

BOARD OF COUNTY COMMISSIONERS FOR
ADAMS COUNTY, STATE OF COLORADO

RESOLUTION TO APPROVE EXPENDITURE AUTHORIZATION (EA) REQUEST PER
GRANT AGREEMENT WITH THE COLORADO DEPARTMENT OF LABOR AND
EMPLOYMENT TO INCREASE THE PROVISION OF MISCELLANEOUS
EMPLOYMENT AND TRAINING FUNDS TO THE ADAMS COUNTY WORKFORCE
AND BUSINESS CENTER, THE AMOUNT OF \$39,000.00, SPECIFICALLY FOR THE
FOLLOWING:

Resolution No. 2014-027

PY13 WP (10%) Governor's Summer Job Hunt (GSJH) \$39,000.00

WHEREAS, Adams County has been designated sub state grantee by the Colorado Department of Labor and Employment for the purposes of managing and administering money received pursuant to the Workforce Investment Act of 1998 (WIA), Pub. L 105-220, 29 U.S.C. _ 2801, etseq., and,

WHEREAS, funds for WIA and other miscellaneous employment and training funds have been received the Colorado Department of Labor and Employment, who have further distributed these funds to the WIA Local Workforce Investment Regions in the State, of which Adams County is one; and,

WHEREAS, Adams County desires to continue to serve Adams County Citizens with quality employment and training programs through its Adams County Workforce and Business Center; and,

WHEREAS, the EA has previously been approved as to form by the County Attorney's office; and,

WHEREAS, The Director of the Human Services Department will be designated as Authorized Representative and Certifying Officer to execute all non-contractual documents necessary to carry out the grant application; and

WHEREAS, much of this information is regular and routine, and the Board of County Commissioners wishes to designate authorized representatives as signatories for any non-contractual documents as required by the various funding sources; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Adams, State of Colorado, that the Expenditure Authorization (EA) with the Colorado Department of Labor and Employment, a copy of which is attached hereto, and incorporated herein by this reference, be hereby approved.

Upon motion duly made and seconded the foregoing resolution was adopted by the following vote:

Henry _____ Aye
Tedesco _____ Aye
Hansen _____ Aye

Commissioners

STATE OF COLORADO)
County of Adams)

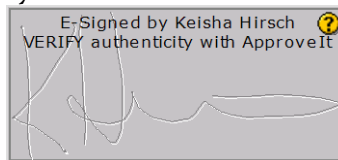
I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 27th day of January, A.D. 2014.

County Clerk and ex-officio Clerk of the Board of County Commissioners
Karen Long:



By:




Deputy

EXPENDITURE AUTHORIZATION (EA)

This Expenditure Authorization (EA) covers the following Funding Streams:

Workforce Region: Adams County			CMS#38151
Funding Source	Term	Vax #	\$ Amount
PY13 WP(10%) Governor's Summer Job Hunt (GSJH)	2/1/14 – 12/31/14	2424	\$39,000.00
Total EA			\$39,000.00

This Expenditure Authorization has been reviewed and approved by the following parties and will be incorporated into the Workforce Development Programs (WDP) Agreement as an attachment and is subject to the provisions of the executed WDP Agreement referenced above. This Expenditure Authorization is not valid until it has been approved by the State Controller or designee.

By:  1-27-14
Charles "Chaz" Tedesco Date
Chair, Board of County Commissioners

By: _____
William B. Dowling, Director Date
Division of Employment and Training
Colorado Dept. of Labor and Employment

By: _____
Terry Kish, Chair Date
Local Workforce Investment Board

By: _____
Date
Title: _____

By: _____
Chris Kline Date
Director, Human Services Department

By: _____
Date
Title: _____

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. Subject to the provisions of the executed WDP Agreement, the contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for the goods and/or services provided.

STATE CONTROLLER:
ROBERT JAROS, CPA, MBA, JD

By _____
Date _____

NFA# 12-12

I. BUDGET CHARTS:

Workforce Region: Adams County			CMS#38151
Funding Source	Term	Vax #	\$ Amount
PY13 WP(10%) Governor's Summer Job Hunt (GSJH)	2/1/14 – 12/31/14	2424	\$39,000.00
Total EA			\$39,000.00

II. BUDGET INFORMATION:

- This EA covers a Discretionary Grant.
- The Line Item Budget for this Discretionary Grant is as follows:

PY13 GSJH Expenditures

Budget Line Items	Planned Expenditures
Salaries, Fringe Benefits, Travel	\$32,000.00
Operating/Overhead	\$5,000.00
Supplies	\$0.00
Outreach and Marketing	\$2,000.00
Total Cumulative Expenditures	\$39,000.00

III. STATEMENT OF WORK:

Project Contact Information:

For each funding stream listed on this EA, complete the chart below.

