DEI ROUND VIII
Project Lead Orientation
November 16, 2017

Agenda

I. Office of Grants Management (OGM)

II.   DEI National Overview
- National Insights
- History and Evolution
- WIOA Connection
- A Welcome Message from ODEP

III. DEI Front Line Overview
- Top Start-Up and Implementation Challenges
- Reporting Requirements

IV. Clarifying Roles and Responsibilities
- Federal Project Officers (FPOs)
- Technical Assistance – NDI Consulting, Inc.

V. Q&A

Office of Grants Management (OGM)

OGM Function

The *Grant Officer* performs official grant duties:

- Maintains official grant documents such as modifications, no-cost extensions, and other relevant documents

- Approves **equipment** purchases over $5,000

Grant Award Package

Grant Award Letter

Grant Agreement
- Signature Page / Notice of Award (NOA)
- Condition of Award Page
- Terms and Conditions
- Application for Federal Assistance
- Budget
- Statement of Work (SOW)
- Indirect Cost Rate Agreement (if applicable)

Grant Award Package, cont.

Payment Management System
- Information and forms on www.doleta.gov under Payment Information

ETA's on-line Grantee Fiscal Reporting System
- ETA 9130
- Information to access system on www.doleta.gov/grants under Financial Reporting
  - Passwords/PINs are sent separately after supplying the necessary information
  - Once you receive this please do not lose it

Equipment Purchases

- Equipment purchases with a per unit acquisition cost of $5,000 or more, and a useful life of more than one year need prior approval from Grant Officer.

- Submit a detailed equipment purchase list with descriptions of each item to your Federal Project Officer (FPO) for review. We encourage you to submit this request as early as possible during the period of performance, with as many planned pieces of equipment as possible.

- Your FPO will review the items and submit the list for OGM review. If the equipment purchases are approved, a modification to your grant will be processed.

Important Reminders

Review of Grant Terms and Conditions

- Assistance from FPO, DEI National Program Office, and OGM

OGM Contact Information

OGM Grants Officer –

Jimmie Curtis
Grant Officer/Supervisory Grants Management Specialist
Employment & Training Administration
(202) 693-3345
Curtis.Jimmie@dol.gov

Erika Beasley
Grant Management Specialist
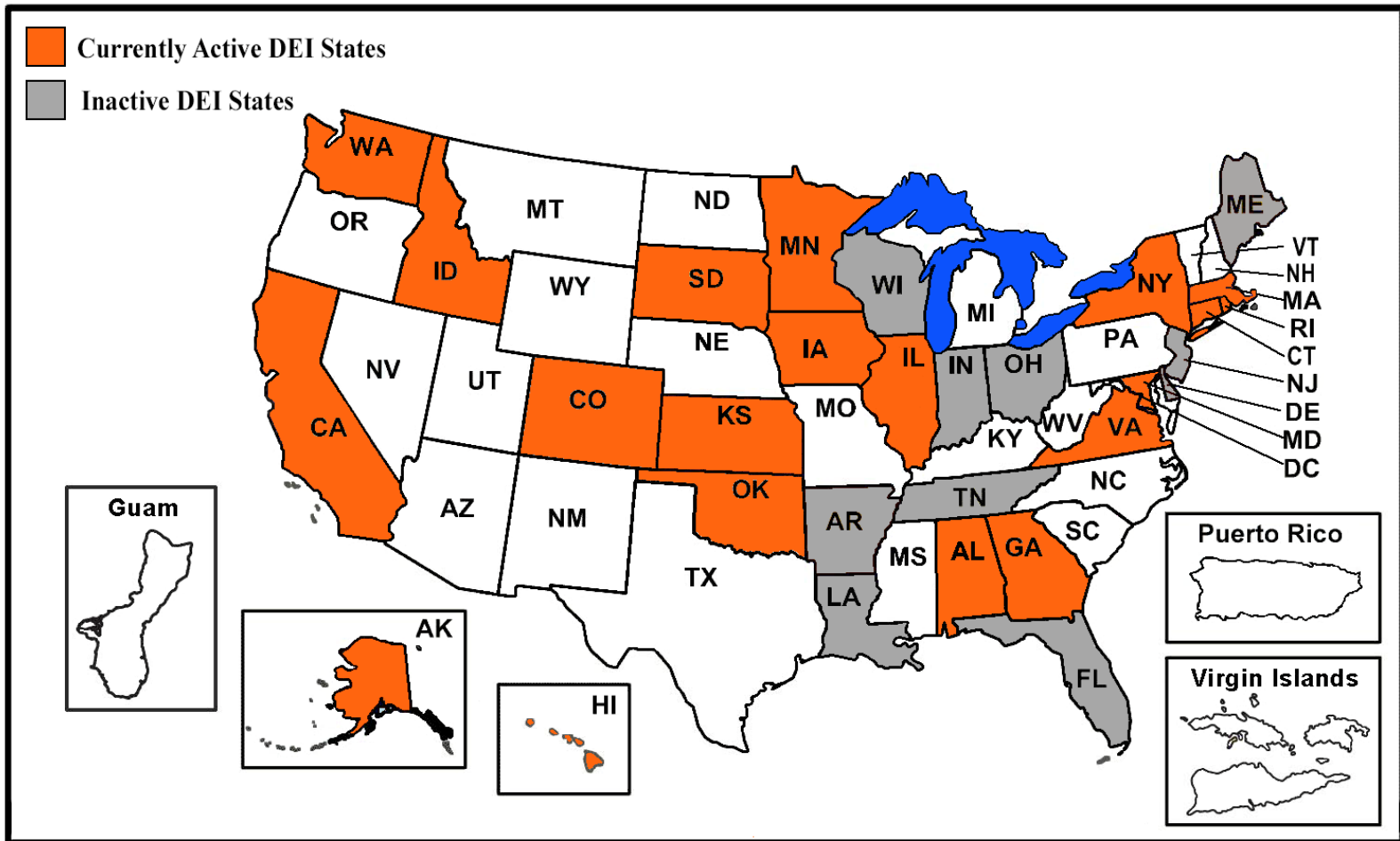Employment & Training Administration
(202) 693-3906
Beasley.Erika@dol.gov

