



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

Job Corps Scholars Grantee Orientation

An introductory webinar for Job Corps
Scholars Grantees

September 23, 2020

Welcome / Kick-off

Let's get to know each other!



Introduction

At some point during the orientation, please enter your name and institution name into the chat



Agenda

Time	Topic Area	Presenters
11:15 – 11:30	Roles and Responsibilities of DOL Partner Offices	<i>Sheena Liburd-Perrus</i> , Job Corps Supervisory Workforce Development Specialist
11:30 – 12:30	Grants Management Overview, Modifications, and Reporting	<i>Melissa Abdullah</i> , DOL/ETA Grant Officer <i>Angela Dayton</i> , DOL/ETA Federal Project Officer (FPO)
12:30 – 1:45	Lunch	
1:45 – 2:45	Project Overview, Eligibility, and Other Key Requirements	<i>Sheena Liburd-Perrus</i> <i>Andrea Kyle</i> , Job Corps Unit Chief <i>Carrie Kirkpatrick</i> , Contractor, Humanitas
2:45 – 3:15	Performance Requirements	<i>Shao Zhang</i> , Job Corps Acting Division Chief <i>Julie Gloudemans</i> , Contractor, DIR
3:15 – 3:45	Break	
3:45 – 4:30	Project Evaluations	<i>Jessica Lohmann</i> , Chief Evaluation Office, Sr. Evaluation Specialist <i>Louisa Treskon</i> , Contractor, MDRC <i>Jean Grossman</i> , Contractor, MDRC
4:30 – 5:00	Wrap-Up	<i>Sheena Liburd-Perrus</i>

Roles and Responsibilities of DOL Partner Offices

Chicago Regional Office Federal Project Officer (FPO)

- Serves as the *primary point of contact*, and should be the first person you contact when questions or issues arise
- Reviews quarterly narrative and financial reports
- Conducts in-person site visits for technical assistance or compliance monitoring
- Facilitates processing of grant modifications
- Identifies promising practices
- Verifies grant activities are conducted in compliance with the Grant Agreement and applicable federal regulations
- Tracks and evaluates grantee organization's progress toward the goals in the Grant Agreement
- Assesses the quality of the program and services
- Provides technical assistance as needed
- Coordinates training with regional fiscal staff or national office staff, as needed

Office of Job Corps

Also located in Washington, DC, the Office of Job Corps will:

- Develop policy guidance, as needed
- Assist in creating communication and training materials
- Organize new grantee orientations and periodic formal training opportunities for current grantees
- Support the FPO in the research, identification, and provision of technical assistance in program design, service strategies, financial administration, and other areas to enhance program and fiscal performance
- Implement performance reporting requirements
- Develop training modules on performance reporting protocols
- Review and provide concurrence on certain modifications

Office of Job Corps

- Provide program and performance information to inquiries from the Administration, Congress, the Government Accountability Office, the Inspector General, and others
- Provide guidance on evaluation design to internal and external evaluation experts
- Provide policy guidance on program, financial and administrative operations
- Job Corps may periodically request information about your grant outcomes for quarterly reports to Congress

Office of Grants Management, Grant Officer (GO)

Located in Washington, DC, National Grant Officers have been delegated the authority for the overall execution and administration of grants by the Secretary of Labor. Only they are authorized to obligate ETA's grant and cooperative agreement funds. They will:

- Manage and oversee the competitive award process, including the development and publication of Funding Opportunity Announcements (FOA) in collaboration with National Program Office Staff
- Oversee and administer the review and selection of grant applications
- Serve as the formal signatory on grant awards
- Maintain the official grant file
- Approve modifications to grant statements of work, negotiated indirect cost rate agreements, budget realignments, and program plans

Office of Grants Management, Grant Officer (GO)

- Review and approve planned grant activities as required by the Grant Agreement and/or Federal cost principles (e.g., equipment purchases and renovations)
- Issue initial and final determinations related to programmatic, financial, and/or administrative concerns
- Impose additional specific award conditions, as needed

ETA also has Regional Grant Officers who have specific responsibilities delegated from the National Grant Officer. Your FPO will direct issues, as appropriate, to the Regional Grant Officer

Chief Evaluation Office

- The Chief Evaluation Office (CEO), located in Washington, DC, coordinates, manages, and implements the U.S. Department of Labor's (DOL) evaluation program, including:
 - Plan and oversee evaluation projects
 - Build capacity
 - Disseminate evaluation findings and work with stakeholders to incorporate evidence into decisions
- Oversees evaluation of the Job Corps Scholars pilots by our independent contractors, MDRC & Abt
- <https://www.dol.gov/agencies/oasp/evaluation>



CHIEF EVALUATION OFFICE
UNITED STATES DEPARTMENT OF LABOR

Questions?

