

Pilot Re-Entry Program Competitive Grant Onboarding Webinar

Office of Dislocated Worker & Federal Adult Programs

April 26, 2023

- This webinar is being recorded
- If you have questions during the presentation, please type into the **chat box** or use the **“raise hand”** feature
- A recording of this webinar will be posted on DEED website

Welcome

Welcome to the On-Boarding Training Webinar.

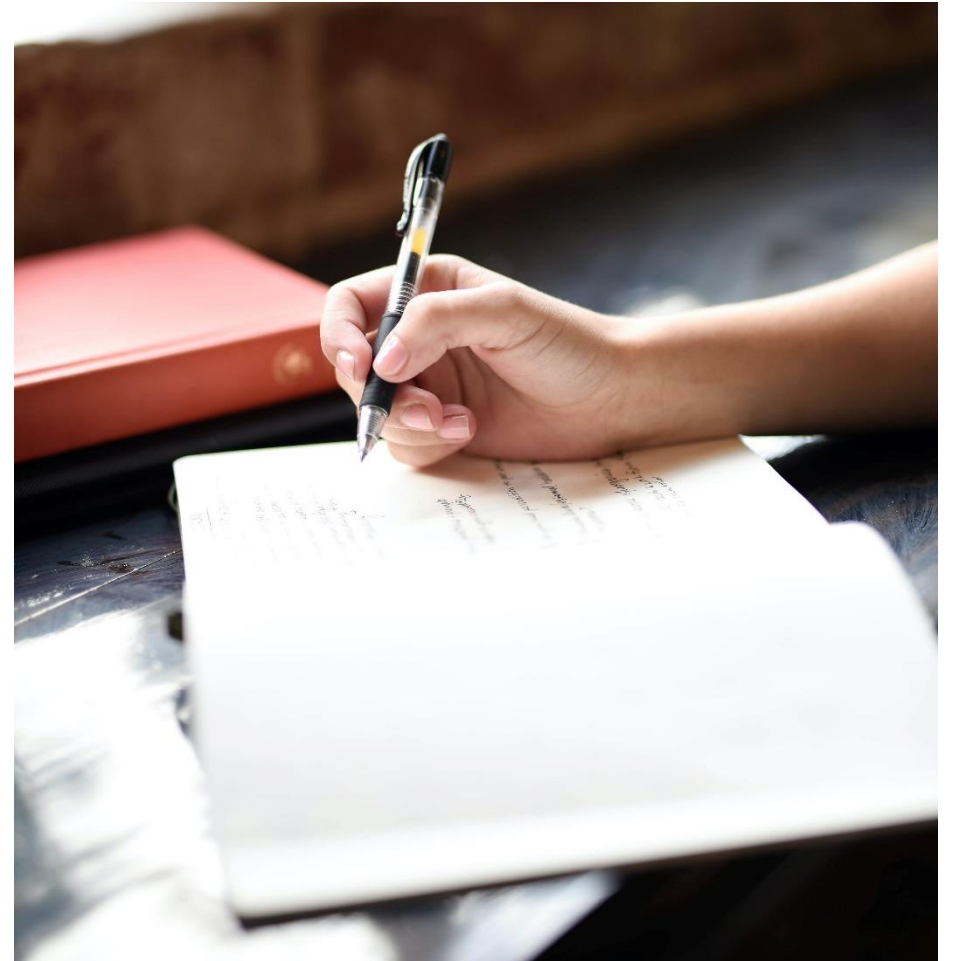
Congratulations on being awarded grant funding!

Because of programs like yours, Minnesotans will have fair and equitable access to meaningful employment and a family-sustaining wage, and employers are able to fill jobs that are in demand.

Thank you!

