



Adult Career Pathways State Fiscal Years (SFY) 2020-2021 Competitive Grants On-Boarding

DEED Office of Adult Career Pathways

Agenda

- Introductions
- Contracting Process
- Program Review
- Workforce One
- Fiscal Information
- Wrap Up
- Pathways to Prosperity Specific Program Review

Introductions

DEED Values

The Minnesota Department of Employment and Economic Development (DEED) is committed to ensuring economic equity throughout Minnesota.

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

Welcome

- Today's presenters
 - Ann Meyers (Ann.Meyers@state.mn.us)
 - Adult Career Pathways Coordinator with DEED
 - Vanessa Roman (Vanessa.Roman@state.mn.us)
 - Adult Career Pathways Coordinator with DEED
 - Enock Kakuuku (Enock.Kakuuku@state.mn.us)
 - Adult Career Pathways Coordinator with DEED

Employment & Training Leadership

- Marc Majors (marc.majors@state.mn.us)
 - Interim Director, Employment & Training Programs
- Nancy Omondi (nancy.omondi@state.mn.us)
 - Director of Adult Programs
- Anne Kukowski (anne.kukowski@state.mn.us)
 - Adult Career Pathways Supervisor with DEED

Coordinators

- Each Grantee is assigned a Coordinator to assist with the contracting process, including adjusting Workplans, Budgets, and guiding grantees throughout the program
- DEED's Program Coordinator is your main point of contact
 - Budget/Workplan
 - WF1
 - Eligibility
 - Policies
 - Cost categories
 - Technical assistance throughout the grant period
 - Oversee the progress of programs

Contracting Process

Contract Requirements

- Approved work plan and budget
- Financial review
 - Special conditions, when required
- Required Forms
 - Fiscal Capacity Checklist (submitted with proposal)
 - Workforce certificate of compliance
 - IRS 990/ Financial statement / Financial Audits
- Signatures

Contracting Process

DEED may ask for some changes to your work plan and budget due to:

- Recommendations from the review panel
- Reduced funding
- Start date change, etc
- Allowable activities
- Model awarded and training pathways

Contracting - Ready for Signatures

Contract will be sent by email for signature

- Forms included for signature:
 1. Signature Authority
 2. Lobbying and Debarment
- Last signature date obtained will determine grant start date

Final Contract

Contract packet will include:

1. Copy of the Executed Agreement
2. Terms and Conditions
3. Reimbursement Payment Request (RPR)
4. Equal Opportunity Monitoring Guide
5. Program Monitoring Guide
6. Local Monitoring Guide
7. Annual Assessment/Local Unified Plan

Contracting – Execution & Funding

- Grant Execution date begins 1st Term



Programs

State Fiscal Year (SFY)

2020-2021

Programs

- Pathways to Prosperity
- Adult Support Services
- WESA
- Southeast Asian

Workplans

- Road map
- Continuous review
- Forecasting outcomes
 - Be realistic
 - Cost and ratios
- Monitored

Sample Work Plan Table

	Quarter 1: Grant Start Date through 12/31/19	Quarter 2: Grant Start Date through 03/31/20	Quarter 3: Grant Start Date through 06/30/20
Total Participants Served	10	20	30
Total Credential Obtained	0	7	15
Average Increase in Wage/ Earnings	\$0	\$1.00/hr	\$2.50/hr
Total Participants Exited to Employment	0	4	17
Total Other Exits	4	7	10
Total Exits (Total of Other and Employment)	4	11	27

Budgets

- Funding: Requested vs. Awarded
- Administrative costs – 10%
- Cost Category definitions
<https://mn.gov/deed/programs-services/adult-career-pathways/>

Sample Budget Table

Total DEED BUDGET					Leveraged Funds	Total Project Budget
Office Use Only	Cost Category	Quarter 1: Grant Start Date through 12/31/2019	Quarter 2: Grant Start Date through 03/31/2020	Quarter 3: Grant Start Date through 06/30/2020	Total Leveraged Funds (if applicable)*(1)	Total Project Funds
833	Administrative Costs **(2)	\$3,000	\$7,000	\$10,000	\$1,000	\$11,000
885	Direct Services	\$15,000	\$37,500	\$72,500	\$1,000	\$73,500
838	Direct Customer Training	\$5,000	\$25,000	\$72,500	\$1,000	\$73,500
828	Support Services Costs	\$1,500	\$5,000	\$9,000	\$1,000	\$10,000
830	Outreach	\$1,500	\$2,000	\$2,500	\$1,000	\$3,500
Total:		\$26,000	\$76,500	\$166,500	\$5,000	\$171,500

^[1] *Leveraged funds are non-DEED funds (e.g. cash, in-kind contributions, or other state, federal, or private funds).