Grants Management Overview, Modifications, and Reporting

Grant Package

➤ Grant Award Letter

1. Payment Management System
2. ETA's Grantee Financial Reporting System
3. System Passwords / PINs Information

➤ Grant Agreement

➤ Grantee Handbook

Grant Award Letter

➤ Acknowledgements of Award

1. Payment Management System

Information and forms on www.doleta.gov/grants under “Manage your Awarded Grant” tab

2. ETA’s on-line Grantee Financial Reporting System

ETA 9130

Information to access system on www.doleta.gov/grants under “Manage your Awarded Grant” tab

3. Passwords/PINs are sent separately after supplying the necessary information.

Once you receive this please DO NOT LOSE IT

Grant Agreement Notice of Award

Project Title: *Job Corps Scholars*

Federal Award Identification Number (FAIN): Grant Number # JC-3XXXX-20-60-A-XX

Grant Awardees' Identifying Information

Period of Performance

Award Amount

Uniform Administrative Requirements

Cost Principles

Signatures

Notice of Award Regulations

➤ **2 CFR Part 200**

- Uniform Administrative Requirements
- Cost Principles, and
- Audit Requirements for Federal Awards

➤ **2 CFR Part 2900**

- DOL Exceptions

➤ **Terms and Conditions of Award**

Specific Terms & Conditions of Award

➤ **Terms and Conditions**

- Order of Precedence
- Funding Opportunity Announcement (FOA)

➤ **Rescinded Term**

- 11.g – WIOA Infrastructure

➤ **Conditions of Award**

- After the Notice of Obligation (NOO)

Grant Agreement Attachments

- **Attachment A:** SF-424
- **Attachment B:** SF-424A
- **Attachment C:** Budget Narrative
- **Attachment D:** Statement of Work
- **Attachment E:** Indirect Cost Rate Agreement (if applicable)

Budget and Statement of Work

➤ Budget Information

- SF-424A
- Budget Narrative

➤ Statement of Work (SOW)

- Project Narrative
- Abstract

Negotiated Indirect Cost Rate Agreement (NICRA)

- Only applicable to those claiming indirect costs
- If grantee is claiming indirect costs but did not provide agreement, placed on 90-day temporary rate
- Applicants missing indirect cost rate agreements or submitting expired ones limited to lesser of either total claimed indirect costs or 10% of total Personnel budget

Questions?

Grant Modifications

Requests, Review Process

Grant Modifications

- What is a modification?
- Why do a modification?
- What are modification indicators?
- FPO Modification Analysis
 - Reasonable
 - Performance
 - Best interest of the government

What is a Grant Modification?

Mechanism to Change the Terms of the Grant Agreement

Why Do A Modification?

➤ Change of Scope

- Very rare and only minor changes will be considered
- Program Design
 - Target Community
 - Key Personnel Changes

