

U.S. Department of Labor

Employment and Training Administration
The Curtis Center, Suite 825 East
170 S. Independence Mall West
Philadelphia, Pennsylvania 19106-3315
www.region02.doleta.gov



Reply to the attention of:

2 OSP WP-C

February 9, 2005

Mr. Gregory P. Irish
Director
DC Department of Employment Services
64 New York Avenue, N.E., Room 3000
Washington, DC 20012

Dear Mr. Irish:

We are pleased to inform you that the District of Columbia's Program Year 2004 Reemployment Services Annual Plan has been approved.

The Grant Officer is being notified simultaneously of this plan approval. The funds will be allocated to you by issuance of a Notice of Obligation (NOO) from the Grant Officer. It should be noted that this plan approval does not constitute an obligation until the Grant Officer has executed the NOO. Please allow at least five business days for processing at the National Office level.

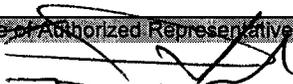
Please direct any questions to Ms. April Hunt at 215-861-5242.

Sincerely,


LENITA JACOBS-SIMMONS
Regional Administrator

cc: Dennis Lieberman
E. Fred Tello

RECEIVED
2005 FEB 22 P 4: 37
ETA/OEAM/OGCM
DCS/DFA

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED 11/08/2004	Applicant Identifier
1. TYPE OF SUBMISSION APPLICATION <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: D.C. Department of Employment Services		Organizational Unit: Department: Employment Services	
Organizational DUNS: 07-781-9415		Division: Employer Services	
Address: 64 New York Ave, NE Washington, D.C. 20002		Name and telephone number of person to be contacted on matters involving this application (give area code) Margaret Wright Email: wright.margaret@dc.gov Phone No: 202-698-3533 Fax No: 202-698-5717	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 52 - 1181079		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> A	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter (s) in box(es) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):		A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER TITLE (Name of Program)		9. NAME OF FEDERAL AGENCY: United States Department of Labor	
12. AREAS AFFECTED BY PROJECT District of Columbia		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Reemployment Services	
13. PROPOSED PROJECT Reemployment Serv.		14. CONGRESSIONAL DISTRICT OF Elonor Homes Norton	
Start Date 07/01/04	Ending Date 06/30/05	a. Applicant: D.C. Dept. of Employment Services	b. Project Reemployment Services
15. ESTIMATED FEDERAL FUNDING:		16. IS APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$265,430	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: _____ DATE	
b. Applicant		b. No. () PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State		17. IS APPLICANT DELINQUENT ON ANY FEDERAL DEBT? Yes () If "Yes", attach an explanation. No (x)	
d. Local			
e. Other			
f. Program Income			
g. TOTAL	\$265,430		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF< ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT,THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Typed Name of Authorized Representative Gregory P. Irish		b. Title Director	c. Telephone Number (202) 671-1900
d. Signature of Authorized Representative 		e. Date Signed NOV 05 2004	

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$	0.00
b. Fringe Benefits						0.00
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual						0.00
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00		0.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00
7. Program Income	\$	\$	\$	\$	\$	0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS

	SECTION D - FORECASTED CASH NEEDS				
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
---------------------	-----------------------

23. Remarks:

Section C - Non - Federal Resources

(a) Grant Program	(b) Applicant	⊙ State	(d) Other Sources	(e) Totals
8.				\$0
9.				0
10.				0
11.				0
12 TOTALS (sum of 8 - 11)		\$0	\$0	\$0

Section D - Forecasted Cash Needs

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13 Federal	\$265,430	\$26,000	\$90,250	\$77,000	\$72,180
14 Non-Federal	0				
15 Total (sum of lines 13 & 14)	\$265,430	\$26,000	\$90,250	\$77,000	\$72,180

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	⊙ Second	(d) Third	(e) Fourth
16.				
17.				
18.				
19.				
20 Total (sum of lines 16 & 19)	0	0	0	0

Section F - Other Budget Information

(Attach additional sheets if necessary)

21 Direct Charges	22. Indirect Charges
-------------------	----------------------

23 Remarks

District of Columbia Department of Employment services
Reemployment Services Funds (PY 2004)

