

## INTERGOVERNMENTAL AGREEMENT

**THIS INTERGOVERNMENTAL AGREEMENT** (hereinafter “this Agreement”) is entered into this 1 day of August, 2020, by and between the **BOARD OF COUNTY COMMISSIONERS OF ARAPAHOE COUNTY**, Colorado (“Arapahoe”), and the **EL PASO/TELLER COUNTY PIKES PEAK WORKFORCE CONSORTIUM EXECUTIVE BOARD**, Colorado (“El Paso/Teller”). Both Counties hereinafter referred to as the “Parties”.

### RECITALS

**WHEREAS**, the Parties are authorized under Article XIV, Section 18 of the Colorado Constitution, and by C.R.S. 29-1-203 to contract with one another to provide any function or service lawfully authorized to each of them; and

**WHEREAS**, Arapahoe Douglas Works/Arapahoe County has received Notice of Funding Availability (NFA) funds under NFA 19-111, NFA 19-127 and NFA-128 between Arapahoe Douglas Works/Arapahoe County and CDLE which are to be used to reimburse El Paso/Teller for approved services; and

**WHEREAS**, Arapahoe County is the fiscal agent for WIOA CWDC grant funds (the “Grant Funds”); and

**WHEREAS**, to fulfill one or more of the goals of the Talent Enhancement, Regional and ZOMA project (the “Project”), Arapahoe and El Paso/Teller are entering into this Agreement whereby Arapahoe will use a portion of the Grant Funds to reimburse El Paso/Teller for providing cross regional and regional activities (Regional Activities); and

**WHEREAS**, authority exists in the law and Grant Funds have been budgeted, appropriated and otherwise made available, and a sufficient uncommitted balance thereof remains available for encumbering and subsequent payment under this Agreement.

**NOW, THEREFORE**, for and in consideration of the premises and other good and valuable consideration, the parties agree as follows:

1. **SCOPE OF SERVICES:** All services, if performed as described in Exhibit A and Exhibit B, attached hereto and incorporated herein, shall be eligible for reimbursement with the Grant Funds by Arapahoe County, subject to fund availability.

El Paso/Teller agrees to diligently and professionally perform all the services described herein in a manner satisfactory to the Authorized Representative.

2. **COMPENSATION:** Subject to the maximum contract liability and all other provisions of this Contract, Arapahoe County agrees to reimburse El Paso/Teller, and El Paso/Teller agrees to accept payment for activities as described in Exhibits A and B, attached hereto and incorporated herein, during the term hereof, in accordance with the terms set forth herein.

3. **MAXIMUM CONTRACT EXPENDITURE:** Any other provision of this Contract notwithstanding and pursuant to Section 29-1-110, C.R.S., the amount of funds appropriated for this Contract is \$50,000 for fiscal year 2020. In no event shall Arapahoe County be liable for payment under this Contract for any amount in excess thereof. Arapahoe County is not under obligation to make any future apportionment or allocation to this Contract nor is anything set forth herein a limitation of liability for Arapahoe County. Any potential expenditure for this Contract outside the current fiscal year is subject to future annual appropriation of funds for any such proposed expenditure.
4. **TERM:** It is mutually agreed by the parties that the term of this Contract shall commence as of 12:01 a.m. on August 1, 2020 and terminate at 12:00 a.m. on December 31, 2021. This Contract and/or any extension of its original term shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to Arapahoe County's satisfaction with all products and services received during the preceding term.
5. **INVOICING PROCEDURES:** Payments shall be made to Arapahoe County based upon invoices submitted by El Paso/Teller, provided such invoices have been approved by the Authorized Representative. Payments will be made to El Paso/Teller within thirty (30) days, or within a mutually agreed upon period after Arapahoe County has received complete invoices from El Paso/Teller. Arapahoe County reserves the right to require such additional documentation, including monthly activity reports detailing El Paso/Teller's activities and services rendered, as Arapahoe County deems appropriate to support the payments to El Paso/Teller. The signature of an officer of El Paso/Teller shall appear on all invoices certifying that the invoice has been examined and found to be correct.
6. **CONFLICT OF INTEREST:** El Paso/Teller agrees that no official, officer or employee of El Paso/Teller shall have any personal or beneficial interest whatsoever in the services or property described herein, and El Paso/Teller further agrees not to hire, pay, or contract for services of any official, officer or employee of Arapahoe County. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of El Paso/Teller by placing El Paso/Teller's own interests, or the interest of any party with whom El Paso/Teller has a contractual arrangement, in conflict with those of Arapahoe County.
7. **NO WAIVER OF GOVERNMENTAL IMMUNITY ACT:** The parties hereto understand and agree that Arapahoe County and El Paso/Teller, their commissioners, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Contract, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to Arapahoe County and El Paso/Teller.
8. **INSURANCE:** At all times during the term of this Agreement, including any renewals or extensions, El Paso/Teller shall maintain such insurance, by self-insurance, as is

necessary to meet its liabilities under the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101, *et seq.* This obligation shall survive the termination of this Agreement.

