

# 2017

## WIOA National Convenings

### ADDITIONAL RESOURCES TOOLKIT



## Overview

In the spring of 2017, the U.S. Department of Labor, in collaboration with its Education and Health and Human Services partners, hosted three Workforce Innovation and Opportunity Act (WIOA) National Convenings. The purpose of these convenings was to provide continued support to state and local workforce development professionals and partners in successfully implementing WIOA. The convenings were organized around six tracks and some additional special sessions on civil rights:

- Business Engagement
- Financial and Grants Management
- Integrated Services
- One-Stop Operations
- Performance Accountability
- Strategic Governance
- Special Sessions on Civil Rights

The convenings were held at different regional locations on the West Coast, East Coast, and in the Midwest and had one agenda and nearly identical content. The presentation materials for all of the tracks are available on the [Innovation and Opportunity Network Community of Practice](#).

Additional technical assistance materials and resources, including relevant webinars, policy guidance and toolkits, for each of these tracks is provided in the pages that follow.

## BUSINESS ENGAGEMENT

*Resources for using and understanding real-time labor market data, how to define “in-demand” jobs, and how to develop networks and long-term relationships with businesses so as to engage them with approaches like career pathways, industry/sector strategies, and work-based learning opportunities.*



[National Convening: Business Engagement Track Presentations](#) (U.S. DOL ETA): A compilation of presentation materials from sessions from the 2017 WIOA National Convenings related to Business Engagement.



[Employer Engagement – Top of the List! Insight from the Round 3 Sustainability Virtual Institute](#) (Grantee Products: TAACCCT Learning Network): Insights gathered from Institute participant regarding employer engagement and its importance to program sustainability.



Business Engagement Collaborative

[Business Engagement Strategy Checklist](#) (Business Engagement Collaborative): A useful checklist for anyone interested in convening strategy sessions for business engagement.



[The Goals and Dimensions of Employer Engagement in Workforce Development Programs](#) (Workforce Systems Strategies): Provides a framework to engage employers, build deeper partnerships, and align workforce programs with employer needs; identifies the challenges for collaboration; and more specifically, the framework considers the different goals and dimensions of employer engagement, a central strategy of New Skills at Work.



[WIOA Wednesday - We are WIOA Partners: Now What?](#) (U.S. DOL ETA) — (2/22/17): A webinar that helps answer the questions of what makes a partnership great and what should it look like under the Workforce Innovation and Opportunity Act (WIOA).



---

[Employer Engagement Webinar Series: Top 20 "Take Home Now" Strategies for Success](#) (U.S. DOL ETA Staff Pick: 11/08/11): A webinar that provides it all when it comes to engaging employers- "grab and go" strategies for quick and easy implementation right away as well as others to integrate into medium- and long-term strategic planning.

---

## FINANCIAL AND GRANTS MANAGEMENT

*Resources for states, partner programs, and national grant recipients who seek to learn more about managing grants under WIOA from one-stop infrastructure costs to one-stop operator competition to the uniform guidance.*



[National Convening: Financial and Grants Management Track Presentations](#) (U.S. DOL ETA): A compilation of presentation materials from sessions from the 2017 WIOA National Convenings related to Financial and Grants Management.



[Sample MOU and Infrastructure Costs Toolkit](#) (U.S. DOL ETA): This Sample Memorandum of Understanding (MOU) and accompanying Cost Allocation Analyses for hypothetical local areas may be used as a reference guide or toolkit when developing your own MOU, including your one-stop operating budget, Infrastructure Funding Agreement, and cost allocation methodologies, pursuant to relevant sections and guidance under WIOA.



[Financial Management On-line Tutorials](#) (U.S. DOL ETA): Over two dozen training modules on financial topics covering critical elements of the grant management life cycle.

- [Cost Allocation and Cost Allocation Plans \(CAPs\)](#)
- [Federal Funding Accountability and Transparency Act](#)
- [Indirect Costs and Indirect Cost Plans](#)
- [Personnel Compensation, Labor Distribution, and Payroll Reports](#)
- [Policies and Procedures for Federal Award Recipients](#)
- [Procurement and Performance-Based Contracts](#)



[RSA: One-Stop Infrastructure Costs FAQs \(U.S. Dept. of Ed.\)](#): Includes a number of frequently asked questions (FAQs) on WIOA One-Stop Infrastructure Costs from the U.S. Department of Education's Office of Rehabilitation Services Administration (RSA).



[Financial Management Resources and Information Website](#) (U.S. DOL ETA): A collection of financial management training tutorials and related website links to learn about a variety of topics, tutorials include: Financial Reporting, Financial Management Principals, Grant Applications and Forms, Procurement Requirements, Cash Management, MOUs, Audit Requirements, Cost Allocation, Audit Requirements and Monitoring.



