

The new Workforce^{e3} One.

Implementation Plan for the On-the-Job Training National Emergency Grants

July 8th, 2010

3:30 - 5:00pm EDT



U.S. Department of Labor
Employment and Training
Administration

Workforce^{e3} One

Collaborate. Innovate. Transform.

Attendee List (1)

My Status: Active

Gary Gonzalez

Chat (Q & A)

Gary Gonzalez: Thanks for joining today's session! We'll be starting at the top of the hour.

Question:

Workforce_One!.ppt



The new Workforce³ One.

Welcome to Workforce3 One!

Full Screen

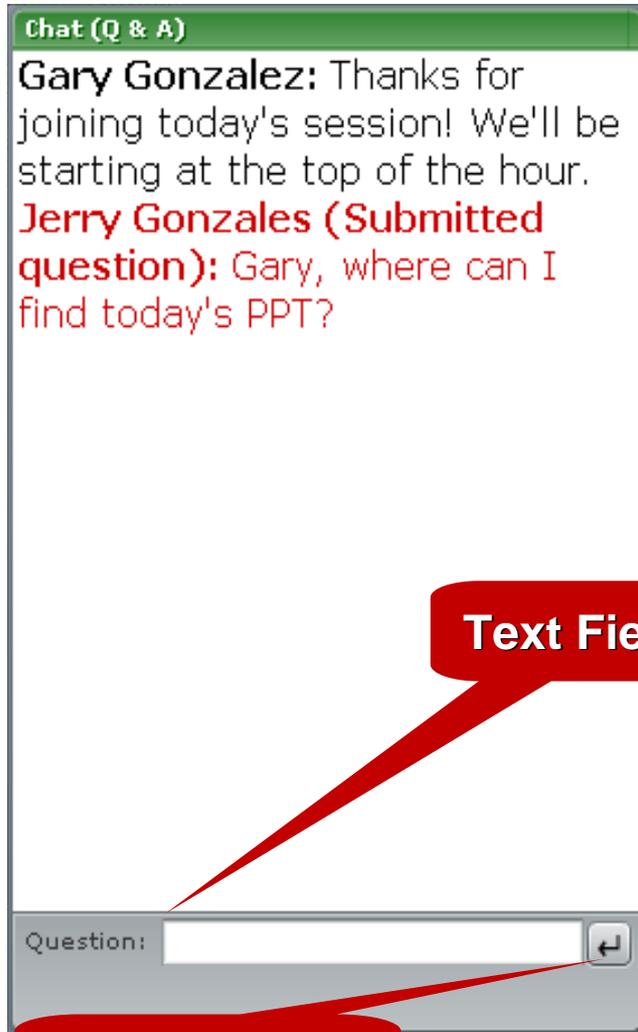


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Workforce³ One

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Submitting Questions

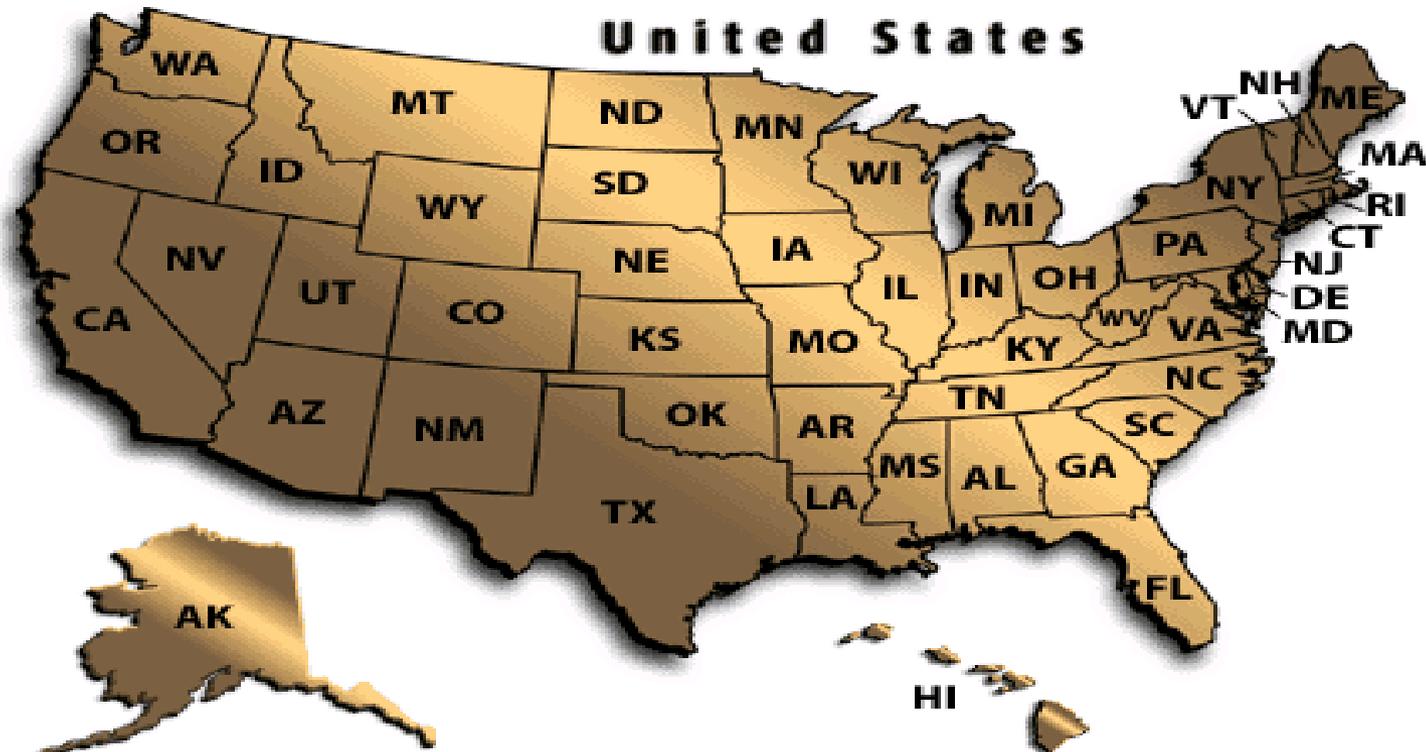


- To submit a question or comment, type the question in the **text field** and click the **arrow button**.
- Please enter the name to whom the question is directed.
- Your name, the text "**Submitted Question**," and your question will appear in **red** on your screen, indicating successful submission.
- Questions are directly transmitted to presenters—no other participants will see your questions.

Arrow Button

Text Field

In the **Chat Room**, please type the name of your organization, your location, and how many people are attending with you today.



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Gary Gonzalez



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Communities



21st Century Apprenticeship