Program GSJH	Region Project Coordinator Name: Jodie Kammerzell Phone: 720.523.6902	CDLE Project Coordinator Name: Steve Wright Phone: 303.318.8237
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A. The Statement of Work for this EA is as follows:

1. Describe the services, program activities, and/or training that will be provided using these funds. Identify whether the primary focus is participant services, program planning, capacity building, supportive services, training, etc., and/or if there are specific intended outcomes.

GSJH: Funds will be spent pursuant to the Line Item Budget in Section II. Above. The following specific services and activities shall be provided:

1. Recruitment of Youth;

The Adams County Workforce and Business Center (ACWBC) will recruit youth for GSJH using a variety of methods, focusing on the use of technology as the preferred way to reach out to technologically advanced youth. The information will be posted on the Youth Succeed Facebook page, along with email blasts to all of the major school districts in Adams County. The ACWBC will also use the current IVR system to inform parents and youth of the services offered through the program.

2. Recruitment of Businesses;

The ACWBC program will work with businesses, the local Workforce Investment Board (WIB) and Youth Council to attract and market the positive aspects of hiring youth for the summer employment.

3. Career Exploration and Preparation;

The ACWBC will offer a series of workshops to youth that focus on the basic labor exchange skills needed to find and maintain employment over the summer months and beyond. A focus will be on resume development, job search, soft skills, and interviewing techniques. Youth customers who take advantage of this opportunity will be able to earn a certificate of acknowledgement for participating.

4. Collaborative Partnership Development

Partnerships for the GSJH Program will include the City of Brighton, Adams County Human Services, Adams County Education Consortium (ACEC), AnyThink Libraries, and the Colorado Department of Labor and Employment. The type of involvement each partner described above includes but is not limited to job fair site locations, technical assistance for a virtual job fair, use of building sites and technology for various events and businesses who are willing to employ youth for the summer.

5. Outreach and Marketing

The ACWBC has developed marketing material with I-technology theme to promote transition into the WIA Youth Succeed Program while distributing separate material with the GSJH logo. In accordance with Program Guidance Letter (PGL 11-15 WP) funds will be used to print and distribute this material both electronically and in tangible form for GSJH.

2. Program Integration. If this is a discretionary grant, describe how this discretionary grant is leveraged by and integrated with other workforce development and/or other partner programs. Include a description of the value added as a result of this leveraging and integration.

The ACWBC utilizes Wagner Peyser services for youth as part of the GSJH program at a basic, entry level. For those youth coming to the ACWBC for job search, this is an introduction to all other services that can be provided to each youth based on individual need. For youth who meet eligibility requirements for the WIA Youth Succeed program they will be referred to the program and offered the opportunity to enroll. For those enrolled, they will be provided appropriate services as determined by their Individual Employment Plan (IEP). For youth 18-21 years of age, they may be referred to the Adult WIA program as appropriate. Youth are referred to external resources based on individual needs.

B. **The Performance Outcomes for this EA are included in the Alternative Performance Outcomes Chart below:**

PY13 Governor's Summer Job Hunt

CATEGORY	1st Quarter Projections 2/1/14 to 3/31/14	2nd Quarter Projections 4/1/14 to 6/30/14	3rd Quarter Projections 7/1/14 to 9/30/14	4th Quarter Projections 10/1/14 to 12/31/14
Registration Goals: Annual Participants	1100	2000	2500	3100

IV. EA MODIFICATION(S):

A. **This EA Increases the amount of funding.**

B. **This EA Decreases the amount of funding.**

C. **This EA Modifies the Budget**

1. The Purpose and Rationale for this modification is:

D. **This EA modifies the Budget Line items for the Discretionary Grant as shown in the Table Below:**

Budget Line Items	Planned Expenditures
Salaries, Fringe Benefits, Travel	\$0.00
Operating/Overhead	\$0.00
Supplies	\$0.00
Outreach and Marketing	\$0.00
Total Cumulative Expenditures	\$0.00

E. **This EA Modifies the Statement of Work**

1. The Purpose and Rationale for this modification is:

2. The Impact of this modification on the Delivery of Services, Program Activities, and Training is:

F. **Changes to the Performance Outcomes** are shown in the modified Program Charts in Section VII of this EA or here in the Alternative Performance Outcomes Chart required by the specific discretionary grant.

