

WORKFORCE INNOVATIONS FOR A NEW NEVADA

Grantee Guide



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Note: This Guide is intended to provide more detailed assistance in complying with Grant requirements and does not supersede any provisions of Grantee’s Grant Agreement.

SECTION 1: BACKGROUND

In 2016, the State of Nevada established a program known as Workforce Innovations for a New Nevada (WINN) to arm employers with skilled employees. WINN represents the first workforce development training program of its kind in Nevada and is administered by the Governor’s Office of Economic Development. WINN projects are a coordinated effort with Nevada System of Higher Education, the Nevada Department of Employment, Training and Rehabilitation, the Governor’s Office of Workforce Innovation, and Nevada companies.

This fund makes critical strategic investments in industry partnerships to ensure that new and existing businesses in Nevada will be able to recruit and retain qualified employees. The funding has been instrumental in growing a knowledge-based economy for all Nevadans, resulting in over 700 residents gaining quality high-skill job training in targeting industry sectors, including technology, advanced manufacturing and healthcare. WINN has been deployed to support the needs of industry, in both localized strategy and statewide approaches, to leverage existing workforce development frameworks to provide wraparound services and sustainable pipelines, to collect data and share best practices for new economic models and to generate additional Federal investments in Nevada’s workforce development efforts.

Successful WINN projects meet the following priority criteria:

- Consistency with the state plan for economic development and unified state plan.
- Support of the industrial and economic development of all geographic areas of the state.
- Provision of high-skill opportunities to state residents.
- Connection to high-wage jobs for state residents.
- Creation of equal opportunities to ensure equity, mobility and sustainability.
- Extensive industry involvement in program development.
- Integration with workforce development programming.
- Measurable outcome projections and workforce diversity action plans.
- Utilization of materials that are produced or bought in Nevada.

SECTION 2: WINN CONTACT INFORMATION

Role	Name	Email	Phone
Program Administrator	Stacey Bostwick	sbostwick@diversifynevada.com	(o): 702-486-0609
Fiscal Administrator	Bonnie Long	blong@diversifynevada.com	(o): 775-687-9910
Communications Director	<i>See Program Administrator</i>		

SECTION 3: PROGRAM SUMMARY

The **WINN Program Summary** is a one-page blueprint of the Grantee's overall Project. Each Grantee is required to complete the Program Summary with guidance from GOED staff.

In keeping with the Nevada Revised Statutes (NRS) that govern WINN, this Program Summary is also posted online to communicate approved projects that have received funding and their corresponding status.

SECTION 4: COMMUNICATIONS AND MARKETING

Advertisement, marketing, and media announcements promoting WINN funded programs must be coordinated with GOED for review and approval. Requests for approval, logos, or other coordination should be directed to the Program Administrator and Communications Director.

Media:

For any press releases, newsletters, promotional flyers or other media to announce or provide information about GOED's WINN fund or the activities that Grantees are undertaking in relation to this Grant, the announcement must include information about the source of the funding as follows:

This Project is funded in part by the State of Nevada's Workforce Innovations for a New Nevada Fund, administered by the Nevada Governor's Office of Economic Development.

SECTION 5: DISBURSEMENT GUIDELINES

Timing:

WINN reimbursement disbursements will be made as invoiced, with invoices due not less than quarterly, during the quarters beginning July 1, October 1, January 1 and April 1 and of each State fiscal year.

Process:

The process for quarterly disbursement of WINN funds is as follows:

- **By the last day of the month beginning each Quarter** (see chart in Section 6), Grantees will submit:
 - **Request for Reimbursement Form**
 - **WINN Quarterly Report** (Section 7)
- The Request for Payment Form and Quarterly Reports are to be completed on templates provided by GOED and must be submitted to the Grantee's assigned program and fiscal staff person via email.