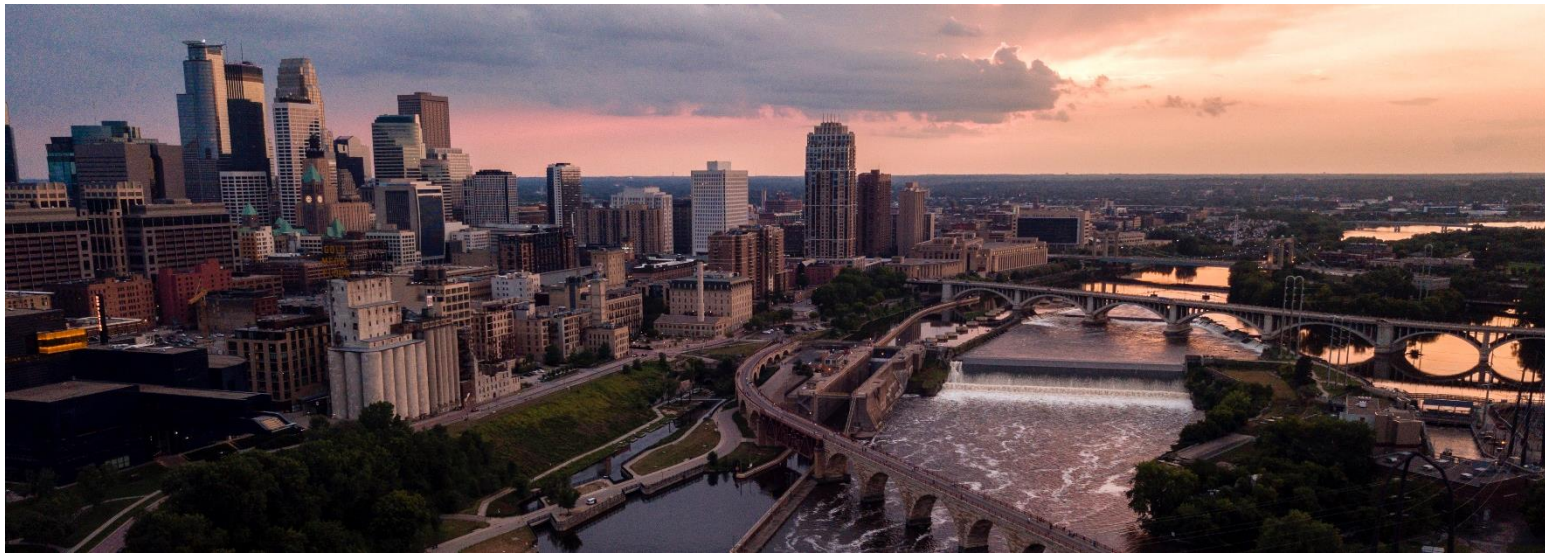
Agenda

- ✓ Welcome & Introductions
- ✓ General Information
- ✓ Program Review
- ✓ Requirements
- ✓ Fiscal Information
- ✓ Wrap Up

