350 locations across North America.

C2 Global Professional Services, LLC

C2 Global Professional Services, LLC (C2) has successfully provided workforce services to public housing recipients since its founding in 2010. C2 has longstanding relationships with housing authorities and transitional programs in urban and rural communities throughout its 10 service regions and 47 counties in Texas and Florida. C2 is impactful by working with regional entities to tailor Workforce Innovation and Opportunity Act (WIOA) services and locally funded workforce services to meet the unique needs and challenges of public housing recipients in their area, and by braiding that funding with public housing workforce programs including Family Self Sufficiency and Jobs Plus. Examples of coordinating services with public housing agencies to the benefit of their customers are provided below.

In the Fort Worth region, C2 is actively partnering with the local Housing Authorities Fort Worth and Arlington Housing Solutions, post-secondary educational institutions like Tarrant County College, and community organizations like the Tarrant County Homeless Coalition to organize job and resource fairs that connect residents with employment opportunities and essential resources. C2 also provides services onsite in subsidized housing developments in Fort Worth and Arlington including scholarships to training programs and workshops aimed at upskilling individuals and equipping them with the necessary skills for sustainable employment. Additionally, C2 is a core partner of Renaissance Heights, designated a purpose-built community, where the community-based organizations, businesses, and city have come together to raise up the local community. C2 staff sit on multiple boards, has been instrumental in bringing a large job fair to the area – and have been actively engaged in serving the community at Columbia Renaissance Square and Columbia Senior Living (both residences for individual receiving public housing assistance) and through the Stop 6 Initiative (revitalization project to help section 3 housing recipients transition from public housing).

In the San Antonio region, C2 has partnered with Toyotetsu Texas TTTX (local manufacturer), the San Antonio Housing Authority (SAHA), Bexar County Adult Probation, and the American GI Forum since 2017 to engage underutilized labor pools (focused on subsidized housing customers, TANF recipients, and offenders and veterans) in skilled manufacturing career pathways at TTTX. C2 coordinates with the housing authority to provide braided supportive services through WIOA (C2), Family Self Sufficiency (SAHA), and Jobs Plus (SAHA) workforce programs. C2 also provides onsite Job Coaching and Intensive Services, as needed, for project participants to be successful, including career advising, job retention support, and supportive services, such as vanpool assistance from project partners VIA, Enterprise, and the Alamo Area Council of Governments.

In the Corpus Christi region, C2 maintains partnerships with local several public housing authorities across the 7-county region. C2 has a strong referral partnership with the largest agency in the region, the Corpus Christi Housing Authority, which C2 routinely visits to provide workshops and job search assistance to their residents and to Housing Choice Voucher recipients. They also participate as a work-based learning site, allowing C2 to provide paid on-the-job training opportunities to housing residents at their facilities. In rural communities, C2 has worked closely with the agencies in Gregory, Kingsville, Mathis, Sinton, and Taft (small rural communities). In addition to providing their residents with referrals to employment and training, C2 works closely with them to provide additional support through subsidized work-based learning opportunities.

In Austin, C2 works with the City of Austin (COA) Housing Authority on a subsidized employment project through the Workforce Innovation and Opportunity (WIOA) Disaster Recovery Grant. The C2 team assists with the employment of Community Health Workers to assist residents that were in public housing and senior living communities, critical during the COVID-19 pandemic. The Community Health Workers deliver community health services in the areas of needs assessments, referral services, client education, documentation, and diversity education.

In the Lower Rio Grande Valley, C2 coordinates with housing authorities throughout the region to provide onsite access to training scholarships and work-based learning opportunities, provide referrals to employment, and host targeted job fairs. C2 also partners on targeted projects, such as its initiative with the Mission Housing Authority and South Texas College to offer residents of the Housing Authority no-cost training for welding certification.

EXHIBIT C
Request for Reimbursement (Example)

**Clark County Recovery Grant
Clark County Fiscal Recovery Office
Monthly Request for Reimbursement (RFR)**

Subgrantee:	SAM.GOV#
Vendor Number:	AGENDA#
EIN Number:	Fund#
Address:	PO#
Project Title:	Report No.: 1
Subaward Period: AUG. 21, 2021- DEC. 31, 2024	Monthly Report Period
Total Award: \$ -	From:
To: 	
This form contains formulas and automatically populates from previous months.	
RFR must be accompanied by expenditure report and back-up documentation.	