- Grantees must submit Quarterly Reports by the scheduled date for each quarter even if a Request for Payment is not made for that particular quarter. If the Grantee is not requesting funds for the current quarter, the Program Administrator must be advised in writing with justification.
- GOED will review and compare all Requests for Payment against the Project Scope, Budget and the Quarterly Reports.
- Approval for the Grantee’s current quarter’s disbursement will be determined based upon the extent to which the Grantee’s Project Activities are meeting its Project Schedule, Budget, Deliverables and Outcomes.
- Assuming timely submission of all Quarterly Reports, Grantees may expect remittance of WINN Disbursements within 30 days of receipt. If payment has not been received within this timeframe, Grantees should contact the WINN Fiscal Administrator.
- Grantees are strongly encouraged to review their budget to identify any anticipated balance of funds at least 60 days before the grant end date. Should unexpected circumstances arise, the Grantee should work with their assigned WINN staff person to submit a request for an extension.

Advanced Funding:

Grantees may send a projected invoice amount for forthcoming expenses with express written approval from GOED. Requests for advanced funding must be submitted in writing to the Program Administrator and include justification. If approved:

- This projection should be sent to GOED sixty (60) days in advance of the beginning of the quarter for which the payment will be invoiced.
- GOED will provide payment within thirty (30) days of receipt of invoice
- GOED may withhold payment in the event of and to the extent of the Grantee’s non-performance during the billing period.

SECTION 6: DATES FOR QUARTERLY REQUESTS FOR PAYMENTS AND PRIOR QUARTER REPORTING

Reporting Period	Requests for Payment and Quarterly Reports Due
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31

SECTION 7: QUARTERLY REPORT

Grantees are required to submit Quarterly Narrative Reports by the scheduled date for each quarter (Section 6). This report will assist GOED in tracking the progress of all project activities and aid WINN staff in identifying instances where technical assistance may be needed. The Quarterly report should provide ample detail and offer a comprehensive picture of partnership activity over the quarter.

Grantees are required to report participant demographic information and outcomes, including enrollments, training activity, job placements and wages. Grantees should ensure that data through the end of each quarter are complete and accurate at the time that Reports are submitted. Much of the requested data is statutorily required and must be collected for every WINN-funded project. Failure to submit this data will result in delay of payment until the requirement is satisfied.

The use of the training reports enables GOED to track the outcomes pertinent to each participant without receiving any personally identifiable information, thus protecting the data security of the Grantee, partners, and participants. However, Grantees must maintain an internal record of each participant's identifying information, which may be examined in an audit, or to confirm the veracity of the information reported in Quarterly Reports.

Applicant Tracking

At the time of application to a WINN funded training program, Grantees must utilize the WINN Application and Release Form, or an approved substitute, to obtain and record the following data from each participant:

1. Outreach Method
2. Race
3. Gender
4. Veteran Status
5. Employment status
6. Public Assistance status

Specific methodology and definitions to accurately complete the Application and resultant report are provided during implementation technical assistance from GOED staff.

Project Trainees

This section of the Quarterly Report is intended to capture outcome data on a participant, including completions, and any new credentials, certifications or skills earned during WINN training. Grantees must also track employment status, including whether the participant obtained employment and with whom, and hourly wage. The report can also capture subsequent title or wage promotions as a result of participation in WINN-funded training.

Narrative

The final section of the Quarterly Report is designed to capture project activities to promote and meet goals in relation to Workforce Diversity Plans, and to collect Project success stories. GOED encourages Grantees to share with the WINN Administrator any opportunities for press events or releases so that we can partner to share these opportunities with a broader audience.

In addition, GOED receives requests for success stories about participants that have earned employment, employers that have met a business need and other new programing capacity. In order to be proactive in sharing these stories, GOED has mandated that Grantees provide at least one potential success story each quarter for further development. GOED may select a few stories to highlight periodically and will follow-up with the applicable Grantees to outline a media strategy.

SECTION 8: PROGRAM AND BUDGET MODIFICATIONS

It is reasonable and expected that as programs develop and industry needs shift, modifications may become necessary to the program design and budget. Prior approval of substantial changes is required. Substantial modifications include:

- Shift (increase/decrease/movement/creation/deletion) of more than 10% in planned expenditures in budget categories;
- Any changes to projected Outcomes;
- Any changes to Employer Partners in the project; and
- Significant changes to Program Design or Workforce Diversity Action Plan.

Changes shall only become effective after GOED's approval. To initiate a review and approval process, the Grantee must submit the WINN Modification Form at least thirty (30) days prior to the proposed changes to the Program Administrator. The form can be obtained online or by email request.

