



Pete Ricketts
Governor

STATE OF NEBRASKA

DEPARTMENT OF LABOR
John H. Albin, Commissioner
P.O. Box 94600 • Lincoln, NE 68509-4600
Phone: 402.471.9000 • dol.nebraska.gov

Workforce Innovation and Opportunity Act Issuance

June 17, 2016

Jan Norlander-Jensen
Workforce Administrator
City of Lincoln
555 South 10th Street, Suite 205
Lincoln, NE 68508

Dear Jan,

The Nebraska Workforce Development Board, at their June 17, 2016 meeting, approved the following Greater Lincoln Workforce Development Board's proposed local area plan modification:

- Plan modification which accepts allocated funds in the amount of \$832,775 for Title I Youth, Adult, and Dislocated Worker programs for Program Year 2016

Enclosed for your files is the fully signed plan modification as well as a copy of the Nebraska Workforce Development Board motion.

Sincerely,

Joan Modrell
Director, Office of Employment and Training

cc: Mayor Chris Beutler
Carol Swigart, Chair, Greater Lincoln Workforce Development Board
Dave Landis, Urban Development Director
Jon Carlson, Aide to Mayor Beutler
John Albin, Commissioner of Labor
Kim Schreiner, Controller, Nebraska Department of Labor
Angie Hansen-Kruse, Administrator of Workforce Services,
Nebraska Department of Labor

May 13, 2016

Joan Modrell, Director of Office of Employment & Training
Nebraska Department of Labor
550 South 16th Street
Lincoln, NE 68508

Dear Joan,

Greater Lincoln is submitting a provisional plan modification today in compliance with the Nebraska Department of Labor's Workforce Innovation and Opportunity Act (WIOA) Issuance 15-05 Change 1 dated April 28, 2016 for the purpose of accepting WIOA Title I Adult, Dislocated Worker and Youth allocations for Program Year 2016. This provisional plan modification is for information only as it contains the Greater Lincoln Workforce Development Board's signatures but not the Mayor of Lincoln's signatures.

The Board's Executive Committee met on May 4, 2016 to review the proposed plan modification containing the budget, participant and exit summaries and had several questions regarding the expenditures and enrollments, both for the current year and as planned for next year. At this meeting, the Committee passed a motion to approve the plan modification with the condition that their questions be answered in writing by May 10, 2016.

Written answers were received from the Adult, Dislocated Worker and Youth Program Manager and shared with the Executive Committee by email on May 10, 2016, requesting committee member feedback by May 11, 2016. A majority of Executive Committee members responded on May 11, 2016 in support of forwarding the plan modification to Mayor Beutler with appropriate comments. The plan modification was delivered to the Mayor's Office on May 12, 2016 and is in line for review. I know that Mayor Beutler is committed to his responsibilities as the Chief Elected Official for the Greater Lincoln Workforce Development Area and will give this plan modification his full attention. Signed documents will be forwarded when available.

The effective date of this provisional plan modification is intended to be July 1, 2016. The Greater Lincoln Workforce Development Board recognizes that the plan modification must contain the Mayor's signatures prior to review and approval being recommended by the Nebraska Workforce Development Board and action taken by the Governor or his representative.

Provisional Budget, Participant, and Exit Summary sheets, Attachments F-I, are included that reflect Greater Lincoln's Adult, Dislocated Worker and Youth allocations of PY16/FY17 WIOA funds. An example of the Signature Sheet and Assurances-Attachment D signed by the Greater Lincoln Workforce Development Board Chairperson, Carol Swigart, is included. As of this date, no written comments have been received that express disagreement with the provisional plan modification. Should any be received in the future, they will be added to this plan modification and forwarded to NDOL. Hard copies of the complete modification and signature page will be kept on file and will be available for review at the Greater Lincoln Administrative Office, 555 S. 10th Street, Suite 205, Lincoln, NE 68508.

Please let me know if you have any questions regarding this provisional plan modification.