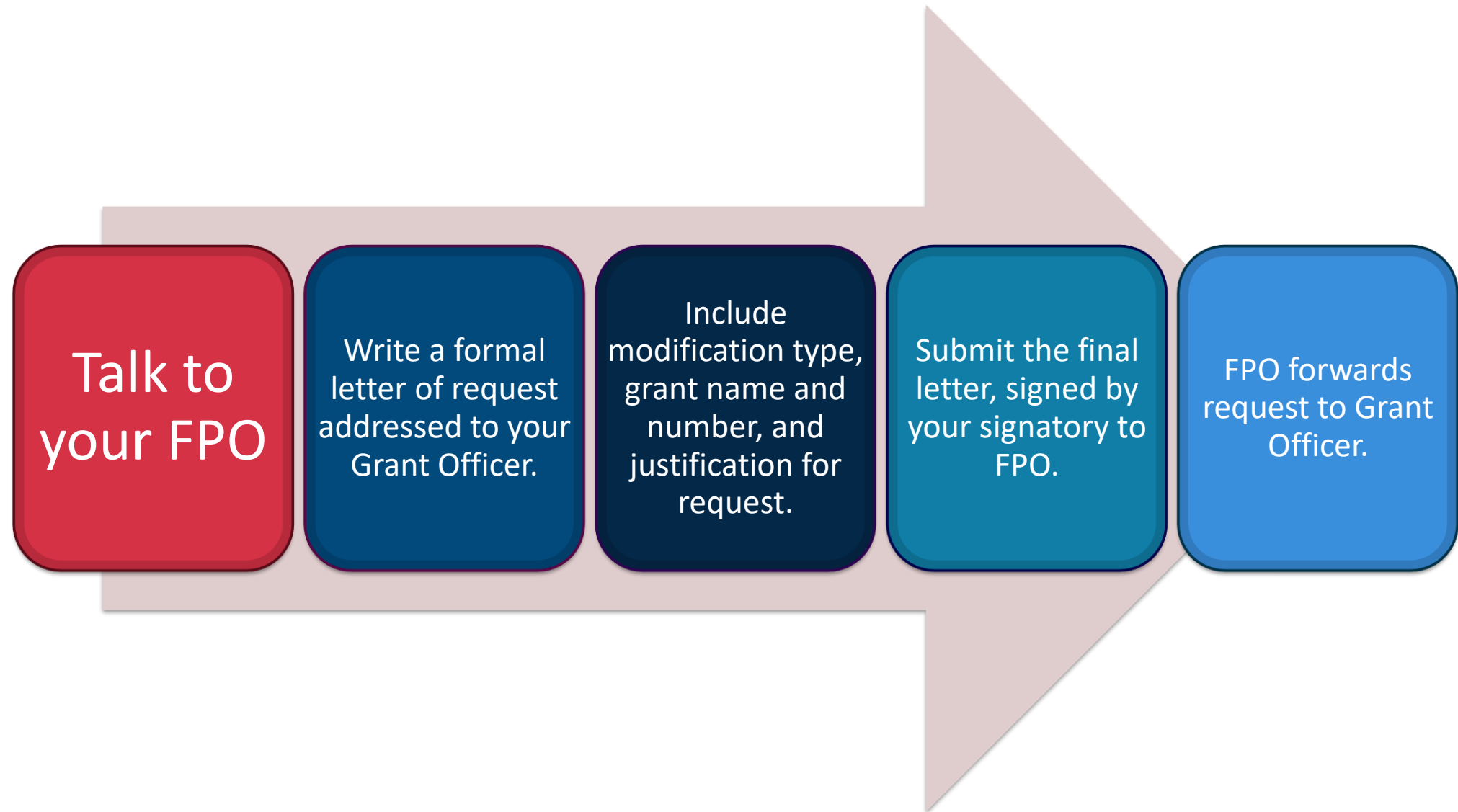
➤ Budget Realignments

- 10% line-item flexibility
- Must discuss with your FPO

Required Documentation for Modification Requests

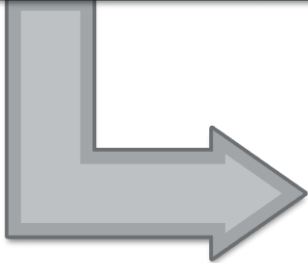
- Must be submitted on Organization's Letterhead
- Must be signed by the Signatory Authority
- Provide the purpose
- Why it's necessary
- How the change will benefit the program
- Appropriate documentation to support modification

Modification Process



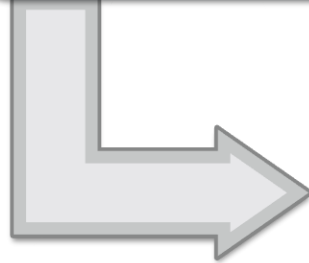
Modification Analysis

Your FPO reviews the modifications



- Regional Grant Officer can approve some budget modifications and equipment purchases
- Otherwise, regional management sends to National Grant Officer for review

Limited SOW modifications require review by Program Office



National Grant Officer gives final approval



- Grantee receives copy signed by Grant Officer

Questions?

Quarterly Reports

Purpose of Quarterly Reports

- Meet WIOA legislation requirements
- Align performance across programs
- Provide accountability and transparency of activities, finances, and performance



- Share successes
- Identify technical assistance needs
- Assess program improvement
- Evaluate effectiveness

Quarterly Financial Report (QFR)

Use ETA-9130 Quarterly Financial Form to prepare your QFR

- Each grantee must submit a Quarterly Financial Report (ETA 9130), due no later than 45 days after the end of a quarter
- Use the Grantee Reporting System to submit QFR
- Your first financial report was due on August 14, 2020

For resources:

https://www.doleta.gov/grants/financial_reporting.cfm



The screenshot shows the website for the United States Department of Labor, Employment and Training Administration. The page is titled "Financial Reporting" and features a "NEWS" section with two articles. The first article, dated April 4th, 2018, discusses updates to the FAQs regarding the ETA-9130 form. The second article, dated July 14, 2016, mentions the publication of a Training and Employment Guidance Letter (TEGL) No. 02-16, which revises the ETA-9130 Financial Report instructions and provides additional guidance. The website header includes navigation links such as "A to Z", "Site Map", "FAQs", "Forms", "About DOL", "Contact Us", and "Español". A search bar is also present in the header. The main navigation menu includes links for "ETA Home", "Find Job & Career Info", "Business & Industry", "Workforce Professionals", "Grants & Contracts", "TAA Program", "Foreign Labor Certification", "Performance & Results", and "Regions & States". A sidebar on the left contains a list of links: "About", "Funding Opportunities", "How to Apply", "Manage Your Award", and "Resources".

Quarterly Narrative Reports

The Quarterly Narrative Reports (QNRs) are due 45 days after the end of the quarter

- QNRs capture qualitative data on the implementation of the grant project, key observations, successes and challenges, technical assistance needs, and other data not collected in the QPR
- Additional reporting guidance will be forthcoming
- *Performance data entry and reporting requirements are covered in the Performance Requirements section of this PowerPoint*

Report Quarters and Submission Deadlines

REPORT QUARTER	REPORT SUBMISSION DEADLINE
January 1 – March 31	May 15
April 1 – June 30	August 15
July 1 – September 30	November 15
October 1 – December 31	February 15

Immediate Communication Required

Do not wait to inform DOL if the following conditions become known:

- **(1)** Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation
- **(2)** Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned

Questions?

Lunch Break

Project Overview, Eligibility, and Other Key Requirements

Project Overview