SECTION 9: BIENNIAL LEGISLATIVE REPORT

GOED must submit a biennial report to Nevada's Legislature concerning programs of workforce development which receive WINN funding. Additional information may be requested of Grantees to complete this report, to supplement data from the quarterly reports.

SECTION 10: INFORMATION SECURITY

It is the policy of the State of Nevada to safeguard the security, confidentiality, and integrity of personal information and personal data. This includes information and data that is handled, collected, used, stored, processed, disposed, or disseminated in the process of providing services.

As a WINN Grant recipient, Grantees will necessarily be collecting personal information from individuals enrolled in training as well as other potentially confidential information from partners. It is expected that Grantees will regard electronic data and other manually maintained

records on individual persons, employers, and others as confidential in nature, to be held in trust, and will protect such data against unauthorized disclosure and/or use. These data may include, but are not limited to, name, address, social security number, telephone number, age, sex, ethnic background, wage, employment, tax information, user name, logon identification numbers, password, or any other information gathered either from individuals or from other Partners that is personal or confidential in nature.

Grantees are expected to:

- Collect quantity of personal information and data reasonably needed to accomplish legitimate purpose
- Securely store and protect personal information and data against unauthorized access, destruction, use, modification, disclosure and loss
- Disclose personal information and data only on a need to know basis
- Protect the security of social security numbers and dispose of any documents or copies of documents containing them in an appropriate and secure manner
- Destroy personal information and data as soon as it is no longer needed or required to be maintained under state or federal law or regulation
- Address administrative and technical safeguards

If Grantees become aware of any event that involves unauthorized disclosure or destruction of personal or confidential information, they are required to notify the Program Administrator and take further steps to avoid an additional breach of security.

SECTION 11: AUDIT AND RECORDS

Unless otherwise defined in statute or regulation, Grantees will retain and maintain all records and documents relating to the Grant for a minimum period of three (3) years after payment by the Department of the final invoice or provision of a final Report, whichever is later, and will make records available for inspection and audit with prior written notification and during regular working hours. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

SECTION 12: NON-PERFORMANCE

As stipulated in the Grant Agreement, GOED may suspend or terminate project funding due to non-performance. Such action will only be undertaken following a period of corrective action. Deficiencies noted by GOED will be communicated in writing to the Grantee and they shall have thirty (30) days to respond. The response must include:

- Acknowledgement of finding
- Explanation of current condition (may be rebuttal)

- Action plan to correct deficiency with detailed benchmarks and projected outcomes

GOED will make a determination and send an advisement regarding the sufficiency of the response with fifteen (15) days of its receipt.

In the event of serious misconduct, GOED may immediately suspend or terminate the award without notice. This may be done such action is necessary to protect the interest of the WINN program, GOED or the State of Nevada.

In the event of a termination of an award, the Grantee will need to furnish a quarterly report to capture progress up to that point as well as a final invoice accounting for costs incurred prior within thirty (30) days.

SECTION 13: GRANT CLOSEOUT

GOED will provide written direction thirty (30) days prior to the closeout of any WINN project with procedures for grant closeout.

SECTION 14: TECHNICAL ASSISTANCE

GOED and WINN staff are available to support each partnership through the duration of the grant, answering questions about operational issues as well as providing technical assistance to ensure project deliverables and performance outcomes are met.

GOED staff will review all Quarterly Reports to determine if the project is on track. Site visits may be scheduled to observe training or partnership meetings and to provide assistance in resolving any challenges that may be impacting the project. Follow-up with industry and other partners will also be part of the advising process.

What Grantees Can Expect from GOED staff:

- Availability and responsiveness to questions and concerns
- Sharing of resources and best practices
- Communicating information clearly
- Supporting partners and Project staff in problem solving
- Creating an environment of trust and support for continuous improvement and innovation

What GOED Expects from the Grantee:

- Timely and open communication about the project's successes and challenges
- Sharing of resources and best practices
- Dedication to achieving and reporting outcomes and progress benchmarks
- Willingness to identify program design elements that are not effective and making adjustments when needed
- Participation in technical assistance meetings and other meetings as requested

- End -

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