**WorkforceGPS**

**Transcript of Webinar**

**Workforce Pathways for Youth Grant Program: New Grantee Orientation**

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JONATHAN VEHLOW: Welcome to "Workforce Pathways for Youth Grant Program: New Grantee Orientation" webinar.

So without further ado, I'd like to kick things off to our moderator today, Sara Hastings, Unit Chief, Youth Policy and Performance, Employment and Training Administration with the U.S. Department of Labor. Sara?

SARA HASTINGS: Thanks, Jon, and hi, everyone. I am so, so happy to be here with all of you today, finally, finally. I know it was a bit of a long haul for you all from the beginning of the posting of our funding opportunity announcement to you all sending in your applications and then us selecting you and awarding this very cool Workforce Pathways for Youth Grant program to you all. And we'll talk about who all received the award of the grant in just a bit.

And so, we are going to kind of talk – get to know you a little bit. We're going to talk – have you get to know us a little bit more today, and you're going to hear from a bunch of our speakers and staff at the Department of Labor from a few different program offices and areas of the country.

So welcome. We're super-excited to kick this grant program off today. So I'm Sara Hastings, as you heard. Also, today, you're going to be hearing from Renee Brown, LaSharn Youngblood, and Adrienne Eldridge-Bailey, who are in the national office. We will talk through their roles in just a little bit.

And you're also going to hear from Melissa Abdullah and Denise Roach, who are in our grants office. And we'll be talking through some of our grant management and grant expectations. So you're going to get some good information today.

So our key goals of the webinar today are really to introduce you, as I was saying, to some of our staff who you're going to be working with over the period of performance, the grant period, which is the next three years. So hopefully, in three years we will all get to know each other, be able to call each other friends, and have learned a ton by the end of the grant period of performance. So we're looking forward to getting to know all of you, and so, we'll introduce us today to you all.

We are also going to go over some of the real important technical pieces of the grant award, including talking about deadlines for reporting, different deliverables that we – that the grant program expects.

We will talk a little bit about some of our initial thoughts around technical assistance and the way we will communicate with you all from the Department of Labor to you all as grantees. And then we will provide you a few resources that we thought might be helpful kind of initially.

But today is really just a start to our conversation with you all into getting to know you, the Department of Labor supporting you all in your really important work helping young people. And that is why we're all here today, is to help young people.

And so, we wanted to get a sense of who all is really on the call today. We know where you are in terms of your organizations, but how long have you been doing this work? Let's just get a sense of kind of our expertise here.

How many years have you been working in the field of broadly youth workforce development, out of school time time efforts, youth development generally? Just like to get a sense.

We've got a mix of folks, but it doesn't look like we have too many newbies here. We've got folks – a couple that have three to five years. We've got someone, one person looks like five to ten years, and then we've got a number of people with 11 to 20 years. And I know folks on my – on the team that I'm on at the national office, if they were filling out their polling, they would – might say they can't count that high because we've got a pretty seasoned family of federal staff here that have been doing this work for a long time.

So this is awesome. We're glad to see that we've got a good mix. So thanks, Jon. We can take down that poll. So thanks for doing that. We just kind of want to get a sense of of who all is out there, and we'll be getting to know you more as we go along.

And so, let's talk about the grant program. So Workforce Pathways for Youth Grant objectives, I think you all have a sense of this. You all wrote really great applications, and I think we have a good sense of where we're going. But we just wanted to reiterate a little bit around the goals of the program and really around expanding the local workforce readiness programs and generally supporting workforce development activities among your local affiliates; right? So your all national out of school time organizations.

We are hoping that folks will be able to provide opportunities for you all and your organizations to support partnerships between local workforce boards and youth serving agencies. So obviously, we are the Department of Labor. You all are experts in out of school time org- – out of school time efforts. Local workforce boards are experts in a number of areas related to workforce development.

And really, one of our big goals is ensuring that you all, whether you have existing partnerships or you haven't yet really kind of figured out how to tap that local workforce system and their resources, this grant opportunity is a time to do that. We really want to work towards building up those relationships so that you guys all can really leverage and lean on each other and to share in your expertise, both from out of school time as well as the local – the workforce development system. So that is a big goal of the grant.

Another one is to bridge this gap between kind of the existing out of school time activities that you all are engaged in and really building up and exposing youth more and some of those older youth that maybe don't always access to out of school time opportunities because they are sort of looking ahead to career related activities. We're really looking to enhance and better serve those older youth that are looking towards career related opportunities and to prepare them for the other workforce.

And finally, a key piece is we are piloting some of these efforts; right? So the first few years you are going to be piloting and working with a handful or handfuls of your local affiliates. And by the third year, we're wanting to make sure that there are plans in place and there's a start to building out and scaling up those activities and efforts and the lessons learned in the first few years.

And from the very, very beginning, we want to be talking about sustainability. So we know that grant programs start, and they stop after a few years. The whole point of this – and we should be thinking about it from the very beginning – is how do we build what we're – what we want and then ensure that we can continue to do that after the grant period ends. So scalability and sustainability are two big pieces to this effort, and we wanted to highlight those as well.

