



WORKFORCE DEVELOPMENT LETTER NO.: 03-08

DATE: April 15, 2003

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENT</u>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> ONE-STOP	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> WIA	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> SWA	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> STW	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> H-1B Skills Grantees	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> FBO/CBO Grantees	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Earmark Grantees	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> WIG Grantees	<input checked="" type="checkbox"/>

SUBJECT: 2003 One-Stop Collaboration Awards Package

The Boston Regional Office of the Employment and Training Administration is pleased to announce the 2003 One-Stop Collaboration Awards process. Cash grants of \$2,500 each will be awarded to two One-Stop Career Centers that demonstrate exemplary collaborative efforts in partnering with either businesses or community organizations (including faith-based organizations) to provide workforce investment services.

The purpose of the 2003 One-Stop Collaboration Awards is to identify and publicize innovative and exemplary collaborative practices that can be replicated by one-stop career centers in the region and nationwide. Promising models must be innovative, unique, and demonstrate a strong partnership between a One-Stop Career Center and a business or community based organization.

Applications are invited from One-Stop Career Centers, state and local Workforce Investment Boards (WIBs), state administrative entities, and local partners located in New England. Attached is the award package information and the application form. Additional copies may be obtained via the Boston Regional Web site at <http://www.doleta.gov/regions/reg01bos/> or by contacting Claire Bailey at (617)788-0120.

Awardees will be announced at the New England Regional One-Stop conference, **Network 03: Connecting Business & Community to the One-Stops** that will be held May 14-16, 2003 at the Hyatt Regency Hotel in Newport, Rhode Island.

We look forward to receiving your application for the 2003 One-Stop Collaboration Awards.

Joseph F. Stoltz
Regional Administrator

Attachments

2003 One-Stop Collaboration Awards

The Boston Regional Office of the U.S. Department of Labor, Employment and Training Administration is pleased to announce the 2003 One-Stop Collaboration Awards. Cash grants of \$2,500* each will be awarded to two One-Stop Career Centers that demonstrate exemplary collaborative efforts in partnering with either businesses or community or faith-based organizations to provide workforce services.



Award Objectives:

The 2003 One-Stop Collaboration Awards are designed to:

- Promote leadership and partnership among One-Stop Career Centers, business customers and community-based or faith-based organizations; and
- Publicize innovative and exemplary collaborative practices that can be replicated by other One-Stop Career Centers.

The 2003 One-Stop Collaboration Awards focus is twofold:

- 1- One-Stop Career Center leadership to align services to meet employer needs; and
- 2- One-Stop Career Center partnership with community or faith-based organizations to provide extensive services to customers, particularly those unemployed or underemployed, to join the workforce and become self-sufficient.



Promising Models:

Promising models include those that are innovative and unique. Applicant should describe how the initiative/strategy being implemented is a new concept, and how the applicant is unique in its ability to provide the services proposed.



Award Categories:

Category I. One-Stop/Business Collaboration

The purpose of this award category is to recognize innovative and unique strategies implemented by the One-Stop Career Center to translate business and industry needs to the workforce system as well as strategies that respond to business and industry needs for a skilled workforce.

Applicants must demonstrate how working collaboratively they were able to develop and implement strategies for building the capacity of the public workforce system to be demand driven and to more effectively engage business as both customer and partner in workforce development.

Partnership/collaboration is evidenced by the One-Stop Career Center and Business partner jointly submitting the application for award.

Innovative and unique initiatives may be demonstrated by meeting one or more of the following strategies:

- **Building relationships with Business** – may include business forums, trade shows, roundtable meetings, etc.
- **Leadership and Partnership** – may include identifying business needs and/or industry cluster needs and determining how to meet those needs.
- **Capacity building** – may include staff development and training activities designed to improve delivery of services to business customers.
- **Effective services** – may include innovative approaches to help business and industry in meeting their workforce recruitment and development needs, such as incumbent worker training strategies, high growth industry needs, reducing skills gap, retention strategies, post-placement services, etc.
- **Outreach and communication** – may include marketing strategies that build business awareness of the public workforce investment system as well as active efforts to understand business needs such as business focus groups, surveys, etc.

The applicant must demonstrate innovative approaches to helping businesses and industry better access the services of the local workforce system and increase the capacity of the workforce system to provide solutions to the workforce challenges faced by businesses.

Category II. One-Stop/Community Collaboration

The purpose of this award category is to recognize innovative and unique strategies implemented by the One-Stop Career Center in collaboration with community-based organizations to meet community needs by providing workforce investment services to special populations. Examples of such groups include, but are not limited to, low-skill and low-wage workers, dislocated workers, individuals who are or were welfare recipients, at-risk youth, individuals with disabilities, older workers, migrant and seasonal farmworkers, etc.

Applicants must demonstrate how working collaboratively they were able to develop and implement strategies to expand access of community-based or faith-based organization's client/customers to the training, job and career services available through the public workforce development system. Strategies may include leveraging resources of both community-based and/or faith-based organizations and the One-Stop Career Center system. Community resources may include mentoring, soft skills training, transportation, childcare, or use of space and volunteer hours.