DEI NATIONAL OVERVIEW

A Visual DEI Landscape Map

DEI Round VIII Grantees

In September 2017, DOL awarded Round VIII funding to six DEI Grantees. They are the following:

- Cherokee Nation (Oklahoma)--Adult
- Colorado--Adult
- Hawaii--Youth
- New York--Youth
- Rhode Island--Adult
- Virginia--Adult

Key to Visual DEI Landscape Map

Key to population focus: Adults with Disabilities = A: Youth with Disabilities = Y: Individuals with Significant Disabilities = S

Round 1: Funded 2010-2013

- Alaska - A
- Arkansas - Y
- Delaware - Y
- Illinois - A
- Kansas - A
- Maine - A
- New Jersey - Y
- New York - A
- Virginia - A

Round 2: Funded 2011-2014

- California - A
- Hawaii - A
- Ohio - A
- South Dakota - Y
- Tennessee - A
- Washington - A
- Wisconsin - A

Round 3: Funded 2012-2015

- Florida - A
- Indiana - A
- Iowa - A
- Louisiana - A
- Massachusetts - A
- Minnesota - Y
- Rhode Island - A

Round 4: Funded 2013-2017

- Alabama - Y
- Alaska - A
- Connecticut - A
- Idaho - Y
- Illinois - A
- Maine - A
- New York - A
- Virginia - A

Round 5: Funded 2014-2018

- California - A
- Illinois - Y
- Kansas - A
- Massachusetts - A
- Minnesota - A
- South Dakota - A

Round 6: Funded 2015-2019

- Alaska - Y
- Georgia - S
- Hawaii - S
- Iowa - A
- New York - A
- Washington - A

Round 7: Funded 2016-2020

- California - A
- Connecticut - Y
- Idaho - Y
- Maryland - S
- Massachusetts - Y
- Minnesota - Y

Round 8: Funded 2017-2020

- Cherokee Nation (Oklahoma) - A
- Colorado - A
- Hawaii - Y
- New York - Y
- Rhode Island - A
- Virginia - A

DEI Historical Evolution

- Performance Period

- Evaluation by ODEP

- Significant Disability Population

- Career Pathways Focus (inclusive of innovative Apprenticeship Models)

Career Pathways

A series of connected education and training and support strategies that enable individuals to secure industry relevant certification and obtain jobs within an occupational area.

Six key elements of Career Pathways include:
1. Build Cross-Agency Partnerships
2. Identify Industry Sector and Engage Employers
3. Design Education and Training Programs
4. Identify Funding Needs and Sources
5. Align Policies and Programs
6. Measures System Change and Performance

-- LET'S PAUSE --

WHAT IS THE

THE BIG PICTURE?

WIOA Reforms and Disability

- How do WIOA reforms improve service delivery to individuals with disabilities?

  - Promotes Physical and Programmatic Access

  - Strategically Aligns WIOA Programs

  - Clarifies Competitive Integrated Employment

- **DOL TEGL 4-15** - *Vision for the One-Stop Delivery System under WIOA*

    https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6455

- **DOL TEGL 16-16** – *One-Stop Operations Guidance for the American Job Center*

    https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8772

Promotes Physical and Programmatic Access – Section 188 of WIOA

- Section 188 implements the non-discrimination and equal opportunity provisions of WIOA.

- The joint rules establish that all comprehensive American Job Centers and affiliated sites must be physically and programmatically accessible and establishes a certification process.

