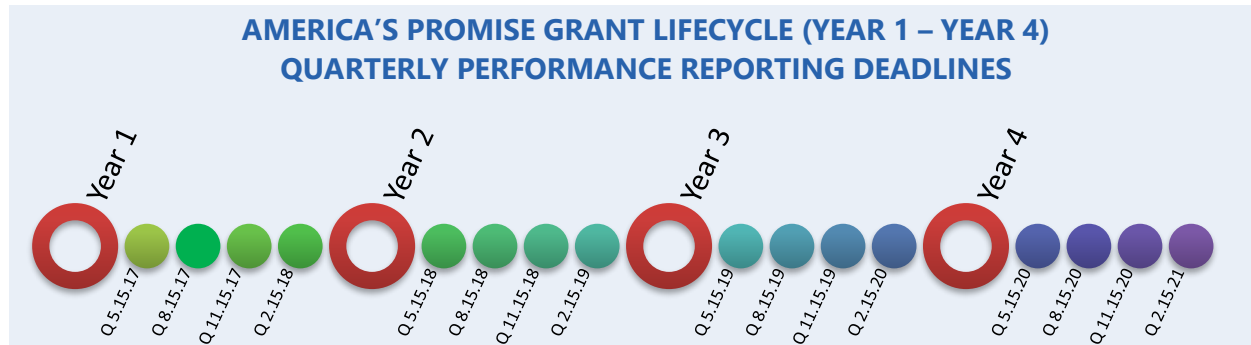


# TECHNICAL ASSISTANCE ACTIVITY MENU



**ON BEHALF OF THE U. S. DEPARTMENT OF LABOR**, Employment and Training Administration, Division of Strategic Investments, High Impact Partners (HIP) and their partner American Association of Community Colleges (AACC) will be providing intensive technical assistance to 23 America’s Promise grantees as they implement core program elements throughout the grant lifecycle. This technical assistance (TA) is designed to assist grantees in the implementation of their projects; these projects will provide a range of interventions along a sector-based career pathway that will result in degrees or industry-recognized credential and placement into middle- and high-skilled employment in H-1B industries and occupations. Some areas of TA needs include:

- Partnership development, expansion and retention
- Participant Retention
- Sector strategies
- Training design
- Outreach and recruitment
- Employment placements
- Using evidence-based design
- Leveraging resources
- Sustainability planning
- Supportive services

TA activities range from webinars featuring subject matter experts (SMEs) to monthly TA coaching calls, small-group learning events, and peer-to-peer networking and peer-sharing activities, and a bi-annual in-person grantee meeting.

- **Promising Practices:** *AP Blog* – Features grantee best practices, latest news and research, and featured technical assistance topics related to AP.
- **Promising Practices:** Webinar summary resource briefs developed after every webinar presentation, Tip Sheets, Lessons Learned, and Case Studies.
- **Peer-to-Peer Sharing:** *The AP Community of Practice* – Facilitates peer-to-peer sharing opportunities through web platforms such the AP Community of Practice (Workforce GPS).
- **Individualized Coaching:** *One-on-One Coaching Calls* – Provide each grantee with personalized support to address challenges and develop a targeted plan to enhance their programs to meet the outcomes on a real-time basis.
- **National Conference:** *Workshop Sessions* – Identify SME speakers, develop and facilitate workshops, and provide on-site logistical support if needed.
- **Group Coaching:** *Topic Specific Presentations* – Quarterly topic-driven presentations to support grantees to achieve the goals of the AP Grant. This will include webinars, chats, and pre-recorded presentations.
- **Program Design:** *Small Group Learning Events* – Small group coaching based on Target Populations, H-1B Occupations, and Training Strategies.
- **Peer-to-Peer Mentoring:** *Special Needs Learning Exchange* – Offers specific topics geared towards greatest need; however, all are welcome to join. The discussion will feature a grantee that has exceptional practices that can address specific TA needs.

HIP-AACC will ensure that grantees receive general TA on topics of interest to the majority of grantees, such as organizational capacity, partnerships, recruitment and retention, education and job placement, staff development, and sustainability—as well as customized TA and training to help grantees with individual areas of need.

## STAFFING: AMERICA'S PROMISE TECHNICAL ASSISTANCE TEAM

H-1B America's Promise grantees have access to a highly-qualified team of Subject Matter Experts (SMEs) and Technical Assistance (TA) Coaches. The purpose of TA coaching is to provide grantees with programmatic support in the development, implementation, and operation of their AP grants. TA Coaches work closely with the DOL National Office and the Regional Federal Project Officers (FPOs) to ensure that grantees are receiving the highest quality support.

