AB1111

Breaking Barriers to Employment Grant Program

Orientation Webinar

Date: Wednesday, December 18, 2019
1:00PM-2:30PM

Conference line: (888) 808-6929
Passcode: 3243425
Webinar Interaction

• Sign in with your name and organization in the Sign In box.
• Audio is only available through the conference line.
• All participant lines will be muted.
• Type questions in the Q&A box.
• Questions will be answered at the end of the webinar.
Agenda

• Introduction
• Contract Process
• Invoices
• Reporting Requirements
• CalJOBS
• Questions and Answers
Introduction

CWDB Staff

• Anastasia ‘Stacy’ Mondy, Program Analyst
• Chan Saechao, Program Manager
• Cindy Harrington, Branch Manager
• Joelle Hurst, Deputy Director

Technical Assistance & Evaluation Team

• California Workforce Association (Technical Assistance)
• Corporation for a Skilled Workforce (Evaluation)
AB1111 CWDB Team

• Project and contract management.

• Primary point of contact and should be aware of what is occurring with your project. This includes grant administration and implementation, fiscal, project deliverables, CalJOBS, successes and/or challenges.
Technical Assistance

Technical Assistance – technical assistance will be provided through California Workforce Association.

• Provide 1:1 project coaching that will include conference calls, webinars, grantees engagement such as Community of Practice events.

• Assist with identifying best practices and lessons learned from the field.
Evaluation

Evaluation – evaluation will be conducted by *Corporation for a Skilled Workforce*.

- Focus on grantee programs to quantitatively and qualitatively analyze effectiveness and lessons learned.

- Work closely with the Technical Assistance Provider and the CWDB staff to ensure proper evaluation frameworks are in place.

- Assist with drafting mandated interim and final legislative reports.
Contract Process

State funded grants will be set up in a contract between the State of California and the Fiscal Agent (Grantee).

• Grant Term: April 1, 2020 to September 30, 2021
• Contract process may take up to 16 weeks.
• Contract Execution will occur in December 2019 to March 2020.
• Activities and grant expenditures cannot occur until contract is fully executed.
• Please be responsive when the contract is sent to you.
Forms

Once your contract has been executed, your Program Analyst will send you an email with the following documents:

- Service Cash Invoice template
- Reporting Calendar
- Modification Request Form
- Single Point of Contact (SPOC) Form
Contract Modifications

• Contact Program Analyst if you think there may be changes to your project.
• If needed, Program Analyst will send a Modification Request Form for project to complete and submit back for review.
• CWDB will determine if a formal or informal modification is needed.
  o **Formal Modification**: an adjustment to the contract such as: Scope of Work changes, changing the overall budget amount by adding or subtracting funds, etc.
  o **Information Modification**: no change to the contract such as: moving funds between line items in your approved budget. Revised documents will most likely be needed.
Invoices

The Fiscal Agent (Grantee) must submit monthly invoices for reimbursement.

• Program Analyst will send out the Service Cash Invoice Workbook after contract execution.

• Monthly invoices must be submitted even if there is no expenditure.

• Invoices are due the 20\textsuperscript{th} of the month following the invoice period. If the 20\textsuperscript{th} falls on a weekend, invoices will be due the business day prior to the 20\textsuperscript{th}.

• Once approved and processed, payments should be received within 45 days.

• If payment is not received after 45 days, contact Program Analyst.

• The Service Cash Invoice template is identical to your Budget Summary form, always refer to your approved budget when completing the invoice.
## Service Cash Invoice Template

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>Admin*</th>
<th>In-House</th>
<th>Contracted</th>
<th>Monthly Expenditures</th>
<th>Cumulative Expenditure</th>
<th>Monthly Leveraged</th>
<th>Cumulative Leveraged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Staff Salaries and Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2 Staff Travel</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3 Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facilities Rent</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 Equipment Purchases &amp; Furniture</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchases</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Leases</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5 Instructional Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6 Tuition Payments/ Vouchers</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7 Training Costs</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8 Work Experience Wages - WEX</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9 Supportive Services</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>10 Indirect Costs</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Program Services</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin &amp; Indirect Costs Total</td>
<td>$0.00</td>
</tr>
<tr>
<td>Program Total</td>
<td>$0.00</td>
</tr>
<tr>
<td>Grant Charge Total</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

AB1111

Breaking Barriers to Employment Initiative
Statutory Requirements

• The ability of the grantees to provide the proposed services to the number of individuals specified in the grant.

• The ability of individuals to successfully complete relevant programming funded by the grant.