All right. So very quickly, I will talk through our federal DOL team and how we are organized. We've got sort of three different offices. We've got – or areas of the Department of Labor. We've got our national office, which is the program office. And I will introduce folks there. We have our grants office, and then we've got our federal project officers that are out in the regions.

And I think all of you are experienced DOL grantees. So this is not probably new to you. We just want to remind, for those of you who may be from organizations that have already had grants with us but maybe are new – newer in your role to working with us, this is sort of how we're organized and how we will kind of work with you.

We have our federal project officers. And today we asked Adrian Barrett to kind of talk through who are the FPOs for – we call them FPOs, federal project officers, but who are the FPOs for each of the grants and then the role? So Adrian, I will turn it over to you for the next slide or two.

ADRIAN BARRETT: OK. Thank you, Sara. Good afternoon, everyone, and welcome.

OK. Quickly, I'm going to go through the FPO for the grant. So for Boys and Girls Club of America, I'm the FPO. For AMIKids, it's Dave Bridges from our region from region three. Then there's Keeva Davis for National Urban League. And then finally, last but definitely not least, is Antonio McKoy for Jobs for America's Graduates. Next slide.

OK. So as mentioned before, your federal project officer is going to be your first point of contact for your technical assistance needs. We review your financial and performance reports quarterly and also your grant modifications as they arise. We'll also be the ones conducting your monitoring reviews, which will probably until we change, would be virtual. But we hope to get out in the field one day in the near future.

It's important to note that we do not have the authority to change the grant scope of work and budget, and always, please remember that we're here to help you successfully achieve your grant goals and always while remaining in compliance. Sara, back to you.

MS. HASTINGS: Thanks, Adrian. And I know I've heard, I think, that all of you on the grantees have reached out and connected with your federal project officers or your FPOs. So you've already been in contact with them.

Again, as Adrian said, they are the first point of contact that you will connect with them, and we will tell you, when you do that, we'd love it if you could connect and include – if it's over e-mail, include our main Workforce Pathways for Youth e-mail account so that we can all keep connected and can be tracking conversations and making sure we're all up to speed. But that is an important key piece is to talk to your FPOs. They talk to us at the national office.

And so, we wanted to introduce us. I'm Sara Hastings, and I will be sort of providing a broad overview support to this grant program.

LaSharn Youngblood, who you will also see in email as Janeese [ph] Youngblood, she, LaSharn, Janeese Youngblood, is going to be the WPY Workforce Pathways for Youth Team Coordinator and really leading the effort in supporting all of you and making sure that we're communicating well with you and your FPOs to be able to support you as well as we can.

Renee Browne is going to be our performance lead, and she will be the one who will be helping with your quarterly reports. You'll hear from her in a little bit. She'll explain to you kind of the expectations around that, but Renee will be working on that piece.

And then Adrienne Eldridge-Bailey, which you'll also be hearing from her in just a little bit, is going to help coordinate – broadly provide the technical support and some communications. Again, she'll be taking a look at our Workforce Pathways for Youth, WPY@dol.gov e-mail address and ensuring that we're all up to speed on communications.

So that is our team and we're all on the same team but just so you kind of have a sense of that. Again, as I was sort of saying, our role in the national office was to kind of set and help provide some overall policy for the program. We will support your FPOs.

We will help – and we'll talk about this a little bit – with technical assistance. Now, you may know in some grant programs there are additional funds for coaches and other kinds of external organizations, contractors, to support the grant program. This is a smaller grant program. We only have four grantees. So we do not have additional technical assistance funds, but our small but mighty group here supporting you from the Department of Labor will be providing technical assistance based on your needs. And we will talk about that in a minute.

And we'll want to make sure that we're continuing to communicate and share best practices, really have conversations around that. So we will be your TA folks, technical assistance folks on content really meant specific to grant questions but technical assistance as it relates to how do we do recruitment or how can we better partner with the workforce system, et cetera? Those are the kinds of conversations that we want to dig into and really be able to support you on.

So we also – again, with – as part of TA, will help develop and offer peer learning opportunities. We're going to be doing the performance data and looking at that and figuring out where we need to make improvements and support you all on that.

We will do some grant modifications, but mostly we'll be supporting the FPOs as it relates to grant specific and the Office of Grants Management, which I'm just about to turn it over to them in just a second here.

And we do a couple of other things related to developing some products that may come out of what we've learned in this grant program. And we may be asking you, as we go along and as we learn where you all may have challenges or successes, to share information with us as we go along, because we know often we get questions from leadership or from the administration and wanting to know, are these good activities to continue to support investments in? And we want to be able to provide them with information when they're – when they ask us that. So we'll be working with you all on those kinds of activities.

So do we have any questions just on roles at this point before I turn it over to our Grant Office to talk about grant management responsibilities and activities? If you want to ask a question – and that's not in the main chat. So you can either type it in. If you want to verbally ask a question, all you have to do is hit \*6 and you will be queued up to just speak, if you want to do that.