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Disability

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Economic Recovery

Last update a week ago



Green Jobs

Last update 3 days ago



Green Job Training Grants

Last update 7 months ago



Health Care Sector and Emerging

Welcome

Grace Kilbane, Administrator, Office of Workforce Investment

Moderator

Michael Qualter, OJT NEG Taskforce Lead, Office of Workforce Investment

Presenters

Judi Fisher – Division Chief,
Office of Grants and Contracts Management

Dennis Dougherty, Federal Project Officer
Philadelphia Regional Office

Brian Deaton- Workforce Analyst,
Office of Workforce Investment

Kim Weiss, Workforce Analyst,
Office of National Response



- Background on On-the-Job Training (OJT)
- Implementation Plan Background
- Implementation Plan Components
 - Implementation Plan Narrative
 - National Emergency Grant (NEG) eSystem Uploads
- Technical Assistance Resources

Grace Kilbane
Administrator
Office of Workforce Investment
Employment and Training Administration

- OJT NEG Grants – What it's all about
 - An effective, time efficient response to challenging labor market conditions
 - Match Experienced Dislocated workers with employers facing skills shortages
 - “Jump Start” a hiring decision

- What's Next? Webinar Series:
 - OJT Tools and Resources (7/16/10 @ 2pm EST)
 - Reporting (7/22/10 @ 2pm EST)
 - Allowable Costs (7/29/10 @ 2pm EST)
- Federal Project Officer (FPO) engagement with grantees
- Implementation Plan review and approval process

