



# **Adult Career Pathways State Fiscal Years (SFY) 2024-2025 Direct Appropriation Overview of Partnering with DEED**

DEED Office of Adult Career Pathways

June 30, 2023

# Welcome

# Welcome

Your organization was appropriated funds from the State of Minnesota for the SFY 24-25 biennium.

We look forward to working with your organization to help your programs succeed!

# Staff Introductions

## Marc Majors

- Deputy Commissioner of Workforce Development

## Nancy Omondi

- Director of Adult Programs

## Jill Roberts

- Director of Finance and Contracts

## Shannon Rolf

- Monitoring Supervisor

## Ann Meyers

- Adult Career Pathways Supervisor

## Vanessa Roman

- Employment and Training Coordinator

## Jenilee Drilling

- Adult Career Pathways Grant Coordinator

## Zukiswa Mpande-Olson

- Adult Career Pathways Grant Coordinator

# Agenda

- ✓ Contracting Process
- ✓ Resources & Marketing
- ✓ Program Components
- ✓ Staff Training
- ✓ Fiscal & Monitoring Information
- ✓ Questions

# Contracting Process

# Contracting Process

- Each Grantee will receive a contracting packet via email from your Grant Coordinator.
  - It will include the specific legislation associated with your direct appropriation funding.
  - Complete the packet and return via email to your Grant Coordinator within 2 weeks. In addition to the packet, grantees must also return:
    - Signed Obligation Acknowledgment Form
    - Organization's Support Services and Incentive Policy
- Contract start date/end date
  - Contracts will be one 2-year contract.
  - 60 days look back period from the date the funds are encumbered or July 1, 2023, whichever is later.

# Coordinator Duties

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



# Final Contract

**Contract  
packet  
will  
include:**

- 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



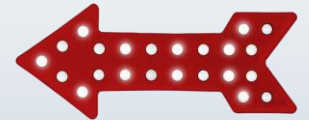
# Resources & Marketing

# Adult Career Pathways Webpage

## Bookmark our webpage!



<https://mn.gov/deed/programs-services/adult-career-pathways/>



Adult Career  
Pathways  
Operations Guide

Workforce One  
User Guide

Cost Category  
Guidance

Documentation  
Needed to Support  
Participant  
Eligibility

Forms Templates

Example Templates

# Supplemental Nutrition Assistance Program (SNAP) Employment & Training



An organization may increase the amount of funds available by working with DEED to identify and provide allowable and appropriate services to SNAP recipients.

The SNAP E&T program helps SNAP recipients improve their employment prospects and wage potential through participation in job search, training, education or work activities such as those offered through Adult Career Pathways. The goal is to assist recipients in obtaining a livable wage, leading toward self-sufficiency.

# Free Marketing on CareerForceMN.com

## Training Program Finder on CareerForceMN.com

DEED and partner organization staff can post their upcoming, **no-cost** training programs or courses on the CareerForceMN.com [Training Program Finder](#). The [Training Program Finder](#) is a great opportunity for partners that offer occupation-based training programs to market and highlight upcoming opportunities that will assist job seekers on their career pathway. The [Training Program Finder](#) tool is searchable by keyword, start date and proximity from the main page of CareerForceMN.com, as well as displayed on the organization's location page.

- Any questions on the process please email CareerForce Help Desk at [CareerForce@state.mn.us](mailto:CareerForce@state.mn.us)



# Program Components

# Program Components



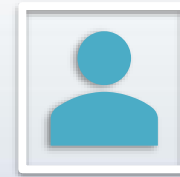
Application/Intake  
Form



Eligibility



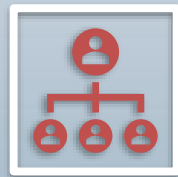
Assessments



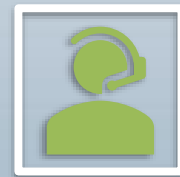
Individual  
Employment Plan



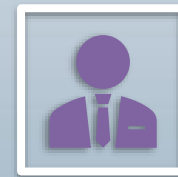
Training  
(Credential/Non-  
Credential)



Activities



Support  
Services/Incentives



Partnerships

# Staff Training

# Getting Access to Workforce One

The logo for Workforce One, featuring the word "WORKFORCE" in white capital letters on a blue background, followed by "ONE" in white capital letters on a black background, all enclosed in a light blue rectangular border.