- DOL published guidance to help states set standards through *"Achieving Universal Access and Equal Opportunity – Section 188 Reference Guide"*

  https://www.dol.gov/oasam/programs/crc/188Guide.htm

Universal Design Principles

- Putting people you serve at the center of your design process to come up with answers to difficult problems

  https://ion.workforcegps.org/resources/2017/09/18/14/58/Universal_Design_A_Customer_Centered_Approach

- **Design Challenge Question:** How might we work with our partners to design services that are physically and programmatically accessible to individuals with disabilities?

Strategically Aligns Across WIOA Programs – State Plans

- **State Plans** – Ensuring that Federal core program employment and training services are coordinated and complemented by requiring a single, four year strategic State Plan achieving the work goals of the state.

- Access your State Plan to learn what it is doing in these areas and how your DEI project can be more connected / integrated. To access your State Plan:

  https://www2.ed.gov/about/offices/list/osers/rsa/wioa/state-plans/index.html

Other Key Partnerships

- WIOA emphasizes planning across multiple partner programs (beyond the six core programs) to ensure alignment in service delivery.

  - Social Security Administration's Ticket to Work (TTW) program
    - https://choosework.ssa.gov/
    - https://www.ssa.gov/work/

Additional Resources

Workforce GPS

- For DEI grant implementation tools and ongoing support for state-level project staff and other key stakeholders, go to **https://dei.workforcegps.org/**

- For Disability and Employment Community of Practice, go to **https://disability.workforcegps.org/**

Innovation and Opportunity Network (ION)

- National, regional, state and local alliance that facilitates information sharing to implement the WIOA vision, go to **https://ion.workforcegps.org/**

Office of Disability Employment Policy (ODEP)

- **https://www.dol.gov/odep/**

OFFICE OF DISABILITY AND EMPLOYMENT POLICY – WELCOME MESSAGE

DEI FRONT LINE OVERVIEW

Top Start-Up & Implementation Challenges

1. **Communication Infrastructure** - Setting up an effective communication infrastructure (e.g. scheduling regular Project calls including TA Liaisons and other partners, reporting, requests for information, e-mail and listservs, etc…) for working with and amongst various DEI stakeholders at the national, state and local levels.

2. **Operationalizing Strategy -** While a broad outline (work plan) exists in the proposal, the rollout will require developing a strategy. This needs to take place early on and can be significantly assisted by consulting with the national technical assistance provider.

Infrastructure Challenges

3. Infrastructure - Delays in setting up subcontracts and hiring of DRCs with pilot regions (this includes sub-sub contracts where the regions set up subcontracts with others who hire and oversee the DRCs).

An "Infrastructure Default" that we commonly see is the impulse to market the DEI to job seekers with disabilities and to the business community.

- Marketing the "DEI" risks turning your DEI into a silo'd "program" the AJC runs.
- This isn't a sustainable strategy from an infrastructure development angle.
- The DEI is term limited grant funding. It is *not a program* but an **enhancement** to the workforce system.
- The DEI's goal is to increase access to existing programs by building the capacity of the system and programs, specifically existing Career Pathways Programs, within the system to better serve people with disabilities.

*Market the accessibility of your AJCs and **NOT** the DEI!*

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Partnerships Challenges

4. **Partnerships** - Not Identifying Partner Roles from the beginning, which can result in problems in coordination and understanding and achieving the grant goals. The opportunity with WIOA is that these partnerships align more closely now, which can make this easier/more obviously mutually beneficial.

   Example: local level pilots hiring DRC positions before they fully understand the DEI mission and objectives and the role the DRC will play. (This despite getting the DRC job description).

   (See also "*The Tale of 2 DRCs: Disability Employment Program vs. System Capacity Building Project*")

Fundamental Knowledge Challenges

5. DEI Fundamentals of Knowledge - State Leads operationalizing projects before they have a comprehensive understanding of all of the Project components. Customizing trainings and timelines to meet the individual needs of project staff before they begin DEI implementation. If DEI project staff start operationalizing service delivery components before having a deep understanding of the DEI, this could present real challenges down the road. This again ties directly back into understanding the role of the DRC and making sure that your local areas do as well.

Clarifying Roles and Responsibilities

Federal Project Officers (FPOs)
Technical Assistance (TA)

FEDERAL PROJECT OFFICERS (FPOs)

FPO CONTACT INFORMATION

Region 1 – Mike LaBonte, LaBonte.Michael.D@dol.gov
- *New York*
- *Rhode Island*

Region 2 – Christopher Ransome, Ransome.christopher@dol.gov
- *Virginia*

Region 4 – Kajuana Donahue, Donahue.Kajuana@dol.gov
- *Colorado*

Cynthia Green-Wilson, green.cynthia@dol.gov
- *Cherokee Nation*

Region 6 – Patricia (Patio) Sullivan, osullivan.patricia@dol.gov
- *Hawaii*

DEI Reporting Requirements

- **ETA Form 9130** – Financial Status Report. Submitted by DEI State Lead 45 days after end of each quarter.