^[2] **Administrative costs cannot exceed 10% of total funds requested.

Fiscal Training

DEED Employment & Training Fiscal Department will hold a webinar/ training on Friday November 1st, 2019 at 9:00-11:00am.

Please make sure at least one fiscal staff member attends that webinar to ensure understanding of DEED fiscal procedures.

Fiscal Training Agenda

- Cost Category definitions
- Request for Reimbursement instructions
- Allowable Costs
- Accrual Accounting
- Cost allocation
- Grant monitoring

Program Components

- Assessments
- Eligibility
- Individual Employment Plan
- Training (Credential/Non-Credential)
- Activities
- Support Services
- OJT/Work Experience/Subsidized Work/Transitional Employment

Assessments

- There are two types of assessments for our purposes
 - Objective Assessment (FIT!)
 - Academic Assessment (Reading/Math)

Participants need both

Eligibility Criteria*

- Some universal criteria and some specific to program
- These criteria are listed in the RFP
- May be further defined in work plan
- Listed on ACP website
- In work plan

Note: ADULT Career Pathway programs cannot serve youth under the age of 18 or anyone enrolled in K-12 regardless of age

Application*

- Applications are typically put together by grantees
- An example application (or Intake form) in the packet
- Capture your self-attested eligibility criteria here
- Questions may follow the WF1 Program Enrollment screen to allow for easier data entry

Individual Employment Plan (IEP)*

- Sample IEP in your folder
- May be referred to multiple ways Individual Employment Plan, Employment Plan, Individual Service Strategy, Individual Development Plan (IEP, EP, ISS, IDP, Action Plan)
- EVERY participant needs one
- Should be completed with navigator/counselor and participant as joint effort

Individual Employment Plan*

IEP must include:

- Eligibility
- Objective assessment
- Basic skills assessment
- Employment goals
- Support Service/Training Plans

Training

- The main focus of most programs
- May be *Credentialed* or *Non-Credentialed*, requirements vary by program
- Defined in work plan
- Work Readiness is training, but is recorded and charged differently

Activities

- All participants have activities
- Activities reflect the participants progress throughout the program
- Activities provide a snap shot to whomever is looking at the record
- Activities TRACK OUTCOMES!

Support Services

- Supporting participants within your program is a necessary component
- Gas cards, bus cards, work clothes, rent assistance, food support*, incentives/stipends can all be support services
- Organization should have support services policy
- Support services must be defined in work plan

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

Incentives/Stipends*

- Not required to include, but common
- All incentives and stipends must be listed in the approved work plan
- Must submit additional documentation around incentives and stipends
- Incentives and Stipends document in folder

OJT/Work Experience/Transitional Employment/Subsidized Employment

- Not a required component, but very common
- On-The-Job Training
- Work Experience or Subsidized Employment
- Unpaid Work Experience
- Must be in your work plan

Outcomes

- Enrollments
- Participants attaining work-related certificates and/or industry recognized credentials
- Participants placed in jobs
- Promotion or Wage increase with current employer

Outcomes (cont.)