Sincerely,



Jan Norlander-Jensen

City of Lincoln-Urban Development, 402-441-7117, jnjensen@lincoln.ne.gov

cc: Mayor Chris Beutler
Carol Swigart, Chairperson of the Greater Lincoln Workforce Development Board
Dave Landis, Urban Development Director
Jon Carlson, Aide to the Mayor

ATTACHMENT D – Assurances

The purpose of distinguishing the following assurances is to highlight specific requirements and does not limit local area responsibilities in any way. Local areas are required to ensure that the local area and its subrecipients are held accountable to all state and federal laws, regulations, and policies. By signing the following assurances, the local area assures the State that in the local area and all of its subrecipients will abide by the following requirements.

Access to Records. The Grantee assures it will give the Department of Labor or its representatives the access to, and the right to examine, all documents related to the grant agreement.

Administration. The Grantee assures it will fully comply with all Grantor instructions and relating to the administration of funds.

Administration and Fiscal Systems. The Grantee assures it has adequate administrative and fiscal systems necessary to promote effective use of the grant funds, which comply with the provisions for Fiscal Controls by States in Section 184 of the Workforce Innovation and Opportunity Act (WIOA), and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards in 2 CFR Part 200. This includes, but is not limited to, a financial management system that satisfactorily accounts for and documents the receipt and disbursement of WIOA funds, including information pertaining to subgrants and contract awards, obligations, unobligated balances, assets, expenditures, and income. Effective internal controls will be in place to safeguard assets and ensure their proper use (including property location and usage). All source documentation will be maintained to support accounting records that will permit the tracking of funds to a level of expenditure adequate to establish that funds have not been used in a violation of the applicable restrictions on the use of such funds.

Audit Resolution File. The Grantee assures that the local area will maintain an audit resolution file documenting the disposition of reported questioned costs and corrective actions taken for all findings.

Bonding. The Grantee assures that all persons and/or subrecipients who are authorized to receive or deposit WIA funds, or to issue financial documents, checks, or other instruments of payment for WIOA program costs, will be bonded in accordance with federal and State regulatory requirements for protection against loss.

Cash Management. The Grantee assures that no excess cash will be kept on hand, and procedures for maintaining and monitoring the minimum amount of cash on hand necessary to efficiently improve the timing and control of disbursements will be in place.

Compliance with Nebraska Revised Statutes § § 4-108 through 4-112 and 48-114. The Grantee assures that all contracts must certify that the Contractor has registered with and is using a federal immigration verification system, as defined in Neb. Rev. Stat. § 4-114, to determine the work eligibility status of all new employees performing services within the State of Nebraska. Upon reasonable notice, the Contractor must provide documentation to the Department of Labor which proves the Contractor is or was at all times during the term of the agreement in compliance with this provision. If the Contractor is an individual or sole proprietorship, the Contractor must complete the U.S. Citizenship Attestation Form, available on the Department of Administrative Services at www.das.state.ne.us. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor must agree to provide to the U.S. Citizenship and

Immigration Services documentation required to verify the Contractor's lawful presence in the U.S. using the Systematic Alien Verification for Entitlements (SAVE) Program. Verification of lawful presence in the United States and qualified alien status must also be established, pursuant to §§ 4-111 and 4-112, if the Contractor has applied for public benefits, as defined in § 48-108. The Contractor understands that the lawful presence in the U.S. is required and that the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified.

Compliance with WIOA. The Grantee assures that it will fully comply with the requirements of the Workforce Innovation and Opportunity Act.

Confidentiality. The Grantee assures it will comply with the confidentiality requirements of section 116(i)(3) of WIOA.

Consultation. The Grantee has developed this plan in consultation with local elected officials, the local Workforce Development Board, the business community, labor organizations, and other partners.

Expending Funds. The Grantee assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act and their regulations, written Department of Labor guidelines, and all other applicable federal laws and regulations, state statutes and regulations, and state policies.

Governor's Grant Procedures. The Grantee assures funds will comply with the grant procedures described by the Governor that are necessary to enter into grant agreements for the allocation and payment of funds under WIOA. The procedures and agreements will be provided by the Governor and will specify the requirements, terms, conditions, assurances and certifications, and must include, but not be limited to, the following:

General Administrative Requirements:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- **Assurances and Certifications:**
 - Standard Form 424 B – Assurances - Non-Construction Programs
 - 29 CFR Part 2 Subpart D – Equal Treatment in Department of Labor Programs for Religious Organizations.
 - 29 CFR Part 31 – Nondiscrimination in Federally Assisted Programs of the Department of Labor.
 - 29 CFR Part 32 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
 - 29 CFR Part 93 – New Restrictions on Lobbying.
 - 2 CFR Part 180 Subparts F, G and H – Suspension and Debarment Actions.
 - 2 CFR Part 182 – Government-Wide Requirements for Drug-Free Drug Free Workplace (Financial Assistance)

Grievances/Complaints. The Grantee will comply with federal, state, and local procedures for grievances and complaints from participants and employees under the WIOA program.