So at this point, do we have any questions related to just kind of the roles of your – of the different DOL folks? I'm not seeing anything right this minute. I'm sure we'll have questions maybe a little later. Let's keep going.

I'm going to turn it now over to Melissa Abdullah, and she is going to talk through our grants management overview in detail. So Melissa.

MELISSA ABDULLAH: Thanks, Sara, and good afternoon, everyone. As she said, I'm Melissa Abdullah. I'm the grant officer for the Workforce Pathways for Youth Grants. I want to say congratulations again on receiving your award.

Today, I'm going to go over your grant award package, and then Roach, the grant specialist in our office, is going to talk about grant modifications.

So every grant authorized representative and point of contact indicated in the application should have received a grant award package, which consists of your grant award letter, the actual grant agreement, and the grantee handbook.

The grant award letter, which was labeled as the PMS letter, contains information about the payment management system, ETA's grantee fiscal reporting system, and passwords and PINs for online security when accessing your account.

The grantee handbook gives us gives you specific instructions on how to navigate the ETA grants management process. And finally, your entire grant agreement was also included in the grant package transmittal e-mail.

So the grant award letter contains important information about, one, how to access your funds via the payment management system, or PMS, which is operated by the Department of Health and Human Services, and, two, how to access DOL's grantee reporting system or financial reporting. These systems require two separate passwords and PINs.

Additionally, information and forms for these systems can be found on the links on the slide under manage your awarded grant. There you'll find information about the grantee fiscal reporting system and the federal financial report form, also known as the ETA 9130. Your passwords and PINs are sent separately to you after you supply the necessary information. So once you receive them, please do not lose them.

The grant agreement includes your notice of award, or NOA, followed by the conditions of award page, a table of contents of the grant terms, the grant terms and conditions, and attachments, which include the application for federal assistance, also known as the SF-424, the budget, which includes the SF-424A and budget narrative, the statement of work, and, if applicable, your indirect cost trade agreement.

The NOA contains the grant recipient's identifying information, which is the name of your organization, your address, EIN, and DUNS numbers. It also contains the federal award identification number, or FAIN, otherwise known as the grant number. It contains the period of performance, your award amount, the uniform administrative requirements and cost principles, and also our signatures.

So as grantees, you're required to fully comply with not only this grant agreement but also all applicable statutes, regulations, and cost principles in performing your responsibilities under this grant agreement.

The cost principles are a set of government-wide rules that apply to all ETA grantees and are outlined in 2 CFR 200, known as the Uniform Guidance, and 2 CFR 2900, which are DOL exceptions. These define the conditions under which grantees may charge costs within federally funded grants.

These regulations provide guidance to help you determine whether specific planned expenditures are allowable, unallowable, or allowable with conditions. Additionally, you should refer to the terms and conditions of the award for other requirements imposed.

After the NOA page of the award agreement is the condition of award page. The Office of Grants Management conducted reviews of grant award packages, identifying areas of concern within the submitted application that required either clarification or modification from grantees. Those areas of concern were noted as conditions of award, or COAs, and were listed in your grant award.

Any questions, responses to requests for clarification, and/or revisions for modification relating to the COAs must be submitted to the federal project officer assigned to your grant within 30 days of receipt of your grant package. If you have not discussed the COAs noted in your grant award with your FPO yet, you should do that now.

Note that a submittal of revised documents does not, in and of itself, constitute approval by ETA. If a modification is required, final approval must be given by the grant officer through the grant modification process. Your FPO can walk you through that process, and we'll go over that process a little bit later. Once approved, the revised documents will comprise the official modification to your grant agreement and the COAs will be resolved.

So your grant award package also included the terms and conditions of your grant, starting with the order of precedence, if there's any conflict in what federal law is required. This is followed by any other applicable federal statutes and their implementing regulations, and finally, by the terms and conditions of your award.

Next, is a reference to the funding opportunity announcement and amendment one, followed by the other terms of your award.

So one very important term that I wanted to point out deals with equipment purchases. ETA defines equipment as any tangible personal property, including information technology systems, with a per unit acquisition cost of $5,000 or more and a useful life of more than one year. This includes the purchases of automatic data processing equipment.

Grantees must receive prior approval from the grant officer to purchase any equipment. Even if the request to purchase is already specified in your statement of work and/or budget, prior approval is still required. You are to submit a detailed list describing the equipment you plan to purchase for your program to your FPO for review as early as possible in the period of performance.

In addition, some – oh, sorry.

Another very important term in your grant has to do with reporting. All ETA grant recipients are required to submit quarterly financial and progress reports. I'll briefly go over the quarterly financial report, and the program team will talk about the others in a bit.

All recipients must use the ETA 9130 quarterly financial form to report expenditures charged against the grant. The quarterly report is due within 45 days from the end of the quarter. As a reminder, you will access the ETA 9130 through the ETA financial reporting system, which is separate from the ETA performance reporting system that grantees will use. Instructions for accessing the financial reporting system are found in the PMS letter that I talked about earlier.

All right. Did my slide move. If not, could you – could someone move it for me?

