

**Yavapai County
Workforce Development Board Budget**

Final

DATE: 7/1/2020

PROVIDER	TITLE: <u>WDB Budget</u>
NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301	PROGRAM CONTRACT TERM: <u>July 1, 2020 - June 30, 2021</u>
	TOTAL AMOUNT: \$ 460,467.00

1.0 ADMINISTRATION

1.1 Salaries	\$ 71,136.00
1.2 Fringe at 35%	\$ 24,898.00
1.3 Indirect Costs 7.3%	\$ 7,010.00
1.4 Professional & Outside	\$ 10,000.00
1.5 Travel	\$ 5,000.00
1.6 Other	\$ 3,550.00
1.7 Career Services Adult, Youth, DW	\$ 338,873.00
TOTAL ADMINISTRATION	\$ 460,467.00

Funded through WIOA Allocated funds

Note: There is no current resource for this budget outside of WIOA Admin/Program funds and \$17,061 of Title II on a cost reimbursement basis for Title II outreach and orientations. WIOA funds are restricted to rules as stated in current IGA and according to the NPRM and final rules of the ACT. Board members who are WIOA Partners are responsible for making sure this budget is met according to these rules.

- 1.1 & 1.2 Salaries & Fringe increased by 24 hrs/wk X 52 wks - WDB Staff
- 1.3 Indirect Costs- IDC 7.3%
- 1.4 Professional & Outside Services- consultants/legal
- 1.5 Board approved travel.
- 1.6 Other includes space rent, marketing & advertisement, and WDB materials & supplies.
- 1.7 Career Services (Considered Core Services) -

WAC Policy #1 Local Governace Policy "The LWDB Budget is for all of the activities of the LWDB including the Title I budget amounts to be allocated for youth (Section 133) and adult and dislocated worker (Section 128) career services. The LWDB determines how much of the budget to allocate to required partners for these services and how to procure these services."

§ 678.735 (a) Local WDBs must provide to the Governor appropriate and relevant materials and documents used in the negotiations under the local funding mechanism, including but not limited to: The local WIOA plan, the cost allocation method or methods proposed by the partners to be used in determining proportionate share, the proposed amounts or budget to fund infrastructure, the amount of total partner funds included, the type of funds or non-cash contributions, proposed one-stop center budgets, and any agreed upon or proposed MOUs.

WDB Approval YES / NO

Date: 7/14/2020

**Yavapai County
Workforce Development Board Budget**

Revised

DATE: 3/4/2021

PROVIDER NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301	TITLE: <u>WDB Revised Budget</u> PROGRAM CONTRACT TERM: <u>July 1, 2020 - June 30, 2021</u>
TOTAL AMOUNT: \$ 121,787.00	

1.0 ADMINISTRATION	
1.1 Salaries	<u>\$ 71,136.00</u>
1.2 Fringe at 35%	<u>\$ 24,898.00</u>
1.3 Indirect Costs 7.5%	<u>\$ 7,203.00</u>
1.4 Professional & Outside	<u>\$ 10,000.00</u>
1.5 Travel	<u>\$ 5,000.00</u>
1.6 Other	<u>\$ 3,550.00</u>
1.7 Career Services (Titles I, II, III & IV - \$788,182)	<u>In Kind</u>
TOTAL ADMINISTRATION	<u>\$ 121,787.00</u>

Funded through WIOA Allocated funds

- 1.1 & 1.2 Salaries & Fringe increased by 24 hrs/wk X 52 wks - WDB Staff
- 1.3 Indirect Costs- IDC 7.5%
- 1.4 Professional & Outside Services- consultants/legal
- 1.5 Board approved travel.
- 1.6 Other includes marketing & advertisement, and WDB materials & supplies.
- 1.7 Career Services (Considered Core Services) - In-kind from all Title Partners

WAC Policy #1 Local Governace Policy "The LWDB Budget is for all of the activities of the LWDB including the Title I budget amounts to be allocated for youth (Section 133) and adult and dislocated worker (Section 128) career services. The LWDB determines how much of the budget to allocate to required partners for these services and how to procure these services."

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WBD Approval YES / NO

Date: 3/4/2021



**PARTNERSHIP FOR
WORKFORCE INNOVATION**

Making The World of Work Understandable

Board Strategic Plan

January 28, 2021

Prepared at the request of:

Teri Drew

The Northern Arizona Council of Governments

About Us

PWI: The Partnership for Workforce Innovation is making the world of work understandable. PWI provides labor market analysis, curriculum development and strategic planning services that align education and workforce development strategies with the realities of local and regional economic trends. Business organizations, school districts, workforce boards and economic development organizations around the country have worked with the PWI team for more than a decade to create strategies, curricula and policies that position talent as an engine of economic success rather than a byproduct of it.