9. **ASSIGNMENT:** El Paso/Teller covenants and agrees that it will not assign or transfer its rights hereunder, or subcontract any work hereunder, either in whole or in part without the prior written approval of the Authorized Representative. Any attempt by El Paso/Teller to assign or transfer its rights hereunder shall, at the option of the Authorized Representative, void the assignment or automatically terminate this Contract and all rights of El Paso/Teller hereunder.
10. **COUNTY REVIEW OF RECORDS:** El Paso/Teller agrees that, upon request of the Authorized Representative, at any time during the term of this Contract, or three (3) years thereafter, it will make full disclosure to Arapahoe County and make available for inspection and audit upon request by the Authorized Representative, the County Director of Finance, or any of their authorized representatives, all of its records associated with work performed under this Contract for the purpose of making an audit, examination or excerpts. El Paso/Teller shall maintain such records until the expiration of three (3) years following the end of the term of this Contract.
11. **OWNERSHIP OF DOCUMENTS:** Drawings, specifications, guidelines and any other documents prepared by Arapahoe County in connection with this Contract shall be the property of Arapahoe County.
12. **ASSIGNMENT OF COPYRIGHTS:** El Paso/Teller assigns to Arapahoe County the copyrights to all works prepared, developed, or created pursuant to this Contract, including the right to: 1) reproduce the work; 2) prepare derivative works; 3) distribute copies to the public by sale, rental, lease, or lending; 4) perform the works publicly; and 5) to display the work publicly. El Paso/Teller waives its rights to claim authorship of the works, to prevent its name from being used wrongly in connection with the works, and to prevent distortion of the works.
13. **TERMINATION:** Arapahoe County shall have the right to terminate this Contract, with or without cause, by giving written notice to El Paso/Teller of such termination and specifying the effective date thereof, which notice shall be given at least thirty (30) days before the effective date of such termination. El Paso/Teller shall be entitled to receive reimbursement in accordance with this Contract for any satisfactory work completed pursuant to the terms of this Contract prior to the date of notice of termination. Notwithstanding the above, El Paso/Teller shall not be relieved of liability to Arapahoe County for damages sustained by Arapahoe County by virtue of any breach of the Contract by El Paso/Teller.
14. **NOTICES:** Notices to be provided under this IGA shall be given in writing and either delivered by hand or deposited in the U.S. mail with sufficient postage to the following addressees:

To Arapahoe:                      Judith Emery

Arapahoe County  
6964 S. Lima Street  
Centennial, CO 80112  
E-mail: jemery@arapahoegov.com

With a Copy to: Arapahoe County Attorney  
5334 S. Prince Street  
Littleton, CO 80120

To \_\_\_\_\_:

With a Copy to:

Said notices shall be delivered personally during normal business hours to the appropriate office above, or by prepaid first class U.S. mail, via facsimile, or other method authorized in writing by the Authorized Representative. Mailed notices shall be deemed effective upon receipt or three (3) days after the date of mailing, whichever is earlier. The parties may from time to time designate substitute addresses or persons where and to whom such notices are to be mailed or delivered, but such substitutions shall not be effective until actual receipt of written notification.

15. **SEVERABILITY:** In the event any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining provisions shall not be affected. Should either party fail to enforce a specific term of this Agreement, it shall not be a waiver of a subsequent right of enforcement, nor shall it be deemed a modification or alteration of the terms and conditions contained herein.

IN WITNESS WHEREOF, Arapahoe and \_\_\_\_\_ have executed this Agreement as of the above date.