MS. HASTINGS: I can move it – yeah – for you.

MS. ABDULLAH: Thanks. Sorry. Lost network.

MS. HASTINGS: There we go. I think this is the right slide, Melissa.

MS. ABDULLAH: The grant agreement slide?

MS. HASTINGS: Yeah. With the SF-424. Yeah. 8

MS. ABDULLAH: Yeah. Thank you, Sara.

So after the terms and conditions in your grant agreement, there are five attachments. Attachment A, B, and C of the grant agreement contain the SF-424, SF-424A and budget narrative, respectively. All three of these documents were taken from your proposals.

Attachment D is your statement of work, commonly known as the SOW. This also comes from your application and includes the project narrative and all required attachments, such as the abstract, project work plan, performance outcomes table, and documentation of partnership commitment.

MS. HASTINGS: Move forward, Melissa?

MS. ABDULLAH: Yeah. If you could, please.

MS. HASTINGS: There you go. Indirect cost rate agreement.

MS. ABDULLAH: Right. Thank you. So for those applicants claiming indirect cost, Attachment E includes the negotiated indirect cost rate agreement, also known as the NICRA. If you claimed indirect cost and did not provide a NICRA from your federal cognizant agency, please send your approved indirect cost rate agreement to your FPO. If no NICRA is submitted within 90 days of award, then the indirect costs are limited to the de minimis rate of 10 percent of modified total direct costs. You can see 2 CFR 200.414(f) for more information on the use of the de minimis rate.

All right. So now, I'll turn it over to Denise.

DENISE ROACH: Thank you, Melissa. Hi, everybody. So let's discuss grant modifications. Can you all see my screen advancing?

MS. HASTINGS: Yes.

MS. ROACH: OK. I just wanted to make sure because I don't know what happened with my – (inaudible). I don't know if there's a glitch in the system, but anyway, let's discuss the grant modification.

So the process for modifying a grant can take anywhere from 30 to 60 days to complete. Please note that the requested changes cannot be implemented until the final approval from the grant officer is provided. So during the next few slides, I will outline grant modifications to help you understand this process.

OK. It is not advancing. OK. As grant recipients, you should always be monitoring the performance of your grant in order to make adjustments that are needed. Knowing when a modification is necessary is very important in this process. So my goal today is to review the what, why, when, and the how so you can initiate the proper action.

That leads us to this question. What is a modification or a mod, as we call them all the time? A modification is a tool used to respond to conditions of award or to make a change to your grant agreement. It initiates the discussion between you, the grantee, the regional office, and the national office in the resolution of any concern.

Which takes us to why you need to submit a mod. Section 4 of your grant handbook – of your grantee handbook is dedicated to modifications, focusing on primary modification type. Today, we'll review a change of scope, a.k.a. a statement of work, SOW, modification.

The first thing you should always do is contact your assigned FPO to discuss your request. Your FPO will provide input on how to submit the request based on specific circumstances and advise you on what documents to include in your request. We'll go over those in a moment.

Your scope of work is based solely on the requirements outlined in the FOA. This is how you competitively won your grant. You should note that a change in scope is rare and not always approved.

So what are some indicators to know when a change of scope is needed? Ask yourself, is there a change in service area? Are you expanding or shrinking the service area to be served? Ask yourself, a change in the partners, especially the required partnerships? Your partnership structure is crucial to the success of your grant. So if something happens to any of these partners, let us know immediately.

Ask yourself if there are changes in the project management. If things have changed with key personnel, let us know immediately. So for example, if the contact person or authorized representative listed on the 424 changes, this will require a administrative modification to incorporate the new information. So again, it's imperative to not only monitor the performance of your award but to know when to take action.

Once – oh, hold on. Once the FPO receives a request for mod, they will conduct an analysis to determine several factors, such as the grant quality, how will services and staff be impacted, is the change effective and beneficial to the grant program? The grant performance, what about the enrollments and expenditures? Are they on target? If not, why?

Does the change conflict with the requirements of the FOA, and are they allowable changes per 2 CFR 200.308(c)? For modifications to the statement of work, the program office must first concur with those changes prior to submitting the modification to either the national grant officer or regional grant officer for approval. I encourage everyone to review Section 4 of your grantee handbook for specifics on how to submit your modification request.

I'm sorry. I had the things offline. Once you are ready to submit your official request, all requests must be submitted on your organization's letterhead and signed by the authorized representative at least 30 days prior to the effective date you're seeking.

The cover letter should include the modification type. For example, if it's a statement of work/budget realignment, why the modification is needed and how the change will benefit the program and the supporting/required documentation. For example, if the modification is to change the authorized representative, the letter should not come from the new or incoming AR. The appropriate documentation will include a letter from either the departing AR or someone in a supervisory oversight role over the AR, such as the board chair or, in educational institutions, the president of the university.

Or if a budget realignment modification is submitted, you are required to provide a revised SF-424, SF-424A, and a budget narrative. The budget narrative should provide a concise narrative explanation to support the modification request. Budgets are reviewed for viability, reasonableness, necessity, and mathematical accuracy. The amounts listed in the budget narrative should match the amounts listed for each line item on the SF-424A. So when in doubt, always consult your FPO for guidance.