Human Trafficking. The Grantee understands that the awarding agency may terminate the award, without penalty, as a result of actions by grantee, employees or subrecipients, based on

noncompliance with the Trafficking Victims Protection Act of 2009, as amended, and as implemented by 2 CFR Part 175.15(b).

In Demand Occupation or Industry. WIOA training must be provided only for those occupations that are directly linked to an in-demand industry sector or occupation in the local area or the planning region, as those terms are defined in section 3 (23), (32) and (48) of WIOA, or in another area to which an adult or dislocated worker is willing to relocate.

Licensing, Taxation, and Insurance. The Grantee assures it will comply with federal, state, or local laws governing applicable licensing, taxation, and insurance requirements.

Nondiscrimination. The Grantee assures it will comply with the nondiscrimination and equal opportunity provisions of Section 188 of WIOA, which prohibits discrimination:

- On the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964;
- On the basis of age under the Age Discrimination Act of 1975;
- On the basis of sex under Title IX of the Education Amendments of 1972; and
- On the basis of disability under Section 504 of the Rehabilitation Act of 1973

The Grantee further assures it will comply with the nondiscrimination and equal opportunity provisions of section 184 of WIOA, which includes the prohibition of discrimination on the basis of participation in programs or activities funded or otherwise financially assisted under WIOA, and discrimination on the basis of citizenship status for certain noncitizens.

Patent Rights, Copyrights and Rights in Data. The Grantee understands that NDOL and US Department of Labor reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purpose: (a) the copyright in any work developed under a grant, sub-grant, or contract under a grant of sub-grant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

Regional Planning. The Workforce Development Board will participate in regional planning.

Reporting. The Grantee must submit complete, accurate, and timely reports as specified by the Governor.

Responsibility Matters. The Grantee must enforce standards and procedures to ensure against fraud and abuse, including standards and procedures against nepotism, conflicts of interest, lobbying, kickbacks, drug-free, political patronage (Hatch Act) and provisions which govern debarment, suspension, and other responsibility matters.

Retention of Records. The Grantee assures that it will retain all financial and program records, books of account, and other documents related to the grant agreement for a period of three years after grant closeout. If prior to the three-year retention period, any litigation or an audit has begun, the records, books of account and documents relating to the grant agreement will be maintained until the litigation is complete and audit findings are resolved.

Salary and Bonus Limitations. The Grantee assures none of the funds appropriated in WIOA or prior Acts under the heading "Employment and Training Administration" that are available for expenditure on or after June 15, 2006, must be used by a recipient or subrecipients of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided under section 194(15) of WIOA. The limitation

must not apply to vendors providing goods and services, as defined in 2 CFR Part 200 Subpart B.

Special Clauses/Provisions. Grantee understands that other special assurances or provisions may be required under Federal law or policy, including specific appropriations legislation, WIOA, or subsequent Executive or Congressional mandates.

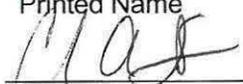
State Energy Conservation Plan. The Grantee recognizes mandatory standards and policies relating to energy efficiency which as contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act of 1975. The Grantee agrees to comply with all applicable standards, orders, or requirements issued under § 306 of the Energy Policy and Conservation Act, § 508 of the Clean Water Act, Executive Order 11738, and the Environmental Protection Agency regulations pertaining to contracts, subcontracts, and subgrants in excess of \$100,000 (40 CFR Part 15).

Sunshine Provision. The local Workforce Development Board assures that the public, including individuals with disabilities, has access to minutes of its meetings.

Union Organizing. The Grantee assures no funds received under WIOA will be to assist, promote, or deter union organizing.

Veterans. The Grantee assures that funds received under WIOA will comply with the veteran's priority provisions established in the Jobs for Veterans Act.