**Arapahoe County**

**BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF ARAPAHOE**

**ATTEST: Clerk to the Board**

\_\_\_\_\_  
**Chair, Board of County Commissioners  
(Or representative authorized by resolution)**

\_\_\_\_\_  
**By:**

**DATE:** \_\_\_\_\_

**EL PASO/TELLER COUNTY PIKES PEAK WORKFORCE CONSORTIUM  
EXECUTIVE BOARD**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Exhibit A**  
**SCOPE OF SERVICES**

EL PASO/TELLER COUNTY PIKES PEAK WORKFORCE CONSORTIUM EXECUTIVE BOARD hereby agrees to and accepts responsibility to perform one or more of the services as specifically stated in NFA 19-111, NFA 19-127 and NFA 19-128 attached hereto and incorporated herein as Exhibit B between Arapahoe Douglas Works/Arapahoe County and CDLE:

Providing cross regional workforce center technical assistance and training for businesses and job seekers:

- Convening cross regional hiring and training events;
- Measuring overall impact of cross regional and regional activities;
- Purchasing tools/platforms for supporting cross regional activities;
- Producing reports summarizing the impact of these activities;
- Providing technical assistance to WIOA participants and businesses across the local workforce areas;
- Facilitating planning meetings and activities with WIOA partners across the local workforce areas;
- Leading project specific regional activities.

Such services will be reimbursed by Arapahoe County subject to the provisions of the Agreement. The maximum amount of reimbursement will be \$90,000.

**Exhibit B**

**NFA 19-111, NFA 19-127 and NFA 19-128 are attachments as Exhibit B**





IN WITNESS WHEREOF, Arapahoe and \_\_\_\_\_ have executed this Agreement as of the above date.

**Arapahoe County**

**BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF ARAPAHOE**

**ATTEST: Clerk to the Board**

\_\_\_\_\_  
Chair, Board of County Commissioners  
(Or representative authorized by resolution)

\_\_\_\_\_  
By:

DATE: \_\_\_\_\_

**EL PASO/TELLER COUNTY PIKES PEAK WORKFORCE CONSORTIUM  
EXECUTIVE BOARD**

BY: *Stan Wandler Wolf*

DATE: 24 Sep 2020

DATE: \_\_\_\_\_

**Local Area  
WORK PLAN**

This WORK PLAN is agreed to by the partys' signature below:

<p style="text-align: center;">For the Local Area</p> <p>X _____                  LWDB Chair or Designee                  Date: _____</p> <p>X _____                  Workforce Center Director or Designee                  Date: _____</p>	<p>X _____                  Community Resources Director                  Date: _____</p>
	<p style="text-align: center;">For Workforce Development Programs</p> <p>X _____                  Operations Manager or Designee                  Date: _____</p>

**I. WORK PLAN SUMMARY**

**A. THIS WORK PLAN IS FOR (INSERT NFA TABLE BELOW):**

Does this WORK PLAN include a request for Transfer of Funds.  YES  NO  
 If YES, complete Section V.

NFA# AR-	Funding Year	Program/Source	Period of Performance	Code	Amount	Formul a	CFDA#	FAIN #
19-111	FY19	FY19 WIOA CWDC 10% Adult ETP	1/1/2020 To 6/30/2021	4WA8	\$450,000.00	Y	17.278	AA-32200-18- 55-A-8

**B. THIS WORK PLAN MODIFICATION IS FOR (Select Appropriate Check Box And Include A Brief Explanation Here): CLICK OR TAP HERE TO ENTER TEXT.**

- CHANGE TO WORK PLAN COMPONENTS OR PROJECT PLAN
- CHANGE TO BUDGET
- CHANGE TO PERFORMANCE OUTCOMES
- TRANSFER BETWEEN AD & DW (IF CHECKED, COMPLETE SECTION V)
- OTHER

(complete all changes in review/track changes/strikethrough mode and highlight new information)

**II. PROGRAM CONTACTS**

LOCAL AREA COORDINATOR	WDP PROGRAM COORDINATOR	WDP LIAISON
Name: Judy Emery Phone or Email: 720-785-3672	Name: Denise Miller Phone or Email: 303-318-8822	Name: Brad Roller Phone or Email: brad.roller@state.co.us

### III. FUNDING PROVISIONS *(CHECK ONE)*

- No changes to previous provisions.
- Funding provisions included or embedded below:

#### Specific funding provisions

1. Allowable Costs: Program costs shall be reasonable, necessary and directly related to the priorities of the workforce planning region and can include:
  - Personnel costs for a project manager or key staff
  - Program materials and supplies
  - Program outreach and recruitment
  - Travel/ lodging fees (reimbursed at the State per mile and per diem rate) for work-based learning events, trainings, and meeting support
  - Professional services (speakers, conveners, facilitators, etc.)
  - Professional Development of staff members
  - Participant program costs if critical to testing the feasibility of a pilot or acceleration of a concept
2. Non-Allowable Costs include but are not limited to food, indirect administrative costs, political related activities, entertainment, fines, penalties, donations, fundraising activities, individual memberships or subscriptions, and any activities related to the marijuana industry.
3. Workplans must include specific information on the type of professional development activities that will be funded and what metrics will be used to gauge the success of all activities that will be funded.