SECTION A - Budget Summary by Categories

	(A)	(B)	(C)
1. Personnel	\$ 115,400		\$ 115,400
2. Fringe Benefits (17.5%)	20,195		20,195
3. Travel	3,500		3,500
4. Equipment	13,000		13,000
5. Supplies	3,000		3,000
6. Contractual	-		-
7. Workshops/Employer Outreach & Follow up	75,714		75,714
8. Total Direct Cost (Lines 1 through 7)	230,809		230,809
9. Indirect Cost (15%)	34,621		34,621
10. Total Funds Requested (Lines 8 through 9)	\$ 265,430		\$ 265,430

SECTION B - Cost sharing/Match Summary (if appropriate)

	(A)	(B)	(C)
1. Cash Contribution	0	0	0
2. In-kind Contribution	0	0	0
3. Total Cost Sharing/Match (Rate %)	0	0	0

Note: Use Column A to record funds requested for the initial period of performance (i.e. 12 months, 18 months etc.);
Column B to record changes to Column A (i.e. request for additional funds or line item changes; and Column C
to record the totals (A+B).

PROGRAM PLAN PART I

NARRATIVE

The District of Columbia will use the PY 2004 Reemployment Service Grant of \$265,430 to deliver, within the framework of the One-Stop Centers, intensified job readiness services to unemployment insurance claimants.

BACKGROUND AND THE RELATIONSHIP OF THE PY 2004 PLAN TO THE PY 2003 PLAN

Administered by the Office of Employer Services, the Reemployment Services Program is a job search assistance program for U.I. recipients who are most likely to exhaust their U.I. claims. In this program, participants are required to attend a week of job search assistance workshops, take a job assessment profile and meet individually with a job coach. One of the major goals of the program is to assist our unemployed customers return to a full time job.

The Department of Employment Services implemented the PY 2003 Program from June 2003 to June 2004. During this Program Year 44 five day job readiness workshops and job clubs were held; participants completed the program and 156 (25 % of completers) returned to work. Unexcused participants who do not meet any of the requirements lose their Unemployment Insurance eligibility.

During PY 2003 a ReEmployment (RES) Transition Plan was developed to transition the program operation to the District's Franklin Street One Stop Career Center. The program has been so successful that the Workforce Development Bureau management determined that the services provided to the RES customers would be a model for operations at the One Stop Career Centers. The adjustments and refinements made to the program were incorporated into the RES Transition Plan and will be part of the new focus at the Franklin Street One Stop Career Center and plans are to continue them in PY 2004.

The curriculum expanded from one focusing on basic job readiness training to a comprehensive modularized one that included customized weekly updates on the local labor market, structured job club activities and more. The program will formally continue in the Franklin Street One Stop Career Center. Staff at all of the One Stop Career Centers will be trained in the key program elements that have been successful with the RES program to be used at the other centers as a model of service.

SUCSESSES OF PY 2003

The PY 2003 Plan has been successful because:

- Participants utilized assessment information to obtain new knowledge about their own skills
- Participants designed their own job search campaign with a job coach
- Participants completed a resume and entered it in the Virtual One Stop System (VOS)

- More intensive follow-up was provided to participants from the job coach

The PY 2003 Plan enhanced the information obtained from the participants thus strengthening the information in order to provide better job club/job placement services. In PY 2004 this process will be further enhanced in order to serve the UI claimant effectually in job placement. Staff, employers and participants will be working together to facilitate this process.

PROGRAM DESIGN

Each participant is required to take a job assessment profile, attend four days of workshops for a total of 25 hours per week and have individual meetings with a job coach. (See attachment A)

The Job Assessment Profile Utilizing Virtual One Stop (VOS)

The Profile has the capability for developing a job match pattern utilizing Virtual One Stop (VOS) between the candidate and employers. The job match pattern for specific jobs is then compared with candidate profiles for success probability matching. The result is efficient employee job fit placement. Employers will provide skills sets for customized job matching.

