

BOARD OF COUNTY COMMISSIONERS FOR
ADAMS COUNTY, STATE OF COLORADO

RESOLUTION APPROVING 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 \$8,000.00

Resolution 2014-090

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)

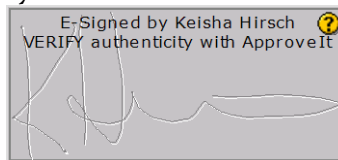
I, Karen Long, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Adams County, now in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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Brighton, Colorado this 10th day of February, 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		WDP Agreement CMS#54592	
Funding Source	Period of Performance	Vax #	\$ Amount
FY13 DVOP Operating – Computer Equipment ¹	1/21/14 through 3/31/14	2287	\$8,000.00
Total NFA			\$8,000.00


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: 
 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: _____
 Title: _____
 Date _____

By: 
 Chris Kline Date
 Director, Human Services Department

By: _____
 Title: _____
 Date _____


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 _____

¹ These funds have been formula allocated to the Local Workforce Region; and, pursuant to NFA Letter #14-05, formula allocated funding provided through this NFA is available for expenditures on the beginning date of the period of performance.

APPROVED AS
 COUNTY ATTORNEY


NFA# 14-05

I. BUDGET CHARTS:

Workforce Region: Adams County	WDP Agreement CMS#54592		
Funding Source	Period of Performance	Vax #	\$ Amount
FY13 DVOP Operating – Computer Equipment	1/21/14 through 3/31/14	2287	\$8,000.00
Total NFA			\$8,000.00

II. BUDGET INFORMATION:

- A. This EA includes a transfer between the Adult and Dislocated Worker/25% Enhanced Dislocated Worker funding streams.
- B. This EA covers a Formula allocated Grant.
1. The Line Item Budget for this Discretionary Grant is included in the Approved Grant Proposal which is attached to this EA (required).
 2. The Line Item Budget for this Formula allocated is as follows:

Budget Line Items	Planned Expenditures
Salaries, Fringe Benefits, Travel	
Equipment	
Supplies	
Subcontracting arrangements	
Operating/Overhead: Computers	\$8,000.00
Direct Training	
Program Related Supportive Services	
Other Participant Related Services	
Total Cumulative Expenditures	\$8,000.00

III. STATEMENT OF WORK:

Project Contact Information:

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

Program NAME: DVOP Operating (Computer Equipment)	Region Project Coordinator Jodie Kammerzell (720) 523-6902	CDLE Project Coordinator Elaine Edon (303) 318-8937
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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.
 - a. The Adams County Workforce & Business Center shall purchase computer equipment and other IT equipment pursuant to the Funding Provisions at Section V.A.
 - b. The Adams County Workforce & Business Center shall contact the Project Coordinator, Elaine Edon (the CDLE State Veterans Program Coordinator) to discuss the proposed equipment purchases that have been negotiated between the local workforce region and the State Regional Director PRIOR to proceeding with the purchase requisition for final review and acceptance.
 - c. The Adams County Workforce & Business Center shall make best efforts to buy up-to-date computer and other IT equipment that is mobile (e.g. iPads, laptops, wireless workstations, etc.) and will allow flexibility for the DVOP staff to serve its customers in locations within the workforce center that may not be connected directly into the IT network, i.e. in a public meeting room, outside of a closed office with connectivity, in the waiting area, etc.
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.
3. If this EA includes a transfer between the Adult and Dislocated Worker/25% Enhanced Dislocated Worker funding streams, explain the impact of this transfer on program activities and performance outcomes for each program (e.g. how will the participant numbers or carry in numbers change, what will the impact be on the program versus administrative budgets, projected quarterly expenditures, etc.).