- Set by program
 - Defined in your work plan/contract
- Outcomes are how your program success is determined
- Workforce One is imperative
 - How you track and report
- Collected by activities and exits

Participant Files*

- You must maintain a physical file for each participant
- Contents must include:
 - Eligibility documentation
 - IEP
 - Training documentation
 - Assessments
 - Support Services

Participant Data Privacy

- Participant data is considered private data. Each participant must be informed of their data privacy and each participant file must contain the DEED form “How We Use Your Personal Information”
<https://apps.deed.state.mn.us/assets/policies/pdf/notice-english.pdf>
- Consent to Share Information
- Participant files must be retained for 6 years after closure (7 years)

Minnesota Government Data Practices Act

- Minnesota Statutes, Chapter 13
 - § 13.47
 - § 13.5999
- All Grantees are expected to comply

Co-Enrollments

- Participants may not be enrolled in more than one P2P program with the same provider (SFY18-19 and SFY20-21)
- If you are seeking to enroll a participant who is enrolled in another ACP program with another provider, you **MUST** justify the enrollment in the participant's enrollment case notes
- Participants may be co-enrolled in an ACP program and other programs that are funded by non-ACP sources

Check with your program coordinator for any co-enrollment questions.

Partnerships

- Partnerships are highly encouraged for all Adult Career Pathways programs and a required component for all P2P programs
- Partners may include:
 - Individuals, organizations, institutions, businesses, other entities that will NOT be receiving compensation for their participation in this grant.
 - Subgrantees (individual, organization, institution, business, or any other entity) that WILL receive compensation from the grant.
- Compensated partners must be outlined on your budgets and workplans

Quarterly Reports

- Each grantee program will be required to submit quarterly reports
 - These are due by the 20th of the month following the end of the quarter (Jan 20th, April 20th, July 20th, Oct 20th)
 - Templates will be sent by coordinators with your contract package.

Monitoring

- Each DEED ACP program/contract will be monitored according to the Office of Grants Management (OGM) guidelines based on your award amount.
- DEED Monitors will send program guides prior to the visit
 - Please be sure to complete the guides and return them to the monitor by the due date

Monitoring

- Monitoring visit consists of:
 - Participant file review
 - Financial reconciliation
 - Review of Workforce One data
 - Staff interview
 - Program performance
 - Technical assistance, if needed
- More information about monitoring will be provided in the fiscal webinar

Forms and Policy

Coming soon!

- Practice guidelines and best practices reference tool to be posted on ACP website

Technical Assistance

Coordinators are available throughout the contract to answer questions and provide guidance

Coordinators work closely with monitors before, during, and following up with monitoring visits.

Uniform Report Card*

- Established by statute [116L.98](#)
- The **uniform report card** is the state's performance dashboard for most adult workforce development programs
- Information for the Report card is pulled quarterly
- The Report card measures Enrollment, Training, Exits, Training Completion, and Employment outcomes
- The Report card is published and is public information
- Ensure data quality in Workforce One

mn.gov/deed/performance

BREAK TIME!

- Restrooms
- Lunch/Snack
- Drink

Workforce One

What is Workforce One?

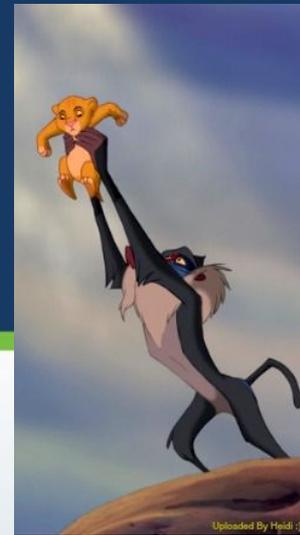
- Workforce One (WF1) is a web-based case management system for employment and training programs funded, managed, and used by DEED and DHS
- Used to track services for many state and federally-funded workforce programs.
- Used by approximately 2,000 staff working for cities, counties, non-profits, and the State of Minnesota, including state-funded competitive grants

Workforce One (cont.)

What will you do in WF1?

- Enter applications, eligibility determinations, and enrollment information
- Add activities to represent the services you are providing
- Capture support services provided to participants
- Enter case notes to capture participants contact
- Track outcomes
- Exit customers

Circle of Life



Workforce One

- Enrollments:
 - Participants must meet all eligibility requirements and have all necessary documentation in their file before being enrolled in your program
- Activities:
 - Participant activities show how they are moving through your programs
- Support Services:
 - Any support provided to participants throughout your program must be documented in WF1
 - The supports provided are determined by the grantee's workplan and budget

Case Management in Workforce One

- Exits:
 - Whenever a participant is no longer receiving services
 - Reasons will vary based on the program and outcomes you're administering
 - 90 days without contact, you must exit participant
- Case notes
 - Must demonstrate participant engagement and assists DEED and grantee staff in providing seamless service delivery
 - Must show one-on-one contact at least every 30 days (*mass case notes do not count*)
- Data entry must be timely and entered within 15 days of its occurrence

Workforce One

DEED has 2 Workforce One sites/systems.