### IV. WORK PLAN

#### A. WORK PLAN TYPE *(SELECT ONE)*

- Annual Compliance Plan is the WORK PLAN and incorporated by reference.
- Project Plan/Grant proposal is attached as the WORK PLAN.
- WORK PLAN follows in Section IV, B & C below.
- WORK PLAN modification follows in Section IV, B&C below and/or Section VI.

**B. WORK PLAN COMPONENTS (CHECK ALL THAT APPLY)**

1.	<input checked="" type="checkbox"/>	Planning	7.	<input type="checkbox"/>	Business Services
2.	<input type="checkbox"/>	Outreach	8.	<input type="checkbox"/>	Sector Strategies
3.	<input type="checkbox"/>	Partnerships	9.	<input type="checkbox"/>	Career Pathways
4.	<input type="checkbox"/>	Program Integration	10.	<input type="checkbox"/>	Evaluation
5.	<input type="checkbox"/>	Service Delivery	11.	<input type="checkbox"/>	Other:
6.	<input type="checkbox"/>	Work Based Learning	12.	<input type="checkbox"/>	Other:

**C. WORK PLAN COMPONENT OUTLINE**

**DATE RANGE:**

*Note: Component rows will automatically expand to fit multiple bullet points*

Component #	Program/Project Activities <i>-LIST AS BULLET POINTS-</i>	Estimated Completion Date <i>*If ongoing, indicate "OG"</i>	Anticipated Outcome (s) <i>-LIST AS BULLET POINTS-</i>
1	<ul style="list-style-type: none"> <li>Arapahoe Douglas Works' will utilize the funds to support the travel expenses (airfare, hotel and per diem) for various in state and national conferences and convenings for the CUWA Director, local workforce personnel and WDB members.</li> <li>Funds will be used to support the goals and objectives outlined in the Regional</li> </ul>	OG	<p>Professional Development: It is important that training opportunities exist for local workforce staff, the CUWA Director and WDB members; Providing training and professional development opportunities will ensure that workforce related personnel are able to keep up with emerging best practices; Conferences and convenings my include but are not limited to attendance or participation at NAWB, EMSI, NAWDP, RMWDA, EMSI, EEDC, regional planning and convening, Strategic Planning activities, Sector Partnership activities, and work based learning activities; Information gathered will be shared with appropriate colleagues.</p> <p>Regional Planning, Implementation and Evaluation</p>

	<p>Implementation Financial Technical Assistance 2019 application for funding.</p> <ul style="list-style-type: none"> <li>Funds will be used to cover salary and fringe for both the CUWA Director and Administrative Assistant/Workforce Specialist, plus reimbursement to local areas for project-specific staff costs.</li> <li>Funds will be used to cover laptop and cell phone for the Administrative Assistant/Workforce Specialist and monthly cell phone fees.</li> <li>Funds will be used for printing costs and marketing and outreach materials.</li> <li>Funds will also be used to support innovative cross regional planning, implementation and evaluation.</li> <li>For activities requiring dedicated staff time, these funds will be used to support their time on the project and/or attendance at WIOA related conferences and meetings.</li> <li>Funds will be used to cover the costs of speakers retained for events, conveners, and outside consultants and facilitators necessary for strategic planning.</li> </ul>	<p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p>	<p>Personnel Costs</p> <p>Operation Costs</p> <p>Program Materials and Supplies</p> <p>Regional Planning, Implementation and Evaluation: These funds will be used but not limited to convening multi-area planning meetings, cross regional staff development and training, convening cross regional events, measuring overall impact of cross regional and regional activities, producing reports summarizing the impact of these activities and facilitating planning meetings and activities with WIOA partners across the local workforce areas.</p> <p>Personnel Costs</p> <p>Professional Services</p>
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	<ul style="list-style-type: none"><li>Funding will also be used to support local workforce development board official function activities and strategic planning and implementation.</li></ul>	OG	Regional Planning, Implementation and Evaluation
2			
3			
4			
5			
6			
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8			
9			
10			
11			

V. **TRANSFER REQUEST** *(check one)*

- Tier I (Up To 50%)    Tier 2 (Between 51% And 75%)    Tier 3 (Between 76% And 100%)

A. **REASON FOR REQUEST** *(SEE PGL WIOA 2017-01)*

**FOR CDLE USE ONLY:**

**TIER 1** *(CHECK ALL THAT APPLY)*

- Local Area has a documented need to transfer funds in order to respond to market conditions and use resources effectively that is based on labor market information, Worker Readjustment and Retraining Notification (WARN) notices, or one-stop center data.
- Local Area has met the 70% expenditure requirement for funding available during the prior program year for Adults and Dislocated Workers; and
- Local Area is on track to meet participant measurements for the Adult and Dislocated Worker programs.