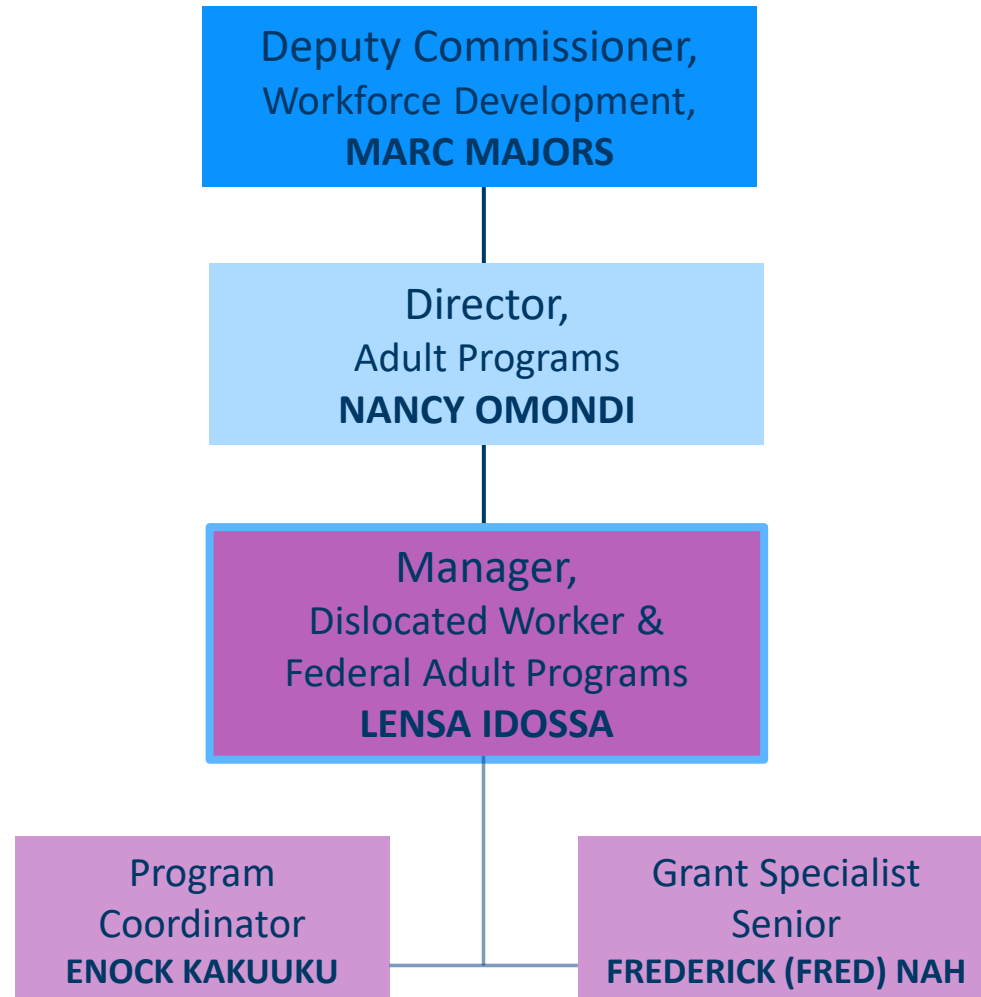


Mission

To empower the growth of the
Minnesota economy, for everyone.



Introduction



General Information

Coordinator Duties

Each Grantee is assigned a Program Coordinator who will assist with the contracting process and be your main point of contact throughout the grant.



Contract Requirements

- Contracts must be finalized **before** any work can begin.
- Once work plans and budgets are reviewed and approved, they need to be signed by grantee, DEED leadership, and DEED fiscal.
- Contract will be sent by email for signature.
- Last signature date obtained will determine grant start date.
- Contract will run through **June 30, 2024**.



Final Contract

Grantees with existing grants in SFY23:

- Copy of the Executed Agreement
- Terms and Conditions
- Reimbursement Payment Request (RPR)
- Equal Opportunity Monitoring Guide
- Program Monitoring Guide
- Local Monitoring Guide
- Annual Assessment/Local Unified Plan

First Time Grantees:

- Executed Grant Contract
- Reimbursement Payment Request (RPR) or Financial Status Report (FSR)
- ADA Notice
- Annual EO ADA Assessment
- Grantee Poster – Federal
- Grantee Poster – MN
- Annual Assessment Guide
- Fiscal Monitoring Guide

Documents will need to be completed and sent back within **30 days of receipt**

Program Review

Program Components



Assessments



Eligibility



Individual
Employment Plan



Activities



Support Services

Eligible Participants

- Justice involved individuals:
 - MN residents.
 - Have not worked or had employment for 15 weeks or longer in the last year.
 - Are within 0-6 months of release or;
 - Have been released in the last 0-6 months from various correctional facilities in MN.
 - Authorized to work in the United States.

Eligibility Documentation for Enrollment

Required Criteria	Acceptable Documentation
MN residency	One of the following: Driver’s license; public assistance/social service agency verification, insurance policy (residence or auto); landlord statement and/or lease(s); letter from social service agency or school; library card; Medicare or Medicaid card; postmarked mail addressed to applicant; property tax record; rent receipt; school ID; utility bill; or voter’s registration card. Homeless status may be documented in the form of self- attestation; written statement from individual providing temporary residence; written statement from shelter; State, county or federal Department of Corrections “Face Sheet.
Have not worked 15+ weeks	One of the following: Self-Attestation (signed and dated); Public Assistance Records; Cross-Match with Public Assistance Database; Cross Match to State UI Database.
0-6 months pre-post release	One of the following: Letter from probation officer or correctional institution; State, county or federal Department of Corrections “Face Sheet.
Authorized to work in U.S	Documentation satisfying the I-9 Form requirements.