Partnership/collaboration is evidenced by the One-Stop Career Center and the Community partner jointly submitting the application for award. Increased collaboration is also evidenced by actively engaging community partners in the One-Stop delivery system.

Innovative and unique initiatives may be demonstrated by meeting one or more of the following strategies:

- **Leadership and Partnership** – may include identifying community needs, determining how to meet those needs, building relationships with and among partners, and offering services that complement those of partners.
- **Capacity building** – may include staff development and training activities designed to improve delivery of services to special populations as well as referring individuals to community organizations for services.
- **Effective services** – may include innovative approaches to help communities meet their workforce needs such as providing exemplary program of workforce transition or services for a special population group.
- **Outreach and communication** – may include marketing strategies that build community awareness of the public workforce investment system as well as active efforts to understand community needs.
- **Leveraging resources** – may include strategies to increase the number of community-based organizations serving as committed and active partners in the One-Stop delivery system as well as leverage financial and non-monetary resources.

The applicant must demonstrate innovative approaches to helping communities better access the services of the local workforce system and increase the capacity of the workforce system to provide solutions to the workforce challenges faced by customers in the community.



Eligibility:

Applications are invited from One-Stop Career Centers, state and local Workforce Investment Boards, state administrative entities and local partners located in New England.



Application:

Each application must include:

- ✓ A complete application form cover sheet with applicant, one-stop and business or community contact information.
- ✓ A complete application form that addresses each award criteria.

(Use of the electronic version of the One-Stop Collaboration Award application form is preferred.)



Deadline:

Applications must be received in the Boston Regional Office by 4pm on May 2, 2003.



**Format:**

All information must be presented on the One-Stop Collaboration Award application form and should not exceed four pages. The application form is an electronic form that may be filled out electronically using MS Word by inserting text in the gray areas.

**Preferred Submittal Method:**

The preferred submittal method is via email to Claire Bailey @ bailey.claire@dol.gov or via fax @ (617)788-0101.

Hard copies may be sent to Claire Bailey, US Department of Labor/ETA, JFK Federal Building, Room E-350, Boston, MA 02203.

**Review Process:**

Applications will be reviewed and scored by a panel composed of state One-Stop Conference planning committee members. Final selections will be formally announced during the lunch session at the **Network '03: Connecting Business & Community to the One-Stops** Conference in Newport, Rhode Island on May 15, 2003.

Award recipients are expected to deliver a short presentation of their initiative at the luncheon award ceremony. In addition, award recipients will be asked to submit their initiative as a Promising Practice. The Promising Practices Web site highlights innovative and continuous improvement practices in workforce development.

QUESTIONS about the Awards or the Application?

Contact: Claire Bailey at 617-788-0120 or via e-mail at bailey.claire@dol.gov.

To obtain additional copies of the application form please contact Claire Bailey or visit the Boston Region Web site at <http://www.doleta.gov/regions/reg01bos/ent/>.

* Award funds may only be used for allowable WIA activities and in accordance with applicable OMB Circulars.



2003 One-Stop Collaboration Awards

 Part I: Applicant Information			
Applicant Name:			
Contact Person:			
Title:			
Address:			
Phone:		Fax:	
E-mail:			

One-Stop Career Center Information			
One-Stop Name:			
Contact Person:			
Title:			
Address:			
Phone:		Fax:	
E-mail:			

Business/Community Organization Partner Information			
Organization Name:			
Contact Person:			
Title:			
Address:			
Phone:		Fax:	
E-mail:			

 Part II: Award Category	
<input type="checkbox"/> One-Stop/Business Collaboration	<input type="checkbox"/> One-Stop/Community Collaboration
Initiative Title:	

Application Submittal	
<input type="checkbox"/> Email to bailey.claire@dol.gov	<input type="checkbox"/> Fax to Claire Bailey @ (617)788-0101
<input type="checkbox"/> Mail - US Dept. of Labor/ETA, JFK Federal Bldg. Rm. E-350, Boston, MA 02203.	
Deadline:	Applications must be received in the Boston Regional Office by 4pm Friday, May 2, 2003.



Part III: Award Criteria

A. Innovative/Unique Initiative:

- 1– Briefly describe the specific purpose(s) of the initiative. Why is this purpose important to the business customer or the community?**
- 2– What business or community challenges, issues or needs were addressed?**
- 3– Provide a brief background/history of the initiative. How long has the initiative been implemented?**
- 4– How do collaborative relationships affect this initiative?**
- 5– How is the initiative innovative compared to traditional programs/projects?**

B. Initiative Strategies/Activities:

- 1– Describe the key strategies/activities that are part of the initiative. How do these strategies/activities support the overall purpose of the initiative and offer solutions to the challenge, issue or need being addressed?**
- 2– How do strategies/activities respond to business or community demands?**
- 3– Describe key partnerships/collaborative efforts implemented?**

C. Results:

- 1– How many businesses or industry clusters were affected by the initiative?**
- 2– How many individuals have been affected by the initiative?**
- 3– How do the results relate to the overall purpose of the initiative?**
- 4– How do the results lead to improved core measures of performance for WIA?**