**TIER 2** *(CHECK ALL THAT APPLY)*

All Tier 1 items and:

- Local area is on track to meet priority of service requirements for the Adult program;
- Local area is enrolling participants in Work-based Training (On the Job Training, Apprenticeships, Internships, Work Experiences, etc.) as part of the plan; and
- Local area is conducting outreach activities to Dislocated Workers, such as participation in Rapid Response or Reemployment Services and Eligibility Assessment (RESEA), across all eligibility categories applicable to the local area and to those with barriers to employment.

**TIER 3** *(CHECK ALL THAT APPLY)*

All Tier 1 and 2 items and:

- Local area has a documented, significant need to transfer funds;
- Local area has collaboration with Partner Agencies demonstrated by co-enrollments and leveraging of multiple funding streams and program referrals; and
- Local Area has met or is on track to meet its goals for discretionary grants that serve adults and dislocated workers.



**VI. CHARTS (BUDGET & PERFORMANCE)**

*This information will reside in a Workbook, as a separate document from the Workplan, to provide annual and historical data.*



**Local Area  
WORK PLAN**

This WORK PLAN is agreed to by the partys' signature below:

<p style="text-align: center;"><b>For the Local Area</b></p> <p>X _____ LWDB Chair or Designee Date: _____</p> <p>X _____ Workforce Center Director or Designee Date: _____</p>	<p>X _____ Community Resources Director Date: _____</p>
	<p style="text-align: center;"><b>For Workforce Development Programs</b></p> <p>X _____ Operations Manager or Designee Date: _____</p>

**I. WORK PLAN SUMMARY**

A. THIS WORK PLAN IS FOR (INSERT NFA TABLE BELOW):

Does this WORK PLAN include a request for Transfer of Funds. YES NO

If YES, complete Section V.

NFA# AR-	Funding Year	Program/Source	Period of Performance	Code	Amount	Formula	CFDA#	FAIN #
19-127	PY19	WIOA CWDC PY19 - 10% Adult ETP	7-1-2020 to 4-30-2021	4AW9	\$130,000.00	Y	17.258	AA-33219-19- 55A-8

1. B. THIS WORK PLAN MODIFICATION IS FOR (SELECT APPROPRIATE CHECK BOX AND INCLUDE A BRIEF EXPLANATION HERE);\_CLICK OR TAP HERE TO ENTER TEXT.

- CHANGE TO WORK PLAN COMPONENTS OR PROJECT PLAN
- CHANGE TO BUDGET
- CHANGE TO PERFORMANCE OUTCOMES
- TRANSFER BETWEEN AD & DW (IF CHECKED, COMPLETE SECTION V)
- OTHER Click or tap here to enter text.

(complete all changes in review/track changes/strikethrough mode and highlight new information)

**II. PROGRAM CONTACTS**

LOCAL AREA COORDINATOR	WDP PROGRAM COORDINATOR	WDP LIAISON
Name: Judy Emery Phone or Email:jemery@arapahoegov.com	Name:Lee Wheeler-Berliner, Managing Director Phone or Email: 303-318-8223	Name:Brad Roller Phone or Email:Brad.Roller@state.co.us

### III. FUNDING PROVISIONS *(CHECK ONE)*

- No changes to previous provisions.  
 Funding provisions included or embedded below:

Funds are awarded to local workforce boards to enhance their capacity to serve individuals and businesses impacted by COVID-19 and the resulting spike in unemployment. Funds may support one local area or multiple local areas based on the applications submitted and the agreements reached between local areas.

#### Use of Funds

Funds may be used to carry out employment and training, and workforce development activities in the Local Area, as allowed under WIOA law and regulation, in support of one-stop services and in accordance with the statement of work for this grant opportunity.

#### ALLOWABLE COSTS

Costs for employment and training activities to **support the delivery of workforce services** may include, but are not limited to:

- Local board activities
- Participant training
- Staff development
- Technology development
- Business Services
- Personnel Costs
- Indirect Costs (max 10%)

Incurred costs must be reasonable and necessary to support the delivery of workforce services.