Trevor Stokes: Trevor Stokes is the CEO of the Partnership for Workforce Innovation. His decades of experience and thought leadership in the alignment of economic development, education and workforce development strategy enables PWI to offer a broad spectrum of expertise that includes strategic economic and workforce development planning, labor market analysis, industry sector partnerships and career pathways design and development.

His extensive background in economic research and labor market analysis includes more than 350 regional labor market studies conducted for Chambers of Commerce, economic development organizations, school districts and workforce boards across the country. Trevor is:

- Arizona's Adult Education 2018 *WIOA Partner of the Year*
- a Fellow of the Aspen Institute's *Communities That Work* program
- a member of the Arizona Association of Career and Technical Education's *Circle of Distinction*
- Arizona's delegate to the National Governors Association *Good Jobs for All Americans* initiative
- a *Certified Community Researcher*

Before coming to Arizona, Trevor provided leadership to some of the country's most innovative and successful career-driven education and workforce development initiatives, including Go Build Alabama, Florida Ready to Work and the Kentucky Career and College Readiness Transformation. In Arizona, he has designed and implemented numerous innovative projects, including the Arizona Advanced Technologies Network, the Maryvale Workforce Initiative, and the Arizona Career Readiness Credential.

Home for Trevor, his wife and his four daughters is Peoria, AZ, where he works to improve access to high-quality careers for students and jobseekers across the country.

Technical Proposal

Overview

PWI proposes to facilitate a professional strategic planning process for the Yavapai County Workforce Board. PWI's approach to strategic planning is focused, flexible and output-centric. It results in a Board Strategic Plan that is thoughtful, innovative, flexible and relevant. Beginning with the end in mind, the process is organized into three phases:

- Output Design
- Facilitated Planning
- Document Construction

PWI's approach to strategic planning produces not only a static document that formalizes the board's vision and implements an initial round of operational tactics to support it, but also a process that becomes embedded in the regular work of the board. Strategic planning should be an ongoing activity, not just a document, and the PWI model supports the board's dual commitments to innovation and action.

Phase One: Output Design

PWI will initially work with the project sponsor to format and design the ultimate outputs. The outline of the Board Strategic Plan document will provide structure to the board's conversations and the planning process without constricting the dynamic and creative experience the project sponsor envisions. The standard PWI preliminary strategic plan includes five components:

1. Mission
A statement of the reason the board exists and the work with which it is charged
2. Vision
A description of an ideal future state in which the mission of the board has been accomplished
3. Core Values
Definitions of the concepts by which the board is guided and the standards to which the board holds itself as it accomplishes its mission.
4. Objectives, strategies and operational tactics
Five targeted accomplishments that the board will pursue to bring its vision closer to reality. For each objective, at least two strategies will be ratified, and for each strategy, at least two operational tactics will be designed.

Technical Proposal

5. Metrics and evaluation mechanisms

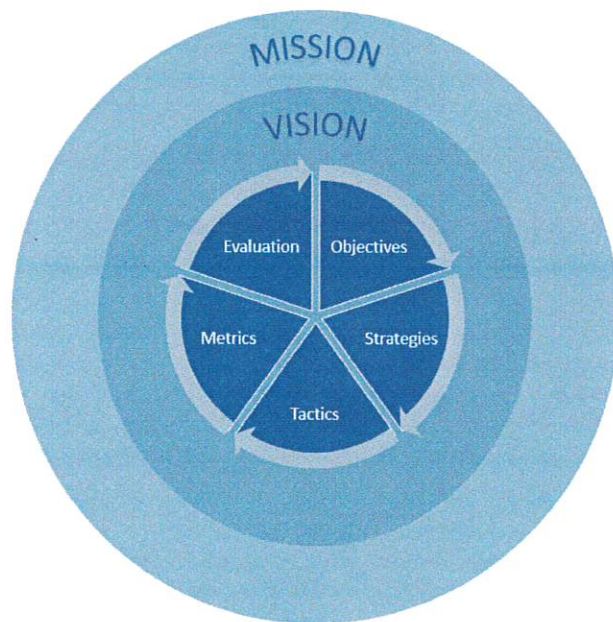
Target measurements of progress and identification of the means for measuring them.

The bulk of the document will be found in the fourth component, Objectives, Strategies and Operational Tactics.

As explained more fully in the description of Phase Two, the structure of the Strategic Plan is revisited after each round of the facilitated planning process, and components may be revised or reorganized. The components of the Board Strategic Plan are sequential and logical, meaning that each informs the next, resulting in a digestible, actionable document.

Phase Two: Facilitated Planning

Borrowing heavily from the guiding concepts of Agile project management methodology, the PWI process relies on “sprints,” each of which includes an in-person workshop, a workshop report and modification of the Board Strategic Plan components. Each sprint includes the opportunity for board members to reconsider the structure of the plan as well as the work of the previous sprint.