Application/Intake Form



- Applications/Intake Forms are typically put together by grantees.
- Capture your eligibility criteria here.
- Questions may follow the WF1 Program Enrollment screen to allow for easier data entry.
- Example of an application can be made available upon request.

Individual Employment Plan (IEP)

- Outlines the responsibilities of both the participant and the service provider as the participant prepares to achieve their employment goal.
- EVERY participant needs one.
- Should be completed with navigator/counselor and participant as joint effort.
- Sample IEPs are available upon request.

IEP must include:

- Eligibility
- Assessments
- Employment goals
- Support service

Assessments

- There are two types of assessments:
 - Skills and Interests
 - Reading/Math
- Official Assessments: standardized, formal, objective, and measurable.
 - All participants must complete assessments prior to approval of training.
- Document all assessments on the IEP, enter them in Workforce One, and place official results in the case file.
- Additional information – DEED’s Dislocated Worker Assessments Policy.



**YOUR
JOURNEY
STARTS HERE**

Training

May be Credentialed or Non-Credentialed

Training services may include, but are not limited to:

- Registered Apprenticeships
- Occupational skills training, including training for nontraditional employment
- On-the-job training
- Occupationally-specific skill upgrading and retraining, entrepreneurial training

Training services paid for using state Dislocated Worker funds must be licensed, registered, or legally exempt by the Minnesota Office of Higher Education (OHE) or other appropriate state agency.

Additional information – DEED’s Dislocated Worker Allowable Activities Policy

Career Services

Basic – Services include activities such as eligibility determination, initial skill assessments, labor exchange services, provision of information on programs and services, and program referrals. All providers required to provide these services

Individualized - Comprehensive and specialized assessments of the skill levels and service needs; development of an IEP; group counseling; individual counseling; career planning;

Follow-up – Counseling about the workplace; peer support groups; assistance with work-related problems; information about additional educational opportunities; referral to supportive services available in the community. Providers must establish a policy on what is considered appropriate follow-up services.

Support Services

Grantees are required to have a written policy on supportive services that outlines the resource and service coordination in the local area.

Supportive services may include, but are not limited to:

- Books, fees and supplies for Post-Secondary Students that are not directly related to the training service (such as study materials, supplemental learning materials, etc.) - *note that books, fees and supplies required for a participant's training may still be paid for using training services funding
- Child and dependent care
- Personal, financial and legal counseling
- Dental assistance
- Drug and alcohol counseling
- Educational testing (for example, test prep courses and materials, practice exams, etc.)
- Emergency financial assistance

If the support is a requirement of the training, it is categorized in Direct Customer Training

Activities

- All participants will have activities.
- Activities reflect the participants progress throughout the program.
- Activities provide a snapshot to whomever is looking at the record.
- Activities TRACK and REPORT OUTCOMES!
- *Consistency with activities is important!*

Outcomes

- Participants placed in jobs; **employment is the GOAL!**
- Set by program and defined in your work plan/contract.
- Outcomes are how your program success is determined.
- Workforce One is how outcomes are reported to DEED as well as your Quarterly Reports.

The program performance of the successful applicant will be based on the standards established in the geographic region in which the applicant provides services.

Performance measures include:

- 2nd quarter employment (placement)
- 2nd quarter median earnings
- 4th quarter employment (retention)
- Credential Attainment Rate

Required Services

- **Career Planning and Counseling:** Trained and experienced Navigators help participants assess skills, develop career paths, and set job goals. Other services may include employment transition services such as developing readjustment plans; outreach and intake; provision of occupational and labor market information.
- **Job Search and Placement Services:** Navigators provide job search tools, networking clubs, and workshops on everything from resume building to interview skills.

Required Services Cont.

