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Breaking Barriers to Employment Grant Program

Orientation Webinar

Date: Wednesday, December 18, 2019

1:00PM-2:30PM

Conference line: (888) 808-6929

Passcode: 3243425

AN INITIATIVE OF THE
CALIFORNIA
Workforce Development Board

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.

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Agenda

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

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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)*

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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.

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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.

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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.

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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.

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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**

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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.
  - **Formal Modification:** an adjustment to the contract such as: Scope of Work changes, changing the overall budget amount by adding or subtracting funds, etc.
  - **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.

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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 20th of the month following the invoice period. If the 20th falls on a weekend, invoices will be due the business day prior to the 20th.

- 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

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

	Total Cost	Percentage
Admin & Indirect Costs Total*	$0.00	#DIV/0!
Program Total	$0.00	#DIV/0!
Grant Charge Total	$0.00	#DIV/0!

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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.

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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.

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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:
  - Target population categories of participants
    - Women in non-traditional occupations
  - Enrollment into partner programs (transition to broader workforce and education systems)
  - Other data as needed
- Excel sheet will be provided to you prior to the start of program.

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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.

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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
(Entity / CBO Name)
(GRANT / SUBGRANTEE NAME)

Requested Accounts	User 1	User 2	User 3
* Type: (Add/Change/Delete)	Add	Add	Add
* First Name:			
* Last Name:			
* Subgrantee Name			
* Job Title:			
* ZIP:			
* County:			
* Email:			
* Phone:			
* Address			
* Position:	☐Supervisor ☐Staff	☐Supervisor ☐Staff	☐ Supervisor ☐Staff
Requestor Information			
* Requestor Name:			
* Requestor Email:			
* Phone Number:			
* Office Name:			
* CalJOBS^{SM} 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:
  o Activity Codes required for AB1111
  o WIOA work arounds in the Title I Application
  o New data fields requirements for AB1111
  o Other case management items

- CalJOBS Data Guidebook training will be offered in the near future.

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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.

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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

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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

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CalJOBS Webinar Training, Part III

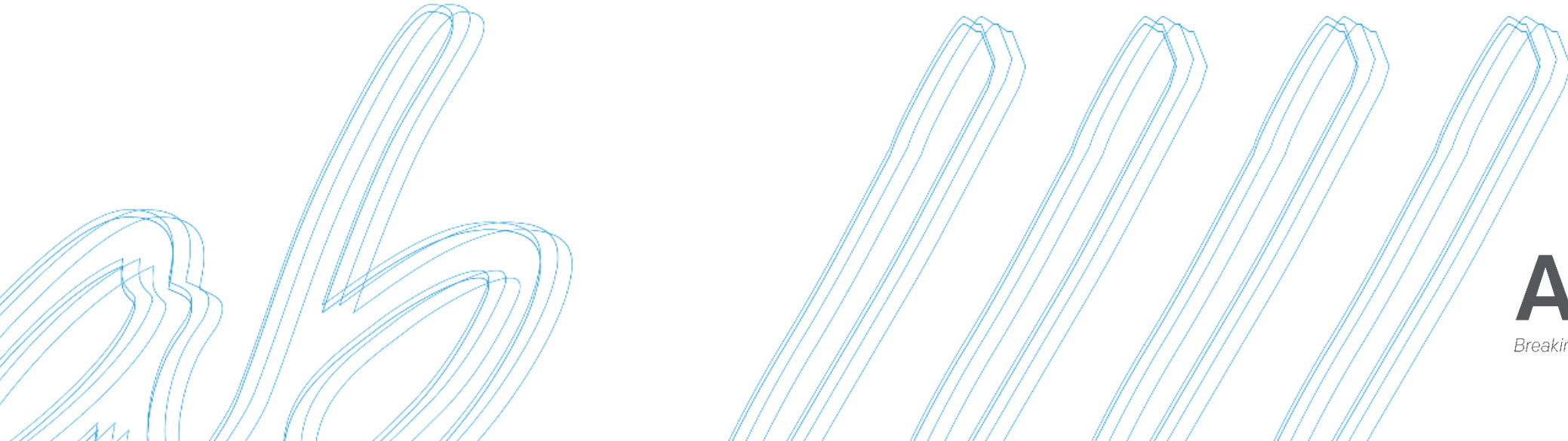Tentatively scheduled: Thursday, February 27, 2020

Topics:
- Tracking credential attainment and measureable 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.

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Questions & Answers

Submit your questions in the Q&A box.

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