#### UNALLOWABLE COSTS

- Politically related activities
- Entertainment
- Fines/penalties
- Donations
- Fundraising activities
- Individual memberships and subscriptions

#### PROGRAM COORDINATOR

Lee Wheeler-Berliner, Managing Director

P: 303-318-8223

[lee.wheeler-berliner@state.co.us](mailto:lee.wheeler-berliner@state.co.us)

Developed June 22, 2020

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**Additional Requirements or Instructions, if any:**

Reports must be submitted to the CWDC on August 5, 2020 and April 30, 2021. Reports must include:

- # of staff hired / supported by these funds
- Hire dates (new staff)
- Staff Turnover in these roles (Bus Dev and Career Coach)
- Average number of customers served per staff member per month
- Top 3-5 types of support requested by customers
- Top 3-5 services and/or resources provided to customers
- Average customer net promoter score regarding their experience with local workforce centers AND summary of qualitative customer feedback

**IV. WORK PLAN**

**A. WORK PLAN TYPE (SELECT ONE)**

- Annual Compliance Plan is the WORK PLAN and incorporated by reference.
- Project Plan/Grant proposal is attached as the WORK PLAN.
- WORK PLAN follows in Section IV, B & C below.
- WORK PLAN modification follows in Section IV, B&C below and/or Section VI.

**B. WORK PLAN COMPONENTS** (CHECK ALL THAT APPLY)

1.	Planning	7.		Business Services
2.	Outreach	8.	<input type="checkbox"/>	Sector Strategies
3.	Partnerships	9.		Career Pathways
4.	<input type="checkbox"/> Program Integration	10.		Evaluation
5.	Service Delivery	11.	<input checked="" type="checkbox"/>	Other: Regional Planning and Implementation Click or tap here to enter text.
6.	<input type="checkbox"/> Work Based Learning			

**C. WORK PLAN COMPONENT OUTLINE**

**DATE RANGE:** Click or tap here to enter text.

*Note: Component rows will automatically expand to fit multiple bullet points*

Component #	Program/Project Activities <i>-LIST AS BULLET POINTS-</i>	Estimated Completion Date *If ongoing, indicate "OG"	Anticipated Outcome (s) <i>-LIST AS BULLET POINTS-</i>
1			
2			
3			
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8			
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10			

<p><b>11</b></p>	<p>Funds will be used to support the goals and objectives outlined in the Talent Stabilization Fund: Enhancing Workforce Center Capacity to Serve Business application for funding.</p> <p>Funds will be used to cover salary and fringe for the CUWA Director plus reimbursement to local areas for project-specific staff costs.</p> <p>Funds will be used for printing costs and marketing and outreach materials.</p> <p>Funds will be used to support innovative cross regional planning, implementation and evaluation.</p> <p>For activities requiring dedicated staff time, these funds will be used to support their time on the project.</p> <p>Funds will be used to cover the costs of speakers retained for events, conveners and outside consultants.</p>	<p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p>	<p>Regional Planning, Implementation and Evaluation</p> <p>Personnel Costs</p> <p>Operation Costs</p> <p>Regional Planning Implementation and Evaluation: These funds will be used for, but not limited to, convening multi-area planning regions, cross regional staff development and training, convening cross regional events for business and job seekers, measuring overall impact of cross regional and regional events and activities, sharing the outcomes of these cross regional activities and facilitating planning meetings and activities with WIOA partners across the local workforce areas.</p> <p>Personnel Costs</p> <p>Regional Planning, Implementation and Evaluation</p>
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V. **TRANSFER REQUEST (CHECK ONE)**

- Tier I (Up To 50%)       Tier 2 (Between 51% And 75%)       Tier 3 (Between 76% And 100%)

A. **REASON FOR REQUEST (SEE PGL WIOA 2017-01)**

**FOR CDLE USE ONLY:**

**2. TIER 1 (CHECK ALL THAT APPLY)**

- Local Area has a documented need to transfer funds in order to respond to market conditions and use resources effectively that is based on labor market information, Worker Readjustment and Retraining Notification (WARN) notices, or one-stop center data.
- Local Area has met the 70% expenditure requirement for funding available during the prior program year for Adults and Dislocated Workers; and
- Local Area is on track to meet participant measurements for the Adult and Dislocated Worker programs.

**3. TIER 2 (CHECK ALL THAT APPLY)**

- All Tier 1 items and:
- Local area is on track to meet priority of service requirements for the Adult program;
  - Local area is enrolling participants in Work-based Training (On the Job Training, Apprenticeships, Internships, Work Experiences, etc.) as part of the plan; and
  - Local area is conducting outreach activities to Dislocated Workers, such as participation in Rapid Response or Reemployment Services and Eligibility Assessment (RESEA), across all eligibility categories applicable to the local area and to those with barriers to employment.