- **Training:** Navigators help participants use funding proactively to develop occupational skills training, on-the-job training, entrepreneurial support, adult basic education, and other types of training. Training could be short or long term.
- **Support Services:** Assistance with transportation costs, family care costs, health care costs, or other emergency aid workers may need to reach their employment goals.
- **Follow – Up:** Once the participant is successful in obtaining unsubsidized, suitable employment, they are exited and provided with *up to 12-months* of follow up services to ensure they are successful in their new job.

Program Deliverables

- Utilize Workforce One as the case management system for the grant.
- Enter and enroll all participants in Workforce One within 15 business days of participant application date.
- Submit a quarterly narrative that describes progress of the grant (due the 30th of the month following the end of the quarter).
- Actively participate in evaluation and data collection efforts that assess the impact of this initiative.
- Submit monthly Reimbursement Payment Request Forms (RPRs).
- Cooperate with monitoring efforts.

Program Deliverables Cont.

- Create and use a program participant application that screens for eligibility and enrollment criteria.
- Ensure that all enrolled participants meet program eligibility and collect required eligibility documentation.
- Create and utilize an Individual Employment Plan (IEP) for each participant.
- Administer or obtain a DEED approved standardized assessment of the participant educational attainment level (math and reading) before enrolling in training beyond work readiness.
- Maximization of resources is highly encouraged to meet participant needs. If your organization has additional DEED funded programs or partners with other DEED funded organizations, co-enrollment should be considered.

Reimbursement Payment Request (RPR)

John Vo, Fiscal and Program Monitoring

Reimbursements

- Request for Reimbursement (RPR):
 - Must be requested based on actual expenditures incurred during reporting period, not budget divided the number of months in the grant.
 - Documentation supporting reimbursements must be retained and made available to DEED upon request.
- RPR payments need to align with:
 - Grant legislative language/intent
 - Approved (work plan and budget) within the executed grant contract between DEED and grantee
 - [Office of Grants Management](#) policies
 - [DEED](#) policies
 - The grantee's internal policies and procedures

Sample RPR

FORM # MN-DEED-AFS-02 | 10.16

REIMBURSEMENT PAYMENT REQUEST (RPR)



Submit completed form via email to DEED.FSR@state.mn.us on or before the 20th of the month

SECTION 1:

* VENDOR ID - REMIT TO LOCATION CODE (SVIFT): 0000123456.001		* GRANT NAME: SFY23 - Employment and Training Programs (ETP) Sample Program	
* VENDOR NAME: ABC Nonprofit		* GRANT NUMBER: 3SAMPLE5000	SWIFT CONTRACT ID 123456
REMIT TO ADDRESS: 2500 ABC Drive Minneapolis, MN 55404		GRANT PERIOD FROM: 07/01/2022	GRANT PERIOD TO: 06/30/2023
		REIMBURSEMENT PERIOD FROM: 7/1/2022	REIMBURSEMENT PERIOD TO: 7/31/2022
TYPE PREPARED BY: Jane Doe [SAMPLE]	PHONE: 612-555-1234	INVOICE NUMBER: 1	GRANT NUMBER: 3XX1234
Required Signature:		FINAL: YES [] NO [X]	
TYPE PREPARER EMAIL: FirstLastName@ABC.org		DEED PROGRAM CONTACT/PHONE: John [SAMPLE] 612-555-1234	DEED PROGRAM CONTACT EMAIL: FirstLastName@ABC.org

SECTION 2: * DEED PROGRAM USE ONLY

SWIFT PO ID	PO LINE	AMOUNT	FUND	FIN DEPT ID	APPROP ID	ACCOUNT	AGENCY COST 1	PROJECT ID
3-123456		\$ 200,000.00	2390	B2233APS	B223591	441603	55036	B22SAMPLE
TOTAL		\$ 200,000.00	NOTES:					

SECTION 3:

ACTIVITY ID	COST CATEGORY DESCRIPTION (PER APPROVED BUDGET)	A. APPROVED BUDGET	B. PREVIOUS REIMB. REQUEST	C. REIMB. REQUESTED THIS PERIOD	D. (B + C = D) TOTAL REIMB.	E. (A - D = E) AVAILABLE BALANCE	F. UNSPENT OBLIGATIONS
833	Administrative Costs	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -
885	Direct Services	\$ 27,250.00	\$ -	\$ -	\$ -	\$ 27,250.00	\$ -
886	Direct Services-VR-GED-ABE	\$ 8,750.00	\$ -	\$ -	\$ -	\$ 8,750.00	\$ -
838	Direct Customer Training	\$ 140,000.00	\$ -	\$ -	\$ -	\$ 140,000.00	\$ -
828	Support Services	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -
TOTAL		\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -

SECTION 4: COMMENTS

THIS IS THE SPACE TO PLACE ANY REMARKS OR ADDITIONAL COMMENTS AS NECESSARY.