So let's recap. To submit a modification, you should reach out to your FPO first. Your FPO will instruct you you can submit the formal request on your organization's letterhead addressed to the grant officer for FPO analysis. The letter should include the modification type, grant name, and award number and the justification for the requested mod. The FPO may have additional added, if needed.

Once your FPO has completed his review to the final letter signed by your signatory, it would then be forwarded to the grant officer. Please note that, while under review, additional information may be needed by the grant officer or staff. If additional information is needed, this may result in a delay in the processing of the request.

Once the modification has been approved, the grantee, FPO, and appropriate program – and the appropriate program mailbox will receive an electronic copy of the executed mod via e-mail. I encourage everyone to utilize the modification checklist as a basis when submitting a mod request found in your handbook.

All right. Are there any questions? OK. I don't see any questions coming in. So I will now turn it over to Renee Browne to discuss performance reporting.

MS. HASTINGS: And, Renee, we can't hear you, if you're speaking at this time. We didn't see the slides move. Are you there, Renee?

RENEE BROWNE: I'm here. Can you hear me now?

MS. HASTINGS: I can hear you now. Yes. Great.

MS. BROWNE: OK. Sorry. So performance obligations. To meet your performance reporting obligations and as part of your grant agreement, you agreed to report to DOL ETA aggregate performance data on, one, the required performance measures and, two, additional grant specific performance indicators. The exception is that you must report disaggregated data by each of the two components in the required education and skills training measure.

Here's the list of the performance measures you're required to report on. They are total participants who completed work experience, total participants who enter post-secondary education or occupational skills training, total participants who entered unsubsidized employment, and the three grantee defined performance indicators.

Grantees must submit two performance reports, quarterly performance report and the quarterly narrative performance report. We'll provide more detail in the next two slides.

The table in this slide provides information on when the quarterly reports are due. For example, reports covering grant activities which occur in the July-September report period are due November 15th.

Grantees must enter performance data in the QPR data spreadsheet, which is individualized for each grant. Required and unique three grantee defined measures are listed and annual and grant targets included. The performance data is entered for each quarter of the performance period. You do not have to enter cumulative data. It's automatically calculated in the worksheet. We'll send you the QPR worksheet in the coming weeks.

MS. HASTINGS: And, Renee, sorry to jump in. It sounds like someone was saying that it was a little hard to hear you. So if you could speak up just a little bit, I think that might be helpful.

MS. BROWNE: OK. The QPNR template is used to provide the narrative report. It is fairly self-explanatory with directions on how to fill it out.

Adrienne, you're up next to explain technical assistance, which the national office can provide and how to communicate with us.

Adrienne Eldridge-Bailey: Thanks, Renee. Good afternoon, everyone. OK. OK.

So the national office TA team will provide technical assistance to address challenges your program identifies while operating the grant. We'll also convene grantee – or convene with grantees via phone, webinars, or Teams to discuss specific topical areas. We'll coordinate peer-to -peer opportunities to share knowledge, ideas, and experiences among your programs.

We'll provide tutorial guidebooks, factsheets, and other electronic tools which should be shared with program staff to help with managing your grant. And we'll coordinate activities with grantees, FPOs, national office, program staff, and subject matter experts, as needed.

OK. So when it comes to communications, communication from the ETA national office team to your programs may consist of periodic contact through the Workforce Pathways for Youth, WPY@dol.gov e-mail address that Sara mentioned earlier.

The Employment and Training Administration staff will post information and resources related to workforce development activities on WorkforceGPS.org community of practice site at the noted link. This site is also where you registered to attend today's webinar, for those that are not familiar with WorkforceGPS.

You and your staff are encouraged to join the Youth Connections Community or Practice to access Workforce Pathways for Youth and other youth related technical assistance resources at the noted link.

As a member of WorkforceGPS, you are encouraged to explore and join other WorkforceGPS communities. You are also encouraged to join the member directory on WorkforceGPS to connect to other workforce professionals.

When sending communications to the department, your first point of contact should always be your regional FPO. Also, copy the Workforce Pathways for Youth mailbox, WTY@dol.gov, if appropriate. And if you have best practices or resources you would like to share, send them to the Workforce Pathways for Youth mailbox as well.

A few reminders when sending your request or questions to Workforce Pathways for Youth mailbox. Be sure to include your official grant or project name, as well as the name and title of the staff sending the email. Be specific when describing your question or issue. And the national office team will respond to you as timely as possible.

Sara, you want to go over the poll?

MS. HASTINGS: Sure. Yes. Great. Thank you, everybody. I know a lot of – a lot of information coming to you all, and we'll get to questions too, have another opportunity to kind of talk through that, if folks have more questions.

But right now, we wanted to get a sense from you all, what topics at this very early stage in the game would you like more information on to produce the best outcomes for these grants? So right now, what might be good is for folks to type into the main chat. And we will be asking you this on a very periodic basis.