Only enter Current Expenditures	BUDGET DETAILS					
	A	B	C	D	E	F
Approved Budget Category	Award Amount	Previously Reported	Current Expenses	Reported to Date	Balance Remaining	Percent Expended to Date
Personnel	\$ -	\$ -		\$ -	\$ -	-
Professional Services	\$ -	\$ -		\$ -	\$ -	-
Rent Insurance of facility	\$ -	\$ -		\$ -	\$ -	-
Computer related	\$ -	\$ -		\$ -	\$ -	-
Utilities	\$ -	\$ -		\$ -	\$ -	-
Supplies	\$ -	\$ -		\$ -	\$ -	-
Local Travel	\$ -	\$ -		\$ -	\$ -	-
Direct Goods and Services	\$ -	\$ -		\$ -	\$ -	-
Capital (property and equipment)	\$ -	\$ -		\$ -	\$ -	-
Liability Insurance/Fidelity Bond	\$ -	\$ -		\$ -	\$ -	-
Other	\$ -	\$ -		\$ -	\$ -	-
Indirect Cost	\$ -	\$ -		\$ -	\$ -	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	-

Capital (property and equipment) purchases in excess of \$1,000,000 require justification. See Capital Request (CR) form.

Household Assistance (EC 2.1-2.8):

Number of households served

NOTES* NO ADVANCE FOR THIS AWARD

I, an authorized signatory for the agency, certify to the best of my knowledge and belief that this report is true, complete and accurate, that the expenditures, disbursements and receipts are for the purposes and objectives set forth under the terms of the approved project and budget. I acknowledge that all costs included in this reimbursement request are allowable, allocable, necessary and reasonable and any questioned costs remain my agency's fiscal responsibility. Request for Reimbursement cannot be processed without an expenditure report/backup. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the backup documentation attached are correct.

Signature of Authorizing Official	Date	Authorizing Official's Name Printed	Authorizing Official's Title Printed
Preparer's Name	Preparer's Phone	Preparer's E-Mail	

**EXHIBIT D
Program Outcomes and Performance Measures Quarterly Report**

Quarter/Calendar Year: _____

Agency Name: _____

Agency Address: _____

Unique Entity Identifier (UEI): _____

Project Name: _____

Identification Number: _____

(Purchase Order number provided by Clark County)

Project Expenditure Category (E.C.): *(Provided by Clark County)*

Project Status of Completion: _____

(Not Started, Completed Less than 50%, Completed 50% or More, or completed)

Primary Location of Project: _____

Performance Indicators

The following outcomes will be measured and reported to the County on a quarterly basis:

Performance Indicator	Program Goal

Subrecipients may be required to include a brief narrative. The project narrative may include but is not limited to the following:

1. In 50-250 words, provide a description of the project in sufficient detail to provide understanding of the major activities that occurred over the past quarter. Please detail the upcoming major activities.
2. Promoting Equitable Outcomes: Your organization is required to report and describe efforts to date and intended outcomes to promote equity.¹ Each update should include qualitative and quantitative data.
 - a. Describe efforts to promote equitable outcomes, including how programs were designed with equity in mind. Describe any strategies used to prioritize economic and racial equity.
 - b. Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?
 - c. How equal and practical is the ability for residents or businesses to become aware of the services funded by the County Recovery Grant?
 - d. Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?
 - e. Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, or other equity dimensions where relevant for the policy objective?
 - f. Describe any constraints or challenges that impacted project success in terms of increasing equity.
3. What challenges has your organization encountered? How are you addressing them?
4. Provide an overview of the outreach that was done in the community to provide an awareness about the services being provided.
5. Describe any collaborations built among and between agencies and persons serving this population.
6. If your organization has received other funds to assist with the implementation of programs and services, please describe how these funds are being used. In your response, please detail how the use of all funds will assist with the overall approach for the pandemic recovery.

¹ Equity is defined in the Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, as issued on January 20, 2021.