The Workshops

- Program Objectives, Overview and What's In It For the Participant
- Choosing to be a part of the 21st Century Workforce
- Self Assessment
- Labor Market Information
- Local Employment Opportunities
- Online introduction to DCNETWORKS
- Uncovering KSAs
- Drafting Personal Two-Minute Profiles
- Resumes and applications
- Cover Letters/Letters of Employment/Thank you Letters
- Responding to Telephone Calls
- Interview Techniques
- Managing the Interview from Beginning to End
- Marketing Yourself in DCnetworks.org
- Negotiating Offers
- Best Approaches to your Job Search

Meeting with the Job Coach

After the participants complete these workshops, they have individual meetings with a job coach for assessment and development of a job search action plan. The job coach follows up with these participants. In PY 2003 this program component was enhanced to provide more hands on job coaching, placement strategies and follow-up.

During a Job Club session the Job Coach provides one-on-one coaching and job search assistance. The Coach identifies employers for participants and solicits job orders. The Job Coach markets the candidates, becomes their advocate, and provides role-play and rehearsal for interviews. Interviewing techniques, questions to ask and anticipate during an interview, and updated references are discussed. The Job Coach critiques appearance and presentation, identifies and works on areas for improvement, and assists in composing cover and persuasion letters. In addition, the Coach edits resumes as needed, faxes resumes, and has the participants complete Applications for Employment that are then mailed or faxed to employers. Software and keyboarding skills are also assessed if the participant is seeking an administrative position.

TIMELINE AND MILESTONES

TIMELINE

Task	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Enhance Computerized Job Search	X	X	X	X	X	X	X		X	X	X	X
Enhance Job Development	X	X	X	X		X		X				
Enhance Job Clubs	X	X	X	X	X	X	X	X				
Update Workshop Materials	X	X	X	X	X	X	X	X				
Generate Tracking Reports				X	X	X	X	X	X	X	X	X
Follow Up Employers	X	X	X	X			X	X	X	X	X	X
Program Evaluation											X	X

PROGRAM LINKAGES WITH PARTNERS AND OTHER ORGANIZATIONS

Other offices that are involved in this program are listed below:

- Labor Market Information
- Employer Account
- Representatives Public Affairs
- One Stop Career Centers and its partners
- Employer Organizations, i.e. Chamber of Commerce

PROGRAM PERFORMANCE OUTCOMES TO BE USED AND HOW THEY WILL BE OBTAINED AND MEASURED

Four performance outcomes will be used in this program. They are listed below:

- Percentage of participants returning back to work;
- The number of U.I. claimants participating in job search workshops will increase

- Decrease in Unemployment Insurance exhaustion rate
- Successful completion of computerized job matches

This outcome information will be obtained through the following methods. Return-to-Work participant information is captured in a Return-to-Work form that is sent with the invitation letter and is periodically sent back to the participants, even after they complete the program. This information is entered in our Virtual One Stop (VOS) system. The system capabilities include reports on all activities entered. Information on the participants' duration on Unemployment Insurance will be obtained from the District on Line Compensation System (DOCS). Using this information a comparative analysis will be performed among the control group and the treatment group.

SPECIFIC PROGRAM PERFORMANCE OUTCOMES

The specific program performance outcomes are listed below:

- Eighteen percent (18%) of our customers will return back to work;
- The number of U.I. claimants participating in job search workshops will increase by fifty (50) participants per month;
- Decrease in Unemployment Insurance exhaustion rate by at least one week compared to those with similar characteristics who do not receive these job search assistance; and
- Successful completion of computerized job matches with twenty-five (25) employers.

ATTACHMENT A

WEEKLY CLASS SCHEDULE

2:30 pm – 4:30 pm

Exercises
Correcting Resumes in VOS

Yvonne Howell/Audrey Tyler Computer Lab (2.5 hours)

9:00 am – 9:30 am

Review/Evaluations/Certificates/Job
Club Sign Up

Yvonne Howell/Audrey Tyler
Yvonne Howell/Audrey Tyler

Classroom
Computer Lab
(2.5 hours)

9:30 am – 12:00 am

Finalizing Resume
Corrections/Navigating
DCNetworks (Career
Assessment/Job Search/ Matching)

Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

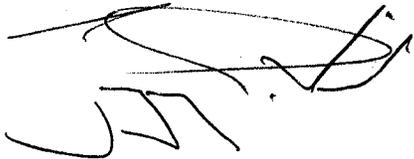
(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certificate shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

Signature



Date NOV 0⁵ 2004

Gregory P. Irish, Director, DOES Name and Title of Authorized Representative
District of Columbia Department of Employment Services
Organization Name