But at this point in time, as you're getting started with your grant program and you're bringing on staff and thinking through programing, are there areas or types of information that you think would be helpful for you all that we could provide from the national office, that we could do some peer-to-peer sharing on?

So just to get us kind of started thinking about technical assistance and support between and among all of you and us, what are the areas that you think would be helpful for you all? What are some of your initial sort of challenges or thoughts around the grant program?

And can you share the platform and approach for submitting the quarterly? I think that would be the Q – oh, the financial? I think that's the financial report. So maybe we'll just take a second. Melissa, if you wouldn't mind talking a little bit about submitting the financial report, I think that's the 9130, if that's – if – Jason, if that's your question. You can also press \*6 if you have – if you want to ask it verbally.

MS. ABDULLAH: Yeah. This is Melissa. The financial report, you can access it from our DOL website that – there's a link on there to get into the financial reports, and your FPOs probably have the best information on this, as they work with these a lot, and I honestly don't. But so, that might be one of the topics you want to bring up with your FPO when you talk to them.

MS. HASTINGS: Great. Thanks, Melissa. And, Jason, were you just coming on, or was someone else going to say something?

JASON: This is Jason. I'm just going to ask what system? It seems like each federal agency uses different systems to submit FFRs. We have quite a few. Some of them are you e-mail your FFR in end of each quarter. Some of them have actual systems where you submit. I'm just curious on DOL, is there a specific system you use to submit those FFRs?

MS. HASTINGS: Yes. And so, Jason, tell me which grantee you're from.

JASON: The Boys and Girls Club of America.

MS. HASTINGS: OK. And so, Adrian is – Adrian Barrett is – who was just speaking a little bit ago, is your federal project officer. And I think those those are the exact kinds of questions that your federal projects officer or FPO can help provide answers to. And so, Adrian Barrett, at this point, does it make sense to speak to this, or do you want to follow up with your grantee?

MR. BARRETT: Yeah. Yeah. I'm actually emailing Ofelia right now. Just send me an email, and we'll get it sorted right away.

JASON: OK. Thank you.

MS. HASTINGS: Great. And we have a question from – or not a question. It sounds like Rebecca is asking about data and reporting formats and templates, QPR, QNR for this grant that will be utilized to align with our internal FIS system.

So we will be sharing with you the – in the coming couple weeks, we'll be sending you the quarterly narrative report and the quarterly performance report, QPRs and the QPNR – QNPR. And we'll send those to you in the coming weeks. They are, at this point – not the financial, but the performance reports will be sort of old school Excel spreadsheets.

It's not a system that you need to log into at this time. This is a small grant program, and so, we are handling it sort of separate from any major reporting system at this time. And so, we will share that with you. I think you will find it to be fairly user-friendly and simple. So we will provide that to you all.

And, yes. Rebecca, I'm glad that was helpful.

And, again, the financial report is separate, and there is a system for that that Adrian Barrett, the FPO and your FPOs, will be able to sort of support you on how to work that process.

OK. So what I didn't see, though, I don't think, unless I missed something, is at this point in time we'd love to hear from you all on any topic you think would be helpful at this point in time that would be helpful to you all to get from us or from each other about implementation and how to produce the best outcomes for these grants.

You all may be in the mindset of sort of the technical aspects of getting the grant program up and running, and that is totally fine. That might be where everybody's heads are at. If you can think of anything at this point, we will take your feedback and your ideas, and we will note them. If, again, you're kind of in the, what kind of things do I need to know about as it relates to grant management, grant expectations with the Department of Labor, we can keep going, and you can let us know as we move forward.

It looks like there might be someone typing in. I'm going to let that come in for a second, but I think if we don't have anything at this point, but feel free to continue to add into the chat any thoughts you have. Again, as you guys get going, as we get up and running, and as programing begins, we know that there will likely be more questions and more areas for us to kind of collaborate on. And we can – we will continue those conversations as we go. So let's move on.

It looks like Kevin is trying to type, and I'm so eager to see what he has to say because I've seen some starting and stopping. But why don't we – Kevin, you continue to type, if you have something to share.

I'm going to turn it over to LaSharn Youngblood to talk about the grant project, and just quickly, she'll go over all four of the grant program's high-level summaries of what folks are working on. Obviously, you all know what your own project is planning to do, but we wanted to share so you could hear what others are doing as well. So LaSharn, I will turn it over to you.

LASHARN YOUNGBLOOD: Thanks, Sara. Good afternoon, everyone. As Sara said, we just wanted you to learn about the activities that each of the grant awardees will be performing under this period of performance.

This is an exciting time for us here at DOL because we now have an opportunity to work with you from the out of school time organizations. The grant award could not have come at a better time. Given the pandemic and its impact on all of us, youth are extremely vulnerable. Youth across the nation are in need of safe environments, and your organizations can provide that support.

This is our first time in the Division of Youth Services working with out of school time organizations for the purpose of connecting youth to workforce development activities.