The TA Coach's role is **NOT** meant to supplant the role of the FPO in the monitoring and oversight of AP grant activities. Rather, TA Coaches work to complement and collaborate with FPOs to facilitate grantees' success. For example, FPOs monitor quarterly performance reports and performance outcomes. TA Coaches may also utilize various tools to help grantees track their performance outcomes. Below are some examples of topics the FPO and TA Coach typically handles:

Federal Project Officer's Guidance	TA Coach's Guidance
Clarification of the America's Promise FOA, including definitions	Organizational Structure: Staffing, Systems, and Processes
Statement of Work Modifications	Outreach and Recruitment Strategies
Fiscal Questions, Allowable Expenditures, and Budget	Participant Services including Case Management, Supportive Services, Job Coaching, and Job Placement Services
Quarterly Performance Outcomes against Targeted Outcomes	Training Design – Short-term and Long-term Training
Other Policy Questions as they arise	Employment Engagement and Placement

### TECHNICAL ASSISTANCE COACHES

The TA coaches provide customized support and one-on-one grantee technical assistance. TA assignments are based on: (1) Subject Matter Expertise – Coach operates in similar sector as grantee. For example, if the coach is specialized in higher education, then they were matched with a community college grantee; (2) Geography – Coach entity has a presence in the same locale or region as the grantee; and (3) Combination – both expertise and geography.

**Erika Humphrey, High Impact Partners (HIP), [erika@hipimpact.com](mailto:erika@hipimpact.com)**

Erika brings more than eight years of progressive experience in workforce development, program implementation, strategic planning, and staff training.

GRANTEE	LOCATION	REGION	FPO
Brevard Workforce Development Board, Inc. dba dba CareerSource Brevard	Brevard, FL	ATL-03	Sherrie Wilson (404) 302-5345 <a href="mailto:Wilson.Sherrie@dol.gov">Wilson.Sherrie@dol.gov</a>
Florida State College at Jacksonville	Jacksonville, FL	ATL-03	William Mitchell (404) 302-5342 <a href="mailto:Mitchell.William@dol.gov">Mitchell.William@dol.gov</a>
Worksystems, Inc.	Portland, OR	SFR-06	Tarah Holt (415) 625-7928 <a href="mailto:Holt.Tarah@dol.gov">Holt.Tarah@dol.gov</a>

**Michael Laidlaw, HIP, [laidlaw68@gmail.com](mailto:laidlaw68@gmail.com)**

Mike specializes in organizational and consulting experience in diverse sectors/industries, which includes: military, education, import-export, transportation, non-profit, and government entities.

GRANTEE	LOCATION	REGION	FPO
Illinois Manufacturing Excellence Center	Chicago, IL	CHI-05	Marium Baker (312) 596-5526 <a href="mailto:Baker.Marium@dol.gov">Baker.Marium@dol.gov</a>
RFCUNY on behalf of CUNY OAA – CEWP	New York, NY	BOS-01	Keeva Davis (617) 788-0141 <a href="mailto:Davis.Keeva@dol.gov">Davis.Keeva@dol.gov</a>

**Lyle Neumann, HIP, [lkneumann@performexcel.com](mailto:lkneumann@performexcel.com)**

Lyle has more than 20 years of professional experience in areas relevant to DOL/ETA programs.

GRANTEE	LOCATION	REGION	FPO
Tecumseh Area Partnership, Inc.	Lafayette, IN	CHI-05	Domonique Bell (312) 596-5430 <a href="mailto:Bell.Domonique.l@dol.gov">Bell.Domonique.l@dol.gov</a>

**Libby Livings-Eassa, HIP, [livingseassa@gmail.com](mailto:livingseassa@gmail.com)**

Libby is a nationally-recognized speaker and subject matter expert for comprehensive Career Pathways and workforce systems analysis, development, and capacity building.

GRANTEE	LOCATION	REGION	FPO
University of Alabama at Birmingham (UAB)	Birmingham, AL	ATL-03	David Bridges (404) 302-5334 <a href="mailto:Bridges.David.L@dol.gov">Bridges.David.L@dol.gov</a>

**John Dyer, American Association of Community Colleges (AACC), [jdyer@aacc.nche.edu](mailto:jdyer@aacc.nche.edu)**

John is the director of workforce and economic development for AACC, where he supports the department across multiple projects.

GRANTEE	LOCATION	REGION	FPO
Alamo Community College District	San Antonio, TX	DAL-04	Charles Cox (972) 850-4664 <a href="mailto:Cox.Charles@dol.gov">Cox.Charles@dol.gov</a>
Rhode Island Governor's Workforce Board	RI (whole state)	BOS-01	Trevor Capon (617) 788-0391 <a href="mailto:Capon.Trevor@dol.gov">Capon.Trevor@dol.gov</a>

Greater Memphis Alliance for a Competitive Workforce (GMACW)	Memphis, TN	ATL-03	Adrian Barrett (404) 302-5339 <a href="mailto:Barrett.Adrian@dol.gov">Barrett.Adrian@dol.gov</a>
--	-------------	--------	--

**Amanda Kosty, AACC, [akosty@aacc.nche.edu](mailto:akosty@aacc.nche.edu)**

Amanda curates a network of over 480 community colleges to share promising practices in the sustainability education field by overseeing the SEED Center's Online Resource Center.