**4. TIER 3 (CHECK ALL THAT APPLY)**

- All Tier 1 and 2 items and:
- Local area has a documented, significant need to transfer funds;
  - Local area has collaboration with Partner Agencies demonstrated by co-enrollments and leveraging of multiple funding streams and program referrals; and
  - Local Area has met or is on track to meet its goals for discretionary grants that serve adults and dislocated workers.



**VI. CHARTS (BUDGET & PERFORMANCE)**

*This information will reside in a Workbook, as a separate document from the Workplan, to provide annual and historical data.*

**Local Area  
 WORK PLAN**

This WORK PLAN is agreed to by the partys' signature below:

<p style="text-align: center;"><b>For the Local Area</b></p> <p>X _____                  LWDB Chair or Designee                  Date: _____</p> <p>X _____                  Workforce Center Director or Designee                  Date: _____</p>	<p>X _____                  Community Resources Director                  Date: _____</p>
	<p style="text-align: center;"><b>For Workforce Development Programs</b></p> <p>X _____                  Operations Manager or Designee                  Date: _____</p>

**I. WORK PLAN SUMMARY**

A. THIS WORK PLAN IS FOR *(INSERT NFA TABLE BELOW)*:

Does this WORK PLAN include a request for Transfer of Funds. YES NO

If YES, complete Section V.

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19-128	PY19	ARAPAHOE ZOMA	7-1-2020 to 4-30-2021	04ZM	\$120,000.00	N	NA	NA

1. B. THIS WORK PLAN MODIFICATION IS FOR *(SELECT APPROPRIATE CHECK BOX AND INCLUDE A BRIEF EXPLANATION HERE);\_CLICK OR TAP HERE TO ENTER TEXT.*

- CHANGE TO WORK PLAN COMPONENTS OR PROJECT PLAN
- CHANGE TO BUDGET
- CHANGE TO PERFORMANCE OUTCOMES
- TRANSFER BETWEEN AD & DW *(IF CHECKED, COMPLETE SECTION V)*
- OTHER Click or tap here to enter text.

*(complete all changes in review/track changes/strikethrough mode and highlight new information)*

**II. PROGRAM CONTACTS**

LOCAL AREA COORDINATOR	WDP PROGRAM COORDINATOR	WDP LIAISON
Name: Judy Emery 720-785-3672 jemery@arapahoe.gov.com	Name: Lee Wheeler-Berliner, Managing Director P: 303-318-8223	Name: Brad Roller Brad.roller@state.co.us



### III. FUNDING PROVISIONS *(CHECK ONE)*

- No changes to previous provisions.  
 Funding provisions included or embedded below:

#### **Funding Purpose**

Funds are awarded to local workforce boards to enhance their capacity to serve individuals and businesses impacted by COVID-19 and the resulting spike in unemployment. Funds may support one local area or multiple local areas based on the applications submitted and the agreements reached between local areas.

#### **Use of Funds**

Funds may be used to carry out employment and training, and workforce development activities in the Local Area, as allowed under WIOA law and regulation, in support of one-stop services and in accordance with the statement of work for this grant opportunity.

#### **ALLOWABLE COSTS**

Costs for employment and training activities to support the delivery of workforce services may include, but are not limited to:

- Local board activities
- Participant training
- Staff development
- Technology development
- Business Services
- Personnel Costs
- Indirect Costs (max 10%)

Incurred costs must be reasonable and necessary to support the delivery of workforce services.

#### **UNALLOWABLE COSTS**

- Politically related activities
- Entertainment
- Fines/penalties
- Donations
- Fundraising activities
- Individual memberships and subscriptions

#### **PROGRAM COORDINATOR**

Lee Wheeler-Berliner, Managing Director  
P: 303-318-8223  
lee.wheeler-berliner@state.co.us

#### **Developed June 22, 2020**

#### **Additional Requirements or Instructions, if any:**

Reports must be submitted to the CWDC on August 5, 2020 and April 30, 2021. Reports must include:

- # of staff hired / supported by these funds
- Hire dates (new staff)
- Staff Turnover in these roles (Bus Dev and Career Coach)
- Average number of customers served per staff member per month
- Top 3-5 types of support requested by customers
- Top 3-5 services and/or resources provided to customers

- Average customer net promoter score regarding their experience with local workforce centers  
AND summary of qualitative customer feedback

**IV. WORK PLAN**

**A. WORK PLAN TYPE *(SELECT ONE)***

Annual Compliance Plan is the WORK PLAN and incorporated by reference.