Phase Three: Document Construction

The work of the board in constructing and/or revising its mission, vision, strategies and tactics will be synthesized into a single document, submitted to the board for review, revised and delivered in final format.

Technical Proposal

Milestones and Deliverables

The table of deliverables that follows is preliminary, and it is understood that the dates (which currently assume a project start date of February 1) and the details associated with each deliverable will change significantly during the project planning phase.

Table 1: Deliverables

Category	Deliverable	Party	Date
Project Planning	Project Plan	PWI	2/5
	Table of Deliverables	PWI	2/5
	Work Activities Breakdown	PWI	2/8
Output Design	Document Template	PWI, NACOG	2/10
Facilitated Planning	Workshop	PWI, NACOG, board	2/12
	Workshop Report	PWI	2/19
	Document Modifications	PWI	2/26
	Workshop	PWI, NACOG, board	3/05
	Workshop Report	PWI	3/12
	Document Modifications	PWI	3/19
Document Construction	Draft Board Strategic Plan	PWI	3/22
	Revisions	PWI, NACOG, board	3/26
	Final Board Strategic Plan	PWI	3/31
Project Close	Project Close Report	PWI	3/31

PWI proposes to perform this work for an all-in cost of **\$3,935**. This includes the cost of labor, all associated taxes, travel expenses as needed for research, meetings and presentations, data subscriptions, all necessary supplies and overhead.

One invoice will be submitted on March 31.

The cost proposal assumes time spent in the following quantities. If these activity levels do not seem to align with your vision for the project, please contact us to revise the scope of work.

Activity	Hours
Project Planning	2
Writing	8
Meetings and Meeting Preparation	19
Travel	5
Project Management	8

For your convenience, the balance of this proposal is an executable contract. Terms follow.

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") is dated this ____ day of _____, 2020, and is BETWEEN:

Northern Arizona Council of Governments
119 East Aspen Avenue, Flagstaff, AZ 86001 (the "Client")

- AND -

The Partnership for Workforce Innovation of
12628 West Duane Lane, Peoria, AZ 85383 (the "Contractor")

BACKGROUND:

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided

1. The Client hereby agrees to engage the Contractor to provide the Client with services (the "Services") consisting of:
 - a) The Contractor will provide services and deliverables per the proposal that is presented with this contract.
 - b) The proposal is agreed to be an integral part of this contract.
2. The Services will also include any other tasks to which the Parties may agree in writing. The Contractor hereby agrees to provide such Services to the Client. Such services may or may not incur additional charges.

Term of Agreement

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.
4. In the event that either Party wishes to terminate this Agreement prior to completion of the Services, that Party will be required to provide at least 10 days' notice to the other Party.

Performance

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in US Dollars.

Compensation

7. For the services rendered by the Contractor as required by this Agreement, the Client will provide compensation (the "Compensation") to the Contractor per the amounts and schedule in the attached proposal.
8. The Compensation as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Compensation.

Reimbursement of Expenses

9. The Contractor will not be reimbursed for expenses incurred by the Contractor in connection with providing the Services of this Agreement, except as agreed to in writing by the Parties. An email exchange shall serve as a written agreement to reimburse specific expenses.

Confidentiality

10. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
11. The Contractor agrees that it will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the Client. This obligation will survive the expiration or termination of this Agreement and will continue for one (1) year from the date of such expiration or termination.
12. All written and oral information and materials disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

Non-Competition

13. Other than with the express written consent of the Client, which will not be unreasonably withheld, the Contractor will not be directly or indirectly involved with a business which is in direct competition with the particular business line of the Client, divert or attempt to divert from the Client any business the Client has enjoyed, solicited, or attempted to solicit, from other individuals or corporations, prior to the expiration or termination of this Agreement. This obligation will survive the expiration or termination of this Agreement and will continue for one (1) year from the date of such expiration or termination.

Ownership of Materials and Intellectual Property

14. All intellectual property and related materials (the "Intellectual Property") including any related in progress that is developed or produced under this Agreement, will be the sole property of the Client. The use of the Intellectual Property by the Client will not be restricted in any manner.
15. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Contractor will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property.

Return of Property

16. Upon the expiry or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

Capacity/Independent Contractor

17. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

Notice

18. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:

- a. Northern Arizona Council of Governments
119 East Aspen Avenue, Flagstaff, AZ 86001
- b. The Partnership for Workforce Innovation
12628 West Duane Lane, Peoria, AZ 85383

or to such other address as any Party may from time to time notify the other.

Indemnification

19. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

Legal Expenses

20. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing Party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Modification of Agreement

21. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

22. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

23. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

Entire Agreement

24. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Enurement

25. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Titles/Headings

26. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Gender

27. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

28. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of Arizona, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

29. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

30. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this ___ day of _____, 2020.

For the Partnership for Workforce Innovation:

Trevor Stokes, Chief Executive Officer

Date

For the Northern Arizona Council of Governments:

Date

Print name and position