Grantee Authorized Signature _____ Date _____
 JoAnne [Sample] - President & CEO
 Grantee Typed Name and Title

DEED Staff Authorized Signature _____ Date _____
 John [Sample] - Program Coordinator
 DEED Staff Typed Name and Title

Reimbursements: How to Submit

- The Reimbursement Payment Request (RPR) should be submitted every month whether there are expenditures or not. If there are not expenditures, enter \$0.
- Any sub-grantee/recipient expenses must be rolled up into one single RPR submitted to DEED monthly. All sub-grantee/recipient must use the same cost categories as the grantee.
- Use the form that DEED's Employment and Training Programs Division (ETP) has provided.
- There must be a separation of duty.
 - The person preparing the form must be different than the person authorizing the payment request. The authorizer must have signature authority for the particular grant.
- Section 1 - The invoice number should be sequential from month to month
- Section 1 - Complete the reimbursement period for the pertinent month

Reimbursements: How to Submit (continued)

- Section 1 - Indicate if this is a final RPR for this grant or not
- Section 1 – The preparer is required to sign the monthly RPR
- Section 3 - The “Total Reimbursement Requested” (column D) of the previous month must carry over exactly to the “Previous Reimbursement Request” (column B) of the current month.
- Section 3 - Input the expenditures for the requested period into the “Reimbursement Requested this Period” (Column C) of the RPR.
- Section 3 - No entry is needed for the “Total Reimbursement Requested” (column D) and the “Available Balance” (column E) because these columns have formulas and will automatically populate.
- Section 5 – An authorized signer on file with DEED must sign, date, and enter their title.
- The completed RPR must be submitted to the DEED.FSR@state.mn.us e-mail account on or before the 20th of the month for the previous month.

Common Mistakes

- Dates
- Cumulative carry over amount
- Rounding issues
- Preparer and approver cannot be same person
- Signature authority not on file or out of date
- Mathematical/formula errors
- Incorrect reimbursement period

Back-up Documentation

- May be required, depending on risk assessment outcome or special conditions
- If requested by DEED ETP staff
- New grantees will be required to submit the general ledger for the first month of the contract to ensure understanding of fiscal requirements

Reminder: Cost Category Limitations

Grants to providers for the State Dislocated Worker Programs are required to conform to the following cost categories pursuant to Minn. Stat. 116L.17:

- Administration: No more than 10% of total grant expenditures
- Career Services: No more than 40% of the total grant expenditures
- Direct Customer Training: At least 50% of the total grant expenditures (30% with waiver)
- Support Services: No more than 15% of the total grant expenditures (20% with waiver)

Providers may request a waiver for the following categories: *career services, direct customer training, or support services*. The State statute does not allow administrative costs to exceed 10% under any circumstances.

Resources

- <https://stage.wcm.mnit.mn.gov/deed/programs-services/copy-of-dislocated-worker/index.jsp> **Bookmark our webpage**
- [Individual Employment plan \(IEP\) Policy](#)
- [Allowable Activities Policy](#)
- [Assessment Requirements Policy](#)
- [Case Management Policy](#)
- [Allowable Costs Policy](#)



Questions?



Technical Assistance/Questions

You can send your questions via e-mail to:

DWFAPrograms.DEED@State.mn.us

Frederick.Nah@state.mn.us

Next Onboarding Dates and Topics

- Thursday, April 27, 1:00pm – 2:30pm
 - Topic: Case Management
- Thursday, May 4th 11:00am-12:00pm.
 - Topic: Monitoring

Thank You!