The grant objectives have been provided to you earlier in slide seven. So I will not repeat those. However, I will share a few highlights of each of your programs so that you are familiar with what all of the grantees are doing. We have developed an abstract document with greater details on the grants, and it will be posted on the WPY webpage. So look forward to that. You can get additional information from that site.

The current grantees are AMIKids located in Tampa, Florida, Boys and Girls Club of America, Atlanta, Georgia, Jobs for America's Graduates, Alexandria, Virginia, and the National Urban League, New York, New York.

There are some key elements among all of the grants. All of you are serving youth with barriers to employment and education. Some of you have targeted your services population to justice-involved youth, homeless youth, and veterans. Veterans is unique because, generally, we don't think of the youth population having veterans engage. But this is a good opportunity to learn the connections and how veterans can be served under this particular grant.

You are also all working with multiple affiliates in urban and midsize locations. And I would say, if you have an opportunity to reach out to any of the rural areas, we are always interested in learning because there are particular issues that rural areas face, how they can – how the youth in those communities can be engaged in these type activities.

As you know, partnerships is a key component of these grants. And one of the positive things is that you all have existing relationships with workforce agencies.

For AMIKids, I will not read this document. Everyone can read. I just have a few highlights. Your services include education, behavior modification, treatment, and career readiness.

All of your affiliates are located in the state of Florida. So you will be serving youth in north, central, and south Florida. Some of the locations are Tallahassee, Gadsden, Jackson, and Jacksonville. There are many others, but we couldn't include everything on our slides today.

And for employers, you will be connecting with private businesses and Association of Builder Contractors. For your educational component, you'll be working with the State of Florida Department of Education, along with multiple local public school systems.

And for your workforce activities, you will connect with local CareerSource, sometimes call AJCs or One-Stops. So these are the entity that will be very critical to your work affiliated with this particular grant.

For Boys and Girls Club, your services that we have identified is that you will provide access to essential skills through mentoring and interest-based activities along with career exploration.

Your affiliates are located across the country in urban and mid-sized cities, such as Milwaukee, St. Louis, San Francisco, Houston, Twin Cities, and Atlanta, to name a few. Your employer are retail industries consisting of Old Navy and the National Retail Federation. The education partners is the Houston School District. And for your workforce partners, you've identified Employ Milwaukee.

And I might add that one of the other common areas I found in reviewing this information is that Milwaukee, Houston, and the city of Atlanta all are measured in the National Urban League and the Boys and Girls Club grants. So perhaps there will be opportunities for these two grantees to collaborate on programing activities since you are located – will have affiliates located in the same city.

Jobs for America's Graduates, your service is around the implementation of your work model, which includes employer engagement and project-based management through a trauma-informed care approach.

Your affiliates are primarily located on the West Coast and in the Midwest. The employers are universities, private companies, education services, and Workforce Innovations High School. I'm very interested in learning about the Workforce Innovation High School because I've seen that referenced in several of the information to see how those particular high schools come together and will work in this particular grant project.

For the education, we have local school districts and affiliate sites, including high schools, YouthBuild charters, and Assurance Learning Academy. Your workforce partners are local workforce agencies and affiliate locations.

National Urban League, for your services you will be expanding project-based ready to increase youth access to intensive workforce elements and also provide training in – training and work experience in addition to supportive services.

Your affiliates, the affiliates are located nationwide, New Orleans, Baton Rouge, Seattle, Columbus, Houston, Milwaukee, Peoria, Illinois. Atlanta, and Columbus, Georgia, just to name a few.

The employers represented will be private industries and state employment agencies. The education component will consist of colleges, staffing partners, and state employment agencies. Your workforce partners are CareerLink. Illinois Work Net Center, and Workforce Solutions.

That concludes my highlights of the grantees. So the best way to find yourself is to lose yourself in the service of others.

Next, we'll hear from Adrienne Eldridge.

Adrienne Eldridge-Bailey: Thanks, LaSharn. I'm not going to go through the full list, but we have two slides with a list of really good resources that you may find useful as you operate – operationalize your programs. We'd encourage you to take a look at the resources we identified.

And are there any questions? If you want to ask at this time. If so, please type them in the chat.

MS. HASTINGS: And you can also – thank you, Adrienne and LaSharn and Renee and Melissa and Denise, for all of your information.

Did you want to talk to the contact, Adrienne, before we kind of open it up for broader questions?

ADRIENNE ELDRIDGE-BAILEY: Sure. Just real quick, make sure that you contact the national office for program inquiries, which should be sent to the Workforce Pathways for Youth e-mail account identified here on the slide. And contact your regional FPOs for grant management and technical assistance requests. Thanks. OK. Sara, back to you.

MS. HASTINGS: Great. Thank you. So we are – we did it. We got through all of the kind of high-level information that we wanted to share with you all. We went through some very technical aspects of the grant in terms of roles and responsibilities that you all have. We introduced all of our staff to you all. We knew we had a lot to go over. So today wasn't a good opportunity to bring you all in but we're super eager to kind of hear from you all and we will do that ongoing.