**Local Area Workforce Development Board
Chairperson**

Carol A Swigart
Printed Name
 5/11/16
Signature Date

Local Area Chief Elected Official

Chris Beutler
Printed Name
 5/24/16
Signature Date

Summary of the Greater Lincoln Plan Modification
For July 1, 2016 through June 30, 2017

Total Funding for July 1, 2016 through June 30, 2017 for Adult, Dislocated Worker and Youth Grants

New Allocations	
Adult	\$286,974
Dislocated Worker	167,448
Youth	378,353
TOTAL	\$832,775

Carry-over funds are projected as \$452,770 resulting in total funds available of \$1,285,545.

Planned Enrollments:

Adult	68
Dislocated Worker	40
Youth	50
TOTAL	158

Budget and Enrollment summaries are included in this website posting.

Written comments about this draft plan modification should be directed to Jan Norlander-Jensen at ijnensen@lincoln.ne.gov. All written comments received will be included in the final plan modification submitted to the Nebraska Department of Labor.

Jan Norlander-Jensen
Workforce Administrator
City of Lincoln-Urban Development
555 S. 10th Street, Suite 205
Lincoln, NE 68508
402-441-7117
ijnensen@lincoln.ne.gov

Program Area Adult (90%)
 Issuance No. 15-05
 Program Period PY 2016/FY 2017

					Additional Funds
I. Funds Available	1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Available Funds
A. Program (90%)	115767	32887	225390		374044
B. Additional Funds					
C. Additional Funds					
D. Additional Funds					
E. Admin Funds for Program					
F. Total	115767	32887	225390		374044

II. Projected Costs	1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Costs
A. Participant Costs	57508	16443	87076		161027
B. Staff Costs	52907	15128	80110		148145
C. Operation Costs	4601	1316	6966		12883
D. Equipment Costs	751				751
E. Incumbent Worker					
F. Transitional Jobs					
G. Pay for Performance	115767	32887	174152		322806

III. Projected Carry-in Funds (to next PY)	1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Carry-in
		0	51238		51238

IV. Actual Expenditures	1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Actual Expenditures
A. Program (A - D of Projected)					
B. Incumbent Worker					
C. Transitional Jobs					
D. Pay for Performance					

V. Participants

- A. Prior Year Carry-in
- B. New Enrollees

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Participants	6. Carry-in to Next PY
14				14	4
17	10	15	12	54	35

VI. Exits

- A. Planned Exits
- B. Entered Employment

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Exits
6	4	7	3	20
6	3	6	3	18

Projected Cost per Participant (current PY)	4747
Actual Cost per Participant (previous PY)	4778

Program Area DLW (90%)
 Issuance No. 15-05
 Program Period PY 2016/FY 2017

I. Funds Available

- A. Program (90%)
- B. Additional Funds
- C. Additional Funds
- D. Additional Funds
- E. Admin Funds for Program
- F. Total

				Additional Funds		
1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Available Funds		
96611	23814	126889		247314		
96611	23814	126889		247314		

II. Projected Costs

- A. Participant Costs
- B. Staff Costs
- C. Operation Costs
- D. Equipment Costs
- E. Incumbent Worker
- F. Transitional Jobs
- G. Pay for Performance

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Costs	
56035	13812	73595		143442	
36712	9049	48218		93979	
3864	953	5076		9893	
96611	23814	126889		247314	

III. Projected Carry-in Funds
(to next PY)

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Projected Carry-in	
	0	0		0	

IV. Actual Expenditures

- A. Program (A - D of Projected)
- B. Incumbent Worker
- C. Transitional Jobs
- D. Pay for Performance

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Actual Expenditures	

V. Participants

- A. Prior Year Carry-in
- B. New Enrollees

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Participants	6. Carry-in to Next PY
15				15	5
9	4	7	5	25	20

VI. Exits

- A. Planned Exits
- B. Entered Employment

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Exits
4	9	7	5	25
4	9	6	5	24

Projected Cost per Participant (current PY)	6183
Actual Cost per Participant (previous PY)	6610

Program Area Youth (90%)
 Issuance No. 15-05
 Program Period PY 2016/FY 2017

I. Funds Available

- A. Program (90%)
- B. Additional Funds
- C. Additional Funds
- D. Additional Funds
- E. Admin Funds for Program
- F. Total