[Grants Management Training](#) (Grants Application and Management): A collection of trainings focused on helping with better management of grants; including grant award requirements and recommended practices to better facilitate the outcomes of the grant award.



[WIOA Wednesday: WIOA One-Stop Infrastructure Funding Part 1](#) (U.S. DOL ETA) — (9/21/16): WIOA requires one-stop partners to contribute towards the operational costs of the one-stop delivery system. This webinar provides an overview of the key concepts and terms and foundational aspects of the local and state one-stop infrastructure funding mechanisms.



[WIOA Wednesday - Memorandum of Understanding \(MOU\) Part II: Local vs. State Funding Mechanism](#) (U.S. DOL ETA) — (6/7/17): In this webinar, Federal partners walk participants step-by-step through a hypothetical example of how partner contributions may be determined under the state funding mechanism, followed by an interactive dialogue and Q&A.

## INTEGRATED SERVICES

*Resources that focus on the public workforce system and how it must operate as a comprehensive, integrated, and streamlined system that provides pathways to our customers and continuously improves the quality and performance of its services.*



[National Convening: Integrated Services Track Presentations](#) (U.S. DOL ETA): A compilation of presentation materials from sessions from the 2017 WIOA National Convenings related to Integrated Services.



[CONNECT – Lessons Learned](#) (Grantee Products: WIF): A network of six institutions—Bunker Hill Community College, Career Source, Centro Latino, Metro Credit Union, Metropolitan Boston Housing Partnership, and The Neighborhood Developers—sharing space and data in Chelsea, MA to provide coordinated services across four buckets: employment, housing, education, and financial literacy.



[Program Guides, Manuals and Handbooks to Aid in Program Development and Integration](#) (U.S. DOL ETA): A number of program guides, available manuals and instructional handbooks exist to help achieve participant success, meet all of the requirements of a program, and integrate program services and available resources.



[Voices of Experience: Video on Seamless TANF Partnerships](#) (U.S. DOL ETA): Temporary Assistance for Needy Families (TANF) practitioners explain how partnerships at their local American Job Centers are creating opportunities to reach more people who utilize their services.



[SkillsCommons.org](#) offers an impressive array of curriculum and program materials developed by TAACCCT grantees. With over 700 institutions contributing to the repository, the open library of materials is ever growing.





[Training and Employment Guidance Letter No. 16-16](#) (U.S. DOL ETA on 01/18/2017): Provides general guidance for the implementation of operational requirements and the primary components for understanding and implementing an integrated one-stop delivery system under the Workforce Innovation and Opportunity Act (WIOA), branded nationally as the American Job Center network.



[WIOA Wednesday - American Job Center Branding for the Next Generation Workforce System](#) (U.S. DOL ETA) – (4/5/17): This webinar focuses on the Workforce Innovation and Opportunity Act (WIOA) requirements for each one-stop delivery system to use a common identifier on all products, programs, activities, services, electronic resources, facilities, and related property and new materials.



[WIOA Wednesday - Implementing Comprehensive, Affiliate, and Co-location Requirements Under WIOA](#) (U.S. DOL ETA) – (3/1/17): This webinar concentrates on how the American Job Center network brings together workforce development, educational, and other human services partners in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance.



[WIOA Wednesday: One-Stop Delivery System Overview](#) (U.S. DOL ETA) – (2/15/17): This webinar highlights joint guidance for the implementation of operational requirements under the Workforce Innovation and Opportunity Act (WIOA) pertaining to the one-stop delivery system with workforce development, education, and human services partners are encouraged to provide streamlined and efficient career services for all customers through the American Job Center Network.



[WIOA Wednesday - We are WIOA Partners; Now What?](#) (U.S. DOL ETA) — (2/22/17): This webinar helps answer what makes a partnership great and what should it look like under the Workforce Innovation and Opportunity Act (WIOA).



[WIOA Wednesday - Universal Design: A Customer Centered Approach](#) (U.S. DOL ETA) — (3/15/17): This webinar focuses on how universal design can be used as a creative vehicle in applying “design thinking” for innovation across the workforce system to benefit job seekers with a wide range of learning styles, language levels, intelligences, and physical mobility to help foster meeting customer’s needs more efficiently to provide exemplary service in American Job Centers (AJC).



[WIOA Wednesday: Programmatic Changes due to WIOA](#) (U.S. DOL ETA) — (8/24/16): This webinar explores how the Workforce Innovation and Opportunity Act (WIOA) provides enhancements for a more integrated and coordinated one-stop service delivery system in each State, and brands this system through the American Job Centers.



## ONE-STOP OPERATIONS

*Resources aimed at providing guidance to one-stop operators for how to more effectively provide services to their customers and how to react to and follow new requirements and expectations under WIOA.*



[National Convening: One-Stop Operations Track Presentations](#) (U.S. DOL ETA) - A compilation of presentation materials from sessions from the 2017 WIOA National Convenings related to One-Stop Operations.