Project Plan/Grant proposal is attached as the WORK PLAN.

X WORK PLAN follows in Section IV, B & C below.

WORK PLAN modification follows in Section IV, B&C below and/or Section VI.

**B. WORK PLAN COMPONENTS** (CHECK ALL THAT APPLY)

1.	<input type="checkbox"/>	Planning	7.	<input type="checkbox"/>	Business Services
2.	<input type="checkbox"/>	Outreach	8.	<input type="checkbox"/>	Sector Strategies
3.	<input type="checkbox"/>	Partnerships	9.	<input type="checkbox"/>	Career Pathways
4.	<input type="checkbox"/>	Program Integration	10.	<input type="checkbox"/>	Evaluation
5.	<input type="checkbox"/>	Service Delivery	11.	<input checked="" type="checkbox"/>	Other: Regional Planning and Implementation: click or tap here to enter text.
6.	<input type="checkbox"/>	Work Based Learning			

**C. WORK PLAN COMPONENT OUTLINE**

**DATE RANGE:** Click or tap here to enter text.

*Note: Component rows will automatically expand to fit multiple bullet points*

Component #	Program/Project Activities <i>-LIST AS BULLET POINTS-</i>	Estimated Completion Date <i>*If ongoing, indicate "OG"</i>	Anticipated Outcome (s) <i>-LIST AS BULLET POINTS-</i>
1			
2			
3			
4			
5			
6			

7			
8			
9			
10			
11	<p>Funds will be used to support the goals and objectives outlined in the Talent Stabilization Fund: Enhancing Workforce Center Capacity to Serve Business application for funding.</p> <p>Funds will be used to cover salary and fringe for the CUWA Director plus reimbursement to local areas for project-specific staff costs.</p> <p>Funds will be used for printing costs and marketing and outreach materials.</p> <p>Funds will be used to support innovative cross regional planning, implementation and evaluation.</p> <p>For activities requiring dedicated staff time, these funds will be used to support their time on the project.</p> <p>Funds will be used to cover the costs of speakers retained for events, conveners and outside consultants.</p>	<p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p> <p>OG</p>	<p>Regional Planning, Implementation and Evaluation</p> <p>Personnel Costs</p> <p>Operation Costs</p> <p>Regional Planning Implementation and Evaluation: These funds will be used but not limited to convening multi-area planning regions, cross regional staff development and training, convening cross regional events for business and job seekers, measuring overall impact of cross regional and regional events and activities, sharing the outcomes of these cross regional activities and facilitating planning meetings and activities with WIOA partners across the local workforce areas.</p> <p>Personnel Costs</p> <p>Regional Planning, Implementation and Evaluation</p>

V. **TRANSFER REQUEST (CHECK ONE)**

- Tier I (Up To 50%)       Tier 2 (Between 51% And 75%)       Tier 3 (Between 76% And 100%)

A. **REASON FOR REQUEST (SEE PGL WIOA 2017-01)**

**FOR CDLE USE ONLY:**

**2. TIER 1 (CHECK ALL THAT APPLY)**

- Local Area has a documented need to transfer funds in order to respond to market conditions and use resources effectively that is based on labor market information, Worker Readjustment and Retraining Notification (WARN) notices, or one-stop center data.
- Local Area has met the 70% expenditure requirement for funding available during the prior program year for Adults and Dislocated Workers; and
- Local Area is on track to meet participant measurements for the Adult and Dislocated Worker programs.

**3. TIER 2 (CHECK ALL THAT APPLY)**

All Tier 1 items and:

- Local area is on track to meet priority of service requirements for the Adult program;
- Local area is enrolling participants in Work-based Training (On the Job Training, Apprenticeships, Internships, Work Experiences, etc.) as part of the plan; and
- Local area is conducting outreach activities to Dislocated Workers, such as participation in Rapid Response or Reemployment Services and Eligibility Assessment (RESEA), across all eligibility categories applicable to the local area and to those with barriers to employment.

**4. TIER 3 (CHECK ALL THAT APPLY)**

All Tier 1 and 2 items and:

- Local area has a documented, significant need to transfer funds;
- Local area has collaboration with Partner Agencies demonstrated by co-enrollments and leveraging of multiple funding streams and program referrals; and
- Local Area has met or is on track to meet its goals for discretionary grants that serve adults and dislocated workers.



**VI. CHARTS (BUDGET & PERFORMANCE)**

*This information will reside in a Workbook, as a separate document from the Workplan, to provide annual and historical data.*