	Additional Funds		
1. Carry-in Funds	2. PY Funds	3. PY Effective Date	4. Total Funds Available
206673	340518		547191
206673	340518		547191

II. Projected Costs

A. Out-of-School Youth (Min. 75% of WIOA Funds)

- 1. Participant Funds (non-Work Experience)
- 2. Staff Costs (non-Work Experience)
- 3. Operational Costs
- 4. Equipment Costs
- 5. Participant Costs (Work Experience)
- 6. Staff Costs (Work Experience)

	1. Carry-in Funds	2. PY Funds	3. PY Effective Date	4. Total Projected Costs
1. Participant Funds (non-Work Experience)	43168	31213		74381
2. Staff Costs (non-Work Experience)	66632	85453		152085
3. Operational Costs	6741	10999		17740
4. Equipment Costs	821	0		821
5. Participant Costs (Work Experience)	18222	29730		47952
6. Staff Costs (Work Experience)	14111	23023		37134

B. In-School Youth

- 1. Participant Funds (non-Work Experience)
- 2. Staff Costs (non-Work Experience)
- 3. Operational Costs
- 4. Equipment Costs
- 5. Participant Costs (Work Experience)
- 6. Staff Costs (Work Experience)

1. Participant Funds (non-Work Experience)	13089	304		13393
2. Staff Costs (non-Work Experience)	37549	8632		46181
3. Operational Costs	2430	3965		6395
4. Equipment Costs	282	0		282
5. Participant Costs (Work Experience)	493	12494		12987
6. Staff Costs (Work Experience)	3135	5114		8249

C. Pay for Performance

Total

Total	206673	210927		417600

III. Projected Carry-in Funds

(to next PY)

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. Additional Youth Funds	4. Total Projected Carry-in
	129591	0	129591

IV. Actual Expenditures

- A. Out-of-School (except Work Experience)
- B. In-School (except Work Experience)
- C. Work Experience
- D. Total Expenditures

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Actual Expenditures

V. Participants

A. Prior Year Carry-in

B. New Enrollees

- 1. Low-income/economically disadvantaged
- 2. High school dropout/no GED
- 3. Unemployed
- 4. English-language learner
- 5. Basic-skills deficient
- 6. Out-of-School
- 7. In-School

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Participants	6. Carry-in to Next PY
10				10	8
12	8	10	10	40	35
12	8	10	10		
10	5	7	5		
10	7	9	8		
1	0	2	1		
11	6	8	7		
12	7	8	7		
2	1	1	2		

VI. Exits

A. Exits

- 1. Placement in employment/ education
- 2. Attain degree/certificate
- 3. Literacy/numeracy gains

1. Q1 (Jul 1 - Sep 30)	2. Q2 (Oct 1 - Dec 31)	3. Q3 (Jan 1 - Mar 31)	4. Q4 (Apr 1 - Jun 30)	5. Total Exits
2	2	1	2	7
2	2	1	2	7
1	1	1	2	5
1	1	1	1	4

Projected Cost per Participant (current PY) 8352

Actual Cost per Participant (previous PY) 9020

Program Area Administration (10%)
 Issuance No. 15-05
 Program Period PY 2016/FY 2017

				Other Funds	
1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Source	5. Total Available Funds	
A. Adult	21575	3654	25043		50272
B. DLW	12144	2646	14099		28889
C. Youth	0	37835			37835
D. Total	33719	44135	39142		116996

1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Program Name/PY or FY/Effective Date	5. Total Available Funds	
A. Staff Costs	31359	41046	22671		95076
B. Overhead Costs	2360	3089	1706		7155
C. Admin Transfer to Program	0	0	0		0
D. Total	33719	44135	24377		102231

				Other Funds	
1. Carry-in Funds	2. PY Funds (Jul - Sep)	3. FY Funds (Oct - Jun)	4. Source	5. Total Available Funds	
III. Projected Carry-in Funds (to next PY)		0	14765		14765

1. 1st Quarter (Jul 1 - Sep 30)	2. 2nd Quarter (Oct 1 - Dec 31)	3. 3rd Quarter (Jan 1 - Mar 31)	4. 4th Quarter (Apr 1 - Jun 30)	5. Cumulative Total	
A. Administration					