GRANTEE	LOCATION	REGION	FPO
Employ Milwaukee, Inc.	Milwaukee, WI	CHI-05	John MacLennan (312) 596-5494 <a href="mailto:MacLennan.John@dol.gov">MacLennan.John@dol.gov</a>
Monroe Community College	Rochester, NY	BOS-01	Keeva Davis (617) 788-0141 <a href="mailto:Davis.Keeva@dol.gov">Davis.Keeva@dol.gov</a>
New River/Mount Rogers Workforce Investment Area Consortium Board of Local Workforce Area 2	Radford, VA	PHL-02	Keith Hubert (215) 861-5212 <a href="mailto:Hubert.Keith@dol.gov">Hubert.Keith@dol.gov</a>

**Angela Baker, AACC, [abaker@aacc.nche.edu](mailto:abaker@aacc.nche.edu)**

Angela provides managerial support to the AARP Foundation Back to Work 50+/Women's Economic Stability Initiative and the Walmart Foundation's Job Ready, Willing, and Able Initiative.

GRANTEE	LOCATION	REGION	FPO
Delaware Technical Community College	Dover, DE	PHL-02	Joseph Blanch (215) 861-5245 <a href="mailto:Blanch.Joseph.J@dol.gov">Blanch.Joseph.J@dol.gov</a>
Montgomery College	Rockville, MD	PHL-02	Nicole Duchman (215) 861-5208 <a href="mailto:Duchman.Nicole@dol.gov">Duchman.Nicole@dol.gov</a>
Northern Wyoming Community College District (NWCCD)	Sheridan, WY	DAL-04	Charles Cox (972) 850-4664 <a href="mailto:Cox.Charles@dol.gov">Cox.Charles@dol.gov</a>

**Bruce Rankin, AACC, [brr.rankin@gmail.com](mailto:brr.rankin@gmail.com)**

Bruce possesses more than 30 years of experience in federal agency and private foundation project planning.

GRANTEE	LOCATION	REGION	FPO
City of Springfield, Workforce Investment System	Springfield, MO	CHI-05	Marium Baker (312) 596-5526 <a href="mailto:Baker.Marium@dol.gov">Baker.Marium@dol.gov</a>

SE Michigan Community Alliance (SEMCA)	Taylor, Wayne County, MI	CHI-05	Michael Tukes (312) 596-5419 <a href="mailto:Tukes.MichaelJ@dol.gov">Tukes.MichaelJ@dol.gov</a>
<p><b>Kelly Middleton, National Association of Workforce Boards (NAWB), <a href="mailto:middletonk@nawb.org">middletonk@nawb.org</a></b></p> <p>Kelly is a program and grants management professional with over 10 years managing complex projects.</p>			
GRANTEE	LOCATION	REGION	FPO
MiraCosta Community College District	Oceanside, CA	SFR-06	Josh Hodges (415) 625-7946 <a href="mailto:Hodges.Joshua@dol.gov">Hodges.Joshua@dol.gov</a>
Workforce Alliance of South Central Kansas, Inc.	Wichita, KS	CHI-05	David Scherer (312) 596-5417 <a href="mailto:Scherer.David@dol.gov">Scherer.David@dol.gov</a>
<p><b>Janet "Jan" Bray, NAWB, <a href="mailto:jbray@braystrategies.com">jbray@braystrategies.com</a></b></p> <p>During her 40-year tenure in the association management profession, Jan has provided leadership to a variety of associations in strategic planning, education program development, outreach to related professions, and Creation of innovative programs and services.</p>			
GRANTEE	LOCATION	REGION	FPO
Grand Rapids Community College	Grand Rapids, MI	CHI-05	Timmy Jordan (312) 596-5546 <a href="mailto:Jordan.Timmy@dol.gov">Jordan.Timmy@dol.gov</a>
West Virginia Higher Education Policy Commission	Moorefield, WV	PHL-02	Christopher Ransome (215) 861-5222 <a href="mailto:Ransome.Christopher@dol.gov">Ransome.Christopher@dol.gov</a>

## REQUESTING TECHNICAL ASSISTANCE

**We are excited to work with you to ensure the success of your America's Promise Grants Program!**

If you have any suggestions, including topics for future TA opportunities, please contact the America's Promise mailbox at [AmericasPromise@dol.gov](mailto:AmericasPromise@dol.gov). Please remember to include your Grant Name and Number, and to provide a courtesy copy to your FPO.