V. OTHER PROGRAM REQUIREMENTS OR SPECIFIC FUNDING PROVISIONS

The services provided and work performed as described in this EA document shall be completed pursuant to the terms and conditions of the WDP Agreement and any Federal and State laws and requirements, including, but not limited to, Federal guidance documents, relevant State-issued Policy Guidance Letters, Program Information and Operations Manuals, and/or specifications identified in the Notice of Fund Availability (NFA) or in the funding provisions below.

A. **The following Additional Funding Provisions apply to this EA:**

PY13 GOVERNOR'S SUMMER JOB HUNT FUNDING PROVISIONS

The Local Workforce Region shall provide services pursuant to the terms and conditions of the WDP Agreement and any Federal and State laws and requirements, including, but not limited to, Federal guidance documents, relevant State-issued Policy Guidance Letters (PGLs), Program Information, and/or specifications identified in the provisions below.

GOVERNOR'S SUMMER JOB HUNT (GSJH)

Statutory Reference: Wagner-Peyser Act of 1933, as amended by Public Law 97-300 Job Training Partnership Act (JTPA), effective October 1, 1983; as amended by Public Law 105-220 Workforce Investment Act of 1998, effective August 7, 1998; and C.R.S. Title 8, Article 83.

Purpose of Funding: Funds are provided in support of the Governor's Summer Job Hunt (GSJH) Program which provides job placement services and employment opportunities to youth seeking unsubsidized jobs for the summer.

Required Program Elements:

- a. The Local Workforce Region shall hire or assign and fund staff to coordinate local GSJH services which shall include following three activities: Recruitment of Youth; Recruitment of Businesses and Partnership Development; and, Career Exploration and Preparation.
- b. Services shall be provided to youth, ages 16 through 21, regardless of geographic boundaries, income, ethnicity, and special needs. In addition, Local Workforce Regions are encouraged to serve 14 and 15 year olds subject to local policies.
- c. The Local Workforce Region shall promote the GSJH program and related events and activities by using the set aside budget for outreach and marketing.
- d. The Local Workforce Region's GSJH staff shall participate in monthly meetings, teleconferences, or webinars initiated by the State. GSJH staff shall participate in training offered and/or coordinated by the State, including Federal and State Labor Law and OSHA training, and participate in the State-sponsored "Think Big" Youth Conference.
- e. The Local Workforce Region shall submit an annual report to the State GSJH Coordinator pursuant to the guidelines in the GSJH PGL.

Allowable Costs. Funds are to be used for personnel/benefits, operating and overhead, and outreach and marketing costs related to the GSJH. A portion of the allocated budget may be used for State-approved outreach and marketing expenses (see PGL 10-10-WP Use of Funds for Outreach, Advertising, Public Relations, and Informational Activities for allowable outreach and marketing costs).

Restrictions on Funding. Funds shall be used only for the stated purpose identified in the Required Program Elements and Allowable Costs described above, activities described in the GSJH PGL, and/or agreed to in an executed EA. Outreach and Marketing funds shall not be used to promote any other programs or services outside of the GSJH Program.

- B. This EA includes the following subcontracting arrangements for delivery of services:
(See definition in the EA PGL Attachment A).
- C. This EA includes the following Other Internal Financial Resources to support this initiative/discretionary grant: *(See definition in the EA PGL Attachment A).*
- D. This EA includes the following Other External Financial Resources to support the initiative/discretionary grant: *(See definition in the EA PGL Attachment A).*
- E. There is a Cost Sharing/Match Requirement for this Grant.

Cost Sharing/Matching/Leverage Summary Table			
Name of Collaborating Entity	Planned Contribution(s)	Match Source (Federal/State/Private)	Type of Leverage (Cash, In-kind, Staff Time, Materials/Supplies, Other)

VI. PROJECTED QUARTERLY EXPENDITURES – CUMULATIVE FOR PY13

Funding Stream: PY13 Governor’s Summer Job Hunt

Expenditures	1st Quarter Projections 2/1/14 to 3/31/14	2nd Quarter Projections 4/1/14 to 6/30/14	3rd Quarter Projections 7/1/14 to 9/30/14	4th Quarter Projections 10/1/14 to 12/31/14
Program	\$10,818.00	\$19,545.00	\$28,272.00	\$37,000.00
Outreach	\$1,300.00	\$1,300.00	\$1,300.00	\$2,000.00
Total	\$12,118.00	\$20,845.00	\$29,572.00	\$39,000.00