1. The live system, with real Data simply referred to as Workforce One.
 2. The training system referred to as Sandbox.
- Use Sandbox for all training purposes.
 - Do not use participant data in sandbox.
 - Access to Sandbox should be requested in same way Workforce 1 is.

We are going to use the Sandbox for our data entry demonstration at the end

Workforce One Reports

Grants Summary Report

Exit Report

Activity Report

Support Service

Workforce One (cont.)

Training

- DEED provides WF1 training for grantees: ETP Programs Case Management Training
- Users should register for a training
- DEED ACP Coordinators are available to provide additional training to grantees

WF1 User Manual

- Available on the Office of Adult Career Pathways website for your reference

What is Workforce One data used for?

- Grant administrators at DEED will use WF1 to determine if:
 - you are enrolling customers at the rate you planned (enrollment) according to your workplan
 - services you are providing are justified and appropriate
 - you are staying in frequent contact with your customers (case notes)
 - you are exiting customers who have completed services timely and whether you have achieved the program objectives with those exits (exits)
- The data you enter in WF1 will also be used to calculate your organization's outcomes. This information is available to the general public, the Legislature and other stakeholders

Getting Access*

- www.mnworkforceone.com
- On home page click *forms* link
- 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

Fiscal Information

Reimbursement Payment Request (RPR)*

- Reimbursement Payment Request (RPR) forms are due by the 20th of the month for the previous month's expenses

Sample Reimbursement Payment Request Form

FORM # MN-DEED-AFS-02 | 10.16

REIMBURSEMENT PAYMENT REQUEST



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): 0000197681.001			* GRANT NAME: WESA		
* VENDOR NAME: Enock Non-Profits			8041400	SWIFT CONTRACT ID 140261	
REMIT TO ADDRESS: 145 Main St			GRANT PERIOD FROM: 11/1/2019		GRANT PERIOD TO: 06/30/2020
Rochester, MN			REIMBURSEMENT PERIOD FROM:		REIMBURSEMENT PERIOD TO:
FORM PREPARED BY:	PHONE:	INVOICE NUMBER:	GRANT NUMBER: 8041400	FINAL: YES [] NO []	
EMAIL:			DEED PROGRAM CONTACT NAME: Ann Meyers		DEED PROGRAM CONTACT EMAIL: Ann.Meyers@state.mn.us

SECTION 2: * DEED PROGRAM USE ONLY									
SWIFT PO ID	PO LINE	AMOUNT	FUND	FIN DEPT ID	APPROP ID	ACCOUNT	AGENCY COST 1	PROJECT ID	
3-331145		\$ 150,000.00	1000	B2233APS	B223579	441332	55036	B22WE SAGF	
TOTAL		\$ 150,000.00	NOTES:						

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	Subgrant Admin	\$15,000.00	\$1,500.00	\$1,500.00	\$3,000.00	\$12,000.00	
885	Direct Services	\$40,000.00	\$10,000.00	\$5,000.00	\$15,000.00	\$25,000.00	
838	Direct Customer Training	\$75,000.00	\$5,000.00	\$2,500.00	\$7,500.00	\$67,500.00	
828	Support Services Costs	\$10,000.00	\$200.00	\$250.00	\$450.00	\$9,550.00	
830	Other Activities	\$10,000.00	\$200.00	\$250.00	\$450.00	\$9,550.00	
TOTAL		\$150,000.00	\$16,900.00	\$9,500.00	\$26,400.00	\$123,600.00	\$0.00

MAICH	ACTIVI TY ID	A. AMOUNT CONTRIBUTED	B. PREVIOUS	C. THIS PERIOD	D. (B + C = D) CUMULATIVE
In Kind	850				\$0.00
Cash	889				\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00