We will, after today, be sending information about ways in which we will try to connect with you. I think we're trying to decide on whether it makes sense to connect with you all more often in the beginning of the grant as you're getting up and running or if we want to kind of have some conversations with you all ad hoc. So we'll send some contact – we'll contact you all. We'll send some emails, try to get a sense of your interest in coming together as a group.

Again, it's a really small group of grantees, which I think is pretty great in some ways because we can really dig into some issues. I think people can have time to really digest and share challenges, talk through what is working as we move forward and things get going.

So but we did want to just kind of get us started today, kind of go over the technical pieces, and we can open it up now, if there are any questions or things people wanted to bring up to share with the group. Any concerns? Any excitement? We have a few more minutes today, if we wanted to use the time to talk through anything.

So either you can – in the chat, you can type in your question or comment, or you can hit \*6. We can open up the lines, and folks can jump in and share or – and ask any questions that they have at this point.

And it looks like Rebecca is typing. We'll give that a minute. And, again, feel free to just type in or \*6 on your phone and you can go ahead and ask your question.

JANELLE DURAY: Can you hear me?

MS. HASTINGS: Yes.

MS. DURAY: Hi. This is Janelle Duray with Jobs for America's Graduates. And, first, thank you for all the information.

MS. HASTINGS: Hi, Janelle.

MS. DURAY: Hi. We're really excited to be a part of this wonderful group of nonprofits in service to youth. So thank you, number one, for the opportunity.

My question is, we are working on a budget modification at this time. We're in contact with our FPO, Antonio, about it. And when listening to the modification section and understanding that, if you are making a modification to programmatic elements, that you can't request anything that would not – you need that 30-day grace period to give time for the officers to review.

However, on the budget modification, knowing that the grant started in July, is it appropriate to include costs incurred in the month of July that were not included in our original application?

MS. HASTINGS: Thank you, Janelle. I am going to first check with Melissa and Denise, if they have any initial thought.

MS. ABDULLAH: Yeah. Hi, this is Melissa. I would – yeah. Do – your budget should be up to date. So if you had stuff that you spent in July that you now need to include in this new budget, I would go ahead and include it.

MS. DURAY: OK. Great. Thank you.

MS. HASTINGS: Thanks, Janelle, and.

And thanks, Rebecca. We're excited, too. We really are. LaSharn had mentioned this is really the first time that the Department of Labor has worked with organizations that are specifically the out of school time national organizations, although I know from talking to the FPOs in the regions that they are familiar with your organizations. And so, this is not totally new, but I think this grant program and the focus of this particular grant program is new, at least to some of us in the national office, in our program office.

Just a little bit of additional information that maybe we should have mentioned before. Our team from the national office, so, Renee and Adrienne, LaSharn, we are – we also are the office that oversees the Workforce Innovation and Opportunity Act Youth Program. So we're the WIOA youth team, and are happy to help think through how best to coordinate and align where there are opportunities and to leverage some of the knowledge and expertise that the workforce system has and figure out ways to share the expertise that you all have with the workforce system. So we're really looking forward to that piece of it.

Let me stop. What – are there other questions? Any other issues that people wanted to bring up now?

And maybe I can ask, while we still have a few minutes, we are thinking about pulling this group together kind of on an ongoing basis, really to just – to check in, to see how we can support you, see how you all can support each other. Are there thoughts about how often might be helpful?

And, LaSharn, you can jump in too. I just thought maybe it would be interesting to kind of get a sense of, right now, if folks are interested in meeting sort of on a monthly basis to do some check-ins or if folks have an interest in connecting more often and early and – earlier in the stage of the grant's implementation. Or would we like to just kind of check in more on an ad hoc basis?

We could also follow up with e-mail, but if anybody had any thoughts at this point in time, we're happy to kind of take any feedback or suggestions at this point on how best to support you all during this grant.

OK. Well, we're quiet now. I think you guys all probably have a ton of questions and thoughts and a lot of work to do to get up and going. Again, reach out to your FPO. Please add the WPY@dol.gov e-mail on any e-mails to your FPOs, if it makes sense, if you want us to kind of know how things are progressing. That way, we can all kind of keep up to speed on how things are moving forward and what questions or issues the different grants have.

We will be reaching out to all to support you ongoing, and that will come from the WPY e-mail address as well. We are extremely excited to get working with you and to get to know you all, to support you however we can.

"Monthly to start would be ideal and maybe quarterly." Perfect. Thank you. I really appreciate that feedback. And it looks like, yes. So Rebecca, that's helpful. Thank you.

Again, we're a small group, small but mighty. You all have lots of work to do with your affiliates, but at this level, we, I think, can really connect on the work and really build out some lessons learned over the next few years.

So with that, I will not delay. I know you're all busy. We thank you so much from the Department of Labor for your applications, for your interest in doing this work. We are excited about the work, and we are here to support you. So reach out. We will be in touch with you all as well, and we will talk to you all soon.

Thank you so much for your time today, and thanks to all of the presenters on the team, our FPO Adrian Barrett and all of our grants office and program office staff. So thank you all so much. We will be in touch, and look forward to working with you. Thank you, and have a great day.

(END)