[www.mnworkforceone.com](http://www.mnworkforceone.com)

- Step by step directions for [Getting Access to Workforce One](#)
  - Agency Level Data is most common for case managers/navigators.
  - COFFR Level Data should be requested if you are a manager **OR** a provider subcontracting with/through another provider and enter data under their COFFR
  - Access Group:
    - Case management 2 – ETP; completing data entry or managing a caseload
    - Agency System Mgmt 2 – ETP; a manager who will need the privilege to edit data



# Staff Training

- **Workforce One Training:**

All **NEW** case management staff must attend the **ETP Programs Case Management Training** taught by Workforce One staff.

The screenshot displays the Workforce One interface. At the top left is the 'WORKFORCE ONE' logo. On the top right, it shows 'Logged in as: jedrilli - E & T: State-wic' with links for 'Change Password' and 'My Preference'. A navigation bar contains 'Home', 'Search', 'My Tasks', 'Recent Work', 'Manage Case', 'Manage Program', 'Reports', 'References', 'Resources', and 'Help'. The 'Resources' menu is expanded, listing 'My Preferences', 'WF1 News', 'Change Request', 'Help Desk Ticket', 'Security Admin List', 'Staff Training', 'Forms/Links', 'User How-to Guides', 'Help Content', 'Glossary', and 'Data Dictionary'. The 'Staff Training' option is highlighted with a yellow circle. Below the navigation bar is the 'Staff Training Search' section. It includes a 'Hide Search Criteria' dropdown and search fields for 'Session Name' (ETP Programs Case Management Training), 'Session Status' (Completed, Full, Not Held, Open), and 'Session Dates From' (06/14/2023) to 'To' (12/31/2023). A 'Run Search' button is present. At the bottom, there is a 'Show Search Results' dropdown. The footer contains the Minnesota logo, copyright information, login support details, and the page number '2'.

# Staff Trainings

- **Onboarding Training: TBD**
  - The Adult Career Pathways (ACP) team will hold a webinar in August 2023.
- **30, 60, 90-day check-in meetings: TBD**
  - ACP Grant Coordinators will be setting up individual meetings with each grantee to go over program requirements. This will happen after your contract has been executed.
- **ACP Workforce One Training: TBD**
  - The ACP team will hold a webinar late summer/early fall. This training will show you how to navigate through WF1 specific to ACP grants.

# Workforce One Sandbox

- Workforce One (WF1) has a training website called the [Sandbox](#).
  - This is where organizations can test new features in WF1.
  - Offer internal training to new staff or allow new staff to practice enrolling a participant.
- To request a Sandbox account, please email the Workforce One team at:  
[workforceone.deed@state.mn.us](mailto:workforceone.deed@state.mn.us)

# Fiscal Reporting & Monitoring

# Reimbursement Payment Request (RPR)

- Costs must be requested based on actual expenditures incurred during reporting period, not budget divided by the number of months in the grant
- Documentation supporting costs must be retained and made available to DEED upon request
- Costs must 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 (SWIFT): 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	FINAL: YES [ ] NO [ X ]
Required Signature:		DEED PROGRAM CONTACT/PHONE: John [SAMPLE] 612-555-1234		DEED PROGRAM CONTACT EMAIL: <a href="mailto:FirstLastName@ABC.org">FirstLastName@ABC.org</a>
TYPE PREPARER EMAIL: <a href="mailto:FirstLastName@ABC.org">FirstLastName@ABC.org</a>				

### 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

# RPR Continued

- The RPR should be submitted every month whether there are expenditures or not. If there are no expenditures, enter \$0.
- Any subgrantee/recipient expenses must be rolled up into one single RPR submitted to DEED using the same cost categories as the grantee.
- Grantees must use the form provided by DEED's Employment and Training Programs Division (ETP).
- 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.

# Monitoring Requirements

## Office of Grants Management (OGM)

- Risk Assessment required for grants over \$25,000
- Monitoring visit required for grants over \$50,000, to include:
  - Participant file review
  - Financial reconciliation
  - Review of Workforce One data
  - Staff interview(s)
  - Program performance/expenditures
  - Monitoring report
  - Technical assistance, if needed
- Annual monitoring required if the grant is over \$250,000



# Subgrantees/contractors

- Grantee must diligently manage and monitor all subgrantee and contractor relationships
  - Subgrantees/contractors must be solicited pursuant to the terms of the governing contract with DEED
  - No work can begin with subgrantees/contractors until contract is finalized (fully executed)
- All subgrantee contractual relationships are subject to:
  - Review, monitoring, and audit by the State
  - Conflict of interest policies, procurement policies, and applicable law

# Questions



**Thank you for your participation today!**

DEED Office of Adult Career Pathways