[Training and Employment Guidance Letter No. 19-16](#) (U.S. DOL ETA on 03/01/2017): Provides guidance to the workforce system on delivering services under the Adult and Dislocated Worker programs under WIOA Title I, and individuals served by the ES program, as amended by WIOA Title III, under the WIOA Final Rule.



[Training and Employment Guidance Letter No. 16-16](#) (U.S. DOL ETA on 01/18/2017): Detailed guidance for the implementation of operational requirements under the Workforce Innovation and Opportunity Act (WIOA) pertaining to the one-stop delivery system, branded nationally as the American Job Center network.



[Competitive Selection of a One-Stop Operator FAQs](#) (U.S. DOL ETA -- 5/18/17): Frequently Asked Questions (FAQs) and answers regarding competitive selection of a one-stop operator and various roles in the one-stop system.



[WIOA Wednesday: One-Stop Delivery System Overview](#) (U.S. DOL ETA -- (2/15/17): This webinar provides a high-level review of key components of the joint guidance to include: characteristics of the American Job Center Network and benefits of participating in the American Job Center Network.



[WIOA Wednesday - Competitive Selection of One-Stop Operators: "Deep Dive"](#) (U.S. DOL ETA) -- (5/4/17): This webinar provides an overview of Section 121(d)(2)(A) of WIOA which requires one-stop operators to be designated or certified through a competitive process. Competition provides the best method of ensuring that Local Workforce Development Boards examine operator effectiveness on a periodic basis.



[WIOA Wednesday - Memorandum of Understanding \(MOU\) Part I: Overview & Development](#) (U.S. DOL ETA) -- (4/26/17): A detailed presentation and explanation via webinar into the required WIOA Memorandum of Understanding (MOU) for the operation of the one-stop delivery system in a local area.



[WIOA Wednesday: Career Pathways - The WIOA Way of Doing Business](#) (U.S. DOL ETA) -- (11/30/16): Career pathways programs offer a clear sequence, or pathway, of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies. In this webinar, federal partners discussed national efforts to promote and support the building and strengthening of career pathways systems and programs. The presentation highlights relevant career pathways sections of WIOA and associated regulations.



[WIOA Wednesday: Competitions for Adult Education Service Providers: Local Board/State Roles](#) (U.S. DOL ETA) -- (10/5/16): This webinar examines how, with the passage of WIOA, states are responsible for implementing a new competitive application process for all federal Adult Education and Family Literacy (WIOA Title II) funding that will determine the eligible providers that will be awarded funds starting July 1, 2017.



[WIOA Wednesday - Implementing Comprehensive, Affiliate, and Co-location Requirements Under WIOA](#) (U.S. DOL ETA) — (3/1/17): This webinar examines how the American Job Center network brings together workforce development, educational, and other human services partners in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance.



[WIOA Wednesday: Programmatic Changes due to WIOA](#) (U.S. DOL ETA) — (8/24/16): This webinar explores how the Workforce Innovation and Opportunity Act (WIOA) provides enhancements for a more integrated and coordinated one-stop service delivery system in each State, and brands this system through the American Job Centers.



[WIOA Wednesday - American Job Center Certification: A Tool to Maximize State's Quality & Consistency](#) (U.S. DOL ETA) — (4/12/17): This webinar highlights the requirements for the state workforce development board (WDBs) to establish objective criteria and procedures when certifying its American Job Centers to help maximize quality of services and consistency across the state. In addition, the presenters communicate how local WDBs must follow procedures and criteria established by the state WDB and certify its American Job Centers and network at least once every three years.



[WIOA Wednesday - Competitive Selection of One-Stop Operators: "The Basics"](#) (U.S. DOL ETA) — (3/8/17): WIOA requires one-stop operators to be designated or certified through a competitive process. This webinar examines how competition provides the best method of ensuring that Local Workforce Development Boards examine operator effectiveness on a periodic basis.

## PERFORMANCE ACCOUNTABILITY

*Resources aimed at increasing awareness and understanding of key WIOA performance topics that apply to all core programs. The key audience for these policy-oriented resources are state and local workforce development boards and state agencies.*



[National Convening: Performance Accountability Track Presentations](#) (U.S. DOL ETA): A compilation of presentation materials from sessions from the 2017 WIOA National Convenings related to Performance Accountability.



[DOL/ETA Resource Links on Performance Accountability](#) (U.S. DOL ETA): Resources highlighting WIOA's impact on performance indicators and reporting for core programs. These resources include performance-related policy guidance; Q&A's; training tutorials; timelines; and links to reporting formats for DOL programs covered under WIOA.