B. **The Statement of Work for this EA is included in the attached Discretionary Grant Proposal.**

Refer to page numbers:	
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C. **The Performance Outcomes for this EA are identified in the Program Charts in Section VII of this EA.**

Not Applicable

- D. The Performance Outcomes for this EA are included in the attached Discretionary Grant Proposal or are included in D.1. below in an Alternative Performance Outcomes Chart required by the specific discretionary grant.**

Refer to page numbers:	
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1. If the Performance Outcomes are not identified in the Program Charts or in the attached approved Discretionary Grant proposal, describe the performance outcomes that shall be completed with these funds and insert the Alternative Performance Outcomes Chart here.

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	
Equipment	
Supplies	
Subcontracting arrangements	
Operating/Overhead	
Direct Training & Program Related Supportive Services	
Other Participant Related Services	
Total Cumulative Expenditures	

- 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:

The Local Workforce Region shall provide services pursuant to the terms and conditions of the executed 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.

1. Statutory Reference: PL 107-288 Jobs for Veterans Act of 2002; Title 38, United States Code, Chapter 41; 20 CFR 1001.120, and 20 CFR 1010.

2. Purpose of Funding: FY13 DVOP Operating Computer Equipment funds are provided to the Local Workforce Region to purchase computer equipment and/or other Information Technology (IT) equipment for use by the State's DVOP representatives who are working in the local workforce region's workforce centers.

3. Required Program Elements.

a. The Local Workforce Region shall purchase computers, laptops, tablets, scanners, workstations, and/or other Information Technology equipment (hereafter referred to as "Equipment") to be used by the State Disabled Veterans Outreach Program (DVOP) representatives. Purchase of the Equipment shall include all necessary software licenses and applicable warranties covering the use and maintenance of the Equipment.

b. The Local Workforce Region will negotiate with the State Regional Director to determine the specific equipment most needed to enhance service delivery to Veteran customers. The Local Workforce Region shall have the right to select the Equipment to be purchased based on these negotiations, existing County Information Technology (IT) infrastructure requirements, and the specific needs of the Local Workforce Region.

c. The Local Workforce Region shall purchase equipment by March 31, 2014.

d. The Local Workforce Region shall be responsible for equipment set up and Information Technology support to connect the Equipment to the Local Workforce Region's IT infrastructure and network. The Local Workforce Region's IT department shall provide training to the DVOPs, as needed, in the use and appropriate operation of the Equipment. (No additional cost shall be charged by the Local Workforce Region for providing necessary training to State DVOP staff. This cost is included in the IT Staff salaries described in 4.b. below).

e. The Local Workforce Region shall be responsible for on-going maintenance and connectivity of the Equipment to its IT infrastructure and network to ensure day to day operating capabilities and usage by the State DVOP staff.

4. Allowable Costs:

a. The Local Workforce Region shall maximize the computer and/or IT equipment purchased for the given amount of funds. Any remaining unspent funds (after IT salaries and Equipment costs) up to \$500.00 may be used during the time period for costs typically incurred as "DVOP Operating costs".

b. Up to 10% of the allocation not to exceed One Thousand Dollars (\$1,000.00) may be used to pay for IT staff salaries for time required to review, negotiate, approve and coordinate equipment purchases and connect the Equipment to the Local Workforce Region's IT infrastructure and network.

5. **Request for Payment.** Payment to the Local Workforce Region shall occur based on an approved invoice submitted by the Local Workforce Region showing an inventory of equipment purchased, total IT personnel time charges, and confirming that the purchase and receipt of equipment has been completed. Invoices for review and approval shall be sent to: Elaine Edon, State Veterans Program Coordinator, 633 17th Street, 7th Floor, Denver, CO 80202-3627.

6. **Restrictions on Funding:** The funds shall be used only for the stated purpose identified in these funding provisions. Funds may not be used for other local administrative and/or indirect costs.

- 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: FY13 DVOP Operating – Computer Equipment (include additional quarters if the grant is longer than one year)

Expenditures	1st Quarter Projections 1/21/14 – 3/31/14	2nd Quarter Projections N/A	3rd Quarter Projections N/A	4th Quarter Projections N/A
Program & Admin	\$8,000.00			
Total	\$8,000.00			

VII. PLANNED PARTICIPATION SUMMARY – CUMULATIVE

N/A