• The ability of individuals to transition into or be integrated into the broader workforce and education system.

• The ability of individuals to succeed in both the broader workforce and education system and labor market.

• The number of individuals served under AB1111 and number of individuals served under each target population category.
Reporting Requirements

• Quarterly Narrative Reports are due on a quarterly basis and must be submitted to the Program Analyst.
• Report template will be provided via email at the end of the each quarter.
• All reports (and supporting documentation) must be submitted on time and will be due on the 20th of the month following the end of the quarter.
• Reports will require information on both program and fiscal.
• There is data we are unable to attain from CalJOBS so a supplemental report will be required. This will be in addition to the quarterly report.
Supplemental Reporting

• Supplemental report will be provided in the form of an Excel spreadsheet

• Individual participants will need to be entered and the following will need to be tracked at the onset of program and throughout:
  o Target population categories of participants
    ▪ Women in non-traditional occupations
  o Enrollment into partner programs (transition to broader workforce and education systems)
  o Other data as needed

• Excel sheet will be provided to you prior to the start of program.
What is CalJOBS?

Data tracking system for service providers to:

• Complete WIOA Title I Application
• Enroll Participants into AB1111 Program
• Track Services
• Run Reports

https://www.caljobs.ca.gov
CalJOBS

• All relevant data must be entered into CalJOBS in a timely manner.
• Data in CalJOBS must coincide with the Quarterly Narrative Report.
• Data not captured in CalJOBS will be captured through the Quarterly Narrative Reports and Supplemental Tracking.
• Grant Code for participant enrollment/tracking will be provided once CWDB receives from EDD.
CalJOBS Access Request

• To enable staff access to CalJOBS, complete this form.

• Management Information System (MIS) Administrator Signature Required
  • Signatory Authority is accepted for grantees without MIS Admin

• Submit to CalJOBS Admin Team (caljobsadmin@edd.ca.gov) and CC CWDB Project Analyst.

CalJOBS System Access Request Form

<table>
<thead>
<tr>
<th>Requested Accounts</th>
<th>User 1</th>
<th>User 2</th>
<th>User 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: (Add/Change/Delete)</td>
<td>Add</td>
<td>Add</td>
<td>Add</td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subgrantee Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ZIP:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position:</td>
<td>☐ Supervisor ☐ Staff</td>
<td>☐ Supervisor ☐ Staff</td>
<td>☐ Supervisor ☐ Staff</td>
</tr>
</tbody>
</table>

Requester Information

| Requestor Name: |        |
| Requestor Email: |        |
| Phone Number: |        |
| Office Name: |        |
| CalJOBS™ Office ID: |        |

Requested Usernames and Passwords will be sent to Requestor by Email.
Participants Enrollment

• Use WIOA Title I Application in CalJOBS for participants enrollment.

• Enroll participants in AB1111, State Funded Grant Program

• CalJOBS Data Guidebook is being finalized and will include:
  - Activity Codes required for AB1111
  - WIOA work arounds in the Title I Application
  - New data fields requirements for AB1111
  - Other case management items

• CalJOBS Data Guidebook training will be offered in the near future.
CalJOBS 3-Day Training

The EDD Central Office Workforce Services Division Statewide Services Unit (STU) will be conducting CalJOBS Participant Training for AB1111 grantees. The 3-day, comprehensive CalJOBS training will be conducted via webinar on:

- Tuesday, February 25, 2020
- Wednesday, February 26, 2020
- Thursday, February 27, 2020

This is a tentative schedule; final times will be provided in the near future. The training is intended for front line staff/case managers and would benefit any new staff, new agencies or as a refresher for current staff.
CalJOBS Webinar Training, Part I

Tentatively scheduled: Tuesday, February 25, 2020

Topics:
• Introduction to CalJOBS and basic navigation
• Customization and navigation tips and tricks
• Individual Registration
CalJOBS Webinar Training, Part II

Tentatively scheduled: Wednesday, February 26, 2020

Topics:

• Completing the WIOA Title I Application to establish eligibility for your grant

• Creating participation to enroll individuals into the AB1111 Program

• Adding Activity Codes and case notes to track services you provide to participants
CalJOBS Webinar Training, Part III

Tentatively scheduled: Thursday, February 27, 2020

Topics:
• Tracking credential attainment and measurable skill gains
• Closing activities and using the Closure Form
• Program exits and follow-ups
• Participant reports

Program Analyst will send Training Request Form to each grantee following the orientation.
Questions & Answers

Submit your questions in the Q&A box.