[Training and Employment Guidance Letter No. 10-16](#) (U.S. DOL ETA on 12/19/2016): Outlines guidance on the requirements set forth in WIOA related to the implementation and operation of the performance accountability system under section 116 of WIOA and the implementing WIOA joint regulations.



[Research and Evaluation: Impact Assessments that Guide Continuous Improvement](#) (U.S. DOL ETA): A resource page with guides and manuals that define the scope of program evaluation, address common challenges regarding evaluation, and outline major reasons why conducting a program evaluation can benefit programs.



[Understanding Reportable Individuals and Participants for Performance: A Guide to Reporting Services](#) (U.S. DOL ETA): The downloadable guide is intended to help users better understand (1) the distinction between a "reportable individual" and a "participant" and (2) the connections between the elements in the PIRL and the services allowed through the WIOA Adult, WIOA Dislocated Worker, and Wagner Peyser Act Employment Service programs.



[Overview - Statistical Adjustment Model Methodology 12-1-2015 , 12-2-2015](#) (U.S. DOL ETA): This webinar highlights the methodology for the statistical model, how the model will be used, and how it will be applied to targets to account for changes in economic conditions and participant demographics throughout the workforce and education systems.



[WIOA Wednesday: WIOA Performance Accountability—Hot Topics!](#) (U.S. DOL ETA) — (1/11/17): This webinar provides an overview of the U.S. Departments of Labor and Education jointly-issued performance accountability guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs. The webinar also addresses questions regarding the Credential Attainment Rate and Measurable Skill Gains indicators.



[WIOA Wednesday: Performance Accountability, Part 1](#) (U.S. DOL ETA) — (10/13/16): This webinar details the performance accountability provisions in section 116 of the Workforce Innovation and Opportunity Act (WIOA) and the accompanying regulation.



[WIOA Wednesday: Performance Accountability, Part 2](#) (U.S. DOL ETA) — (11/2/16): This is a continuation of the 10/13/16 webinar on the performance accountability provisions in section 116 of the Workforce Innovation and Opportunity Act (WIOA) and the accompanying regulation.



## STRATEGIC GOVERNANCE

*Resources aimed at assisting states and local boards more strategically manage and organize their resources under WIOA.*



[National Convening: Strategic Governance Track Presentations](#) (U.S. DOL ETA): A compilation of presentation materials from sessions from the 2017 WIOA National Convenings related to Strategic Governance.



[WIOA Wednesday-Evaluation and Research: Building Capacity under the WIOA](#) (U.S. DOL ETA) — (12/7/16): This webinar outlines an evidence-based evaluation and research agenda and then explains why this agenda is relevant to the Workforce Innovation and Opportunity Act (WIOA). The presenters highlight state evaluation and research activities, identify current research and evaluation technical assistance needs for states, and explain the importance of expanding state evaluation and research evaluation capacity.



[WIOA Wednesday: Local Workforce Development Boards Under WIOA: What You Need to Know](#) (U.S. DOL ETA) -- (10/26/16): WIOA calls for smaller, nimbler, more strategic local workforce development boards. This webinar outlines the membership changes to boards, as well as the expanded functions and new requirements for board operations, transparency and internal controls.



[WIOA Wednesday: High Impact Workforce Boards](#) (U.S. DOL ETA) – (11/9/16): This interactive webinar highlights an approach taken by Kentucky to establish standards, elements and criteria to assess the effectiveness of the state and local boards.

## SPECIAL SESSIONS ON CIVIL RIGHTS

*Resources and technical assistance materials that cover various non-discrimination provisions of WIOA.*



[National Convening: Special Sessions Track Presentations](#) (U.S. DOL ETA): A compilation of presentation materials from sessions from the 2017 WIOA National Convenings related to Special Sessions, focused primarily on accessibility issues and resources.



[American Job Center Access Resource Guide](#) (Disability Employment Initiative): Provides American Job Centers and their partner agencies with relevant federal, state and local level information around their legal obligations and resources that can assist them in identifying and implementing effective accommodation strategies in serving and training job seekers who experience a disability.



[Technical Assistance Materials on the Nondiscrimination and Equal Opportunity Regulations under Section 188 of WIOA \(U.S. DOL CRC\)](#): Section 188 of WIOA prohibits discrimination against individuals in any program or activity that receives financial assistance under Title I of WIOA as well as by the one-stop partners. The U.S. Department of Labor's Civil Rights Center (CRC) enforces Section 188 of WIOA. CRC has developed a number of technical assistance materials for program operators and one-stop partners to use to ensure that they are abiding by this rule.



[Transition Guide to Postsecondary Education and Employment for Students and Youth with Disabilities \(U.S. Dept. of Ed.\)](#): This guide, published by the U.S. Department of Education's Office of Special Education and Rehabilitative Services, is geared towards ensuring that all students and youth with disabilities are equipped with the skills and knowledge to be engaged in the 21st century workforce.