8041400 RPR

Common Mistakes

- Dates
- Cumulative carry over amount
- Preparer and approver cannot be same person
- Signature authority not on file or out of date
- Mathematical errors

More details to come in the fiscal webinar

Back-up Documentation

- May be required, depending on Risk Assessment outcome or Special Conditions
- Or if requested by DEED staff
- New Grantees will be required to submit the general ledger for the first month of the contract to ensure understanding of process

Modifications/Amendments

- Same definition, different forms
 - Modifications are for grantees with Master Contracts with DEED
 - Amendments are for grantees with Stand-Alone Contracts with DEED
- These are required to be completed when a grantee or DEED staff need to make changes to an approved workplan or budget

Modifications/Amendments

- Should be requested only for unforeseen circumstances or changes
- Required for any changes to workplans or budgets
- If substantial changes are being requested, the modification/amendment may not be approved
- The change is not in effect until fully executed and signed by all parties

Extensions

- A request may be made to extend the time available to spend out grant funds
- These are not automatic approvals and are based on the progress of the program and funding availability
- Must be requested in writing at least 30 days prior to the end of the original contract end date

Monthly Reviews

- Coordinators often check a Grantee's WF1 data entry against RPRs submitted to ensure alignment of:
 - Participant enrollments
 - Participant activities
 - Support services

Pathways to Prosperity (P2P)

Review P2P Models

- Model 1 – On-Ramp
- Model 2 - Bridge
- Model 3 - Integrated

Review P2P Models

Model 1 – On Ramp

- This model targets participants assessed at or below a 6th grade level for foundational education, skilled training and pre-employment services.
- Services must be in industry sector(s) leading participants to certificate(s) and/or continuing on the career pathway to acquire higher-level skills.

Review P2P Models

Model 2-- Bridge

- This model targets participants assessed at or above a 7th grade level for foundational education (reading, writing, and math) and skilled training.
- Services must be aligned with industry sector(s), leading participants to **industry recognized credential(s)** and/or continuing on the career pathway to acquire higher-level skills.

Review P2P Models

Model 3 – Integrated

- This model **must include** On-Ramp and Bridge programming, but **additionally** targets participants for post-secondary education and skilled training.
- Services must be aligned with industry sector(s), resulting in the participant entering verified Registered Apprenticeship, or obtaining post-secondary certificate(s), diploma(s), degree(s) or credential(s) and/or continue on the career pathway to acquire higher-level skills.

Required Components

1. Industry Sectors
2. Multiple Entry and Exit Points for participants
3. Partner Involvement
4. Participant Certificate/Credential Attainment
5. Comprehensive support services
6. Navigation strategy
7. Contextualized Education

Navigation Strategy

- Key component of P2P
- Navigator(s) knows your program front and back, they take “ownership”
- Develops collaborative relationship with participants
- Should be a single point of contact or a few- depending on size of program
- Not all your staff are the navigators!

Training/ ABE Partners

- All providers of training must be Minnesota Office of Higher Education compliant, or compliant with the entity charged with oversight (i.e. Mn Dept of Health oversee CNA Training/certification)
- ABE Partners must be approved ABE partner with Minnesota Department of Education

Credentials and Certifications

- Model 1=Certificates
- Model 2=Industry Recognized Credentials
 - DOL recognized & eligible to be on the ETPL
- Model 3=All of the above, plus post-secondary credits/registered apprenticeship

Activity Mapping

- If you need assistance with mapping activities, your coordinator will work with you directly
 - i.e. Credentialed Training vs. Non-Credentialed Training

Grade Level Assessments

- For Pathways to Prosperity, math/reading grade level assessments are **REQUIRED** to be given prior to enrollment
- While grade level does not determine *eligibility* for P2P it should be a factor in determining where the participant is placed in your program.

Wrap-Up

Thank you so much for attending this session!

We look forward to working with each one of you throughout this process and for the next couple years

Our job is to make sure you look good and can show all the great work going on in communities across Minnesota!



Thank you for your participation today!

DEED Office of Adult Career Pathways

WF1 Sandbox demonstration

<https://sandbox.mnworkforceone.com/Default.aspx>