- The 45 day mark from end of this quarter is on the following date: February 14, 2018.

Technical Assistance-
NDI Consulting, Inc.

NDI-DEI TA Team Function

Contracted to provide information, training, and technical assistance to the national DEI program office, regional FPOs, DEI grantees, and DEI project staff and the workforce development system.

Team members include:

- **Michael Morris**, Project Director and **Laura Gleneck**, Project Manager
- Training and Technical Assistance Liaisons and key areas of subject matter expertise: **Miranda Kennedy** (DEI Director of Training and Technical Assistance), **Brian Ingram** (DEI Workforce Access and IRT approach), **Dave Mayer** (DEI Career Pathways); and **Nikki Powis** (DEI Youth and Business Engagement)
- **Kevin Nickerson** and **Nanette Goodman** (DEI Ticket to Work Team)
- Disability Workforce Specialist: **Alexandra Kielty** and IT Specialist: **Jayson Gleneck**

Overview of Services

- **Information** -- Host a listserv to compile and disseminate resources and training information and collect project-related data (e.g., Resources of the Week).

  – Maintain a DEI TA Collection site and Disability and Employment CoP

- **Technical Assistance** -- designated TA Liaison is assigned to serve as the direct contact and support for individual DEI grantees and their project staff.

  – Available for one-on-one discussion, problem solving, and strategic planning by request to support the implementation of the DEI Initiative within the workforce development system.

Start-up and Implementation / Targeted TA & Training

- **Start-up and Implementation** -- Suite of TA and training tools and resources to provide start-up support to the DEI grantees.
  - Provide national and TA team with information to develop and implement a strategy to help projects move the DEI forward.
  - Updated and/or expanded for each round based on the statement of work and lessons learned from previous grantees.

- **Ongoing Targeted TA and Training activities** – includes hosting and facilitating ongoing administrative meetings
  - Conducting DEI technical assistance onsite visits.
  - Enhancing and developing new training and technical assistance materials.
  - Ticket to Work and Employment Network Support.
  - Training and learning opportunities.

Grantee TA Onsite Visits

- Provide hands-on training and targeted TA which allow TA Liaisons to provide support, as well as observe, analyze, and identify strengths and challenges within a DEI project.

- **Pre-site visit planning activities** – TA Liaison and/or DEI project leadership inform designated FPO and national DEI Program Office.
  - FPOs are extended an opportunity to be involved in agenda development including reviewing and approval of draft agenda.
  - In developing agenda, national / regional representatives are extended an opportunity to be part of visit in person or via phone.
  - All national/regional partners made aware of date / time /location of visit.

- **Post-site visit activities** - TA Liaisons distribute post-site visit surveys to attendees and develop post-site visit reports that highlight key activities that took place. TA also identifies key strengths and challenges along with lessons learned and action steps.

NDI-DEI Contact Information

- Laura Gleneck, Project Manager
  781-899-0139 / lgleneck@ndi-inc.org

- **Technical Assistance Liaisons**:
  - Miranda Kennedy (CO 8, MA 5, MN 5-7, NY 6-8)
    720-890-3990 / mkennedy@ndi-inc.org

  - Brian Ingram (GA 6, HI 6-8, IL 5, KS 5, MD 7, VA 8)
    503-913-6139 / bingram@ndi-inc.org

  - Nikki Powis (AK 4-6, Cherokee Nation – 8, IA 6, CT 7, RI 8)
    907-957-4702 / npowis@ndi-inc.org

Grantee Learning Opportunities

December Project Lead's Administrative Meeting

December Bi-Monthly DEI Administrative Meeting
December 12, 2017 / 2:00 – 3:30 PM Eastern Time
The national DEI Program Office holds mandatory bi-monthly administrative meetings the second Tuesday of every other month from 2:00 – 3:30 PM ET. The proposed schedule for the 2017-2018 program year is listed below (dates/times will be adjusted on a month-by-month basis as needed).

2017-2018 Schedule:
- December 12, 2017
- February 13, 2018
- April 10, 2018
- June 12, 2018

All meetings are scheduled to begin at 2:00 PM Eastern Time. **Please ensure that someone from your project is represented on these meetings.** An e-mail reminder with the agenda and logistical information will be disseminated prior to the scheduled date.

ETA Contact Information

David Jones, Workforce Analyst

Phone: 202-693-3397

E-mail: jones.david.m@dol.gov

Scherrone Dunhamn, Workforce Development Specialist

Phone: 202-693-3744

E-mail: dunhamn.scherrone@dol.gov

Laura Ibanez, Unit Chief

Phone: 202-693-3645

E-mail: ibanez.laura@dol.gov

Q&A