Michael Qualter
Program Manager
Office of Workforce Investment
Employment and Training Administration

WIA Dislocated Workers Performance Outcomes

	Program-wide result	No Training	Any Training	Basic Skills Training	On the Job Training	Occupat. Training
Entered Employment Rate	0.725	0.677	0.859	0.773	0.915	0.855
Employment Retention Rate	0.857	0.838	0.891	0.841	0.897	0.893
Average Earnings	\$14,518	\$14,342	\$14,861	\$11,437	\$13,674	\$15,019



Lessons Learned from the Past

- Training durations and reimbursements must reflect real skills and experience gaps
- Training must be structured and substantive
- Training plans and payments must be monitored
- Don't market or let OJT grants be used as a wage subsidy
- Prevention of displacement

Implementation Issues

- More labor-intensive to administer than classroom training
 - More contracts
 - Quick turnaround times
 - Monitoring individual training plans and reimbursements
- Recruiting the right employers – those who will train and retain



- Completes and justifies the request for funds
- Communicates goals, strategies, timelines and outcomes
- Provides the baseline document to monitor grant activity and progress

- A first draft should be shared with the FPO by July 30
- A second draft ready for review by August 11
- Implementation are due August 31
 - Uploaded into NEG eSystem as Modification 1
- Plan will be approved by September 30

WIA Act and regulations apply, with the following differences:

- Participant eligibility
- Training reimbursement
 - Wage cap
 - Reimbursement percentage
- Training duration
- Allowable employers
- Allowable activities

Dennis Dougherty
Federal Project Officer
Philadelphia Regional Office

Brian Deaton
Workforce Analyst
Office of Workforce Investment

Judi Fisher
Division Chief
Office of Grants and Contracts Management

- Statement of Need
- Target Population
- Project Design
- Partners and Intermediaries
- Performance and Financial Reporting

(I) Geography

- Include a state map
- Local areas in which project will operate
- Description of each:
 - unemployment rate
 - poverty rate
 - number of dislocated workers
 - % who are prolonged unemployed
 - other selection factors used by grantee

(II) Labor market analysis

- Occupations & skill levels of dislocated and prolonged unemployed workers
- Industries with high rates of job loss
- Occupations and industry sectors with employment opportunities
- Estimated skills gaps

(I) Participant Identification and Outreach

- Process used to identify participants
- Specialized outreach efforts
- Role for Community Based Organizations

(II) Selection Criteria

- Specific selection criteria to be used
- Special consideration granted to those individuals experiencing prolonged unemployment

(I) Description of Project Design

- Mix of services
- Partners and resources
- Responsiveness of strategy to needs of dislocated workers and employers

(II) Employer Recruitment and Selection

- Information and process for employer outreach
- Criteria for employer selection
- Safeguards against worker displacement
- Employer orientation and technical assistance

(III) Service Delivery Management Structure

Entities responsible for:

- participant assessment
- contracting with employers
- performance reporting
- monitoring
- financial accountability

(IV) Assessment Procedures

- Specific instruments and procedures to determine training needs of individual participants

(VI) Subgrants, Contracts and Subcontracts

- Types of contractual instruments
- Monitoring plans
- Entity responsible for use of grant funds
- Compliance with special OJT NEG policies

(VII) Reimbursement Guidance and Policies

- Policies governing reimbursement amounts
- Use of OJT NEG flexibility
- Entity(ies) responsible for reimbursement payments
- Consideration of job retention

(VIII) Cost Per Participant

- Explanation of factors and information used
- Justification in terms of
 - average wage
 - average training duration
 - average reimbursement percent
 - additional services
 - administrative costs

(I) List of Partners

- Engaged partners and roles
 - Workforce system
 - Business community
 - State and local government
 - Community Based Organizations
- Identify funded and non-funded
- Need MOU or subgrant agreement for each

(II) Anticipated Leveraged Resources

- Cash or in-kind
 - Reference 29 CFR for definitions
- How will funds be used and documented?
- Reporting requirements

(III) Partner and Intermediary Outreach

- Types of outreach efforts
- Compliance with procurement standards
 - Don't misuse the term "partner"

(IV) Role of WIBs

- Specific responsibilities of Workforce Investment Board (WIB)

- Intersection of project with One-Stop functions
 - outreach and referral

 - participant tracking

 - performance reporting

Required Reports:

- ETA 9090 – WIA Quarterly Report (OMB Control No. 1205-0420)
- ETA 9104 – NEG Quarterly Performance Report (QPR) (OMB 1205-0439)
- ETA 9130 – U.S. DOL ETA Financial Report (OMB 1205-0461)
- ETA 9148 WIA Adults, Dislocated Workers, and National Emergency Grants Monthly Report (OMB Control No. 1205-0474)
- ARRA Section 1512 – Recipient Report
- Workforce Investment Act Standardized Record Data (WIASRD) Quarterly Report (OMB Control No. 1205-0420)

(I) Performance Information and Measures

- Entered Employment Rate, Employment Retention Rate and Average Earnings
- Describe how the attainment of knowledge or skills, essential to the full and adequate performance of the job, will be documented
- Indicate the anticipated total number of participants, completers, and the percent that the Grantee expects to be retained after 6 months



- Among this list, choose your most significant anticipated implementation challenge?
 - Identifying prolonged unemployed
 - Identifying appropriate employers
 - Developing training contracts (e.g., duration, reimbursement)
 - Guarding against worker displacement
 - Other (select and type answer in chat window)

Kim Weiss
Workforce Analyst
Office of National Response
Employment and Training Administration

NEG eSystem OJT User Guide

Implementation Plan Modification

Available on website late July

www.doleta.gov/layoff/Job_Training.cfm

- OJT NEG Implementation Plan Modification
 - SF-424
 - Project Synopsis Form
 - Employer Data Form
 - Project Operator Form(s)
 - Budget Information Form & Budget Narrative
 - Planning Form
 - Additional Information - Uploaded Files:
 - Current Expenditure File
 - Indirect Charges File
 - ***Implementation Plan Narrative File***

Verify information and adjust data fields as necessary throughout modification

- Proposed Project Start/End Dates
- Funding Award
- Number of Planned Participants
- Needs Related Payments (NRP) not authorized

Project Operator Data Form(s)

- Separate form required for each project operator associated with grant
- Duration of Project Operator Agreement Start/End Dates
- Funding Level and Number of Participants should correspond with Planning Form totals (Planned Participants & Project Operator-Level Expenditures)

Budget Information Form & Budget Narrative

- NOT optional
- Values entered on Budget Information Form prompt narrative responses (also required)

Planning Form

- Three Sections: Planned Participants; Grantee-Level Expenditures; Project Operator-Level Expenditures
- 180 day full enrollment waived

Additional Information - Uploaded Files

- Current Expenditure File
 - SF-424A and Budget Narrative
 - Reflect actual grant funding
 - Revise budget narrative as appropriate
 - Do not include leveraged funds
- Indirect Charges File
 - Indirect Cost Rate or Cost Allocation Plan Approval
- Other - ***Implementation Plan Narrative***

Michael Qualter
Program Manager
Office of Workforce Investment
Employment and Training Administration

- OJT NEG Email address: ojt.neg@dol.gov
- July Webinar Series
- OJT NEG website http://www.doleta.gov/layoff/Job_Training.cfm
 - Implementation Plan Narrative Template
 - User Guide for Modification
 - TEN 38-09
 - Program and Policy Q&As
- OJT Toolkit <http://ojttoolkit.workforce3one.org/page/home>
- TEG L – Soon to be released!
- O*Net <http://online.onetcenter.org/>

Question and Answer Period



Please enter your questions into the Chat Room!


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Submit Content

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For more information about the Workforce Investment System:

- Visit www.careeronestop.org
- Call 1-877-US2-JOBS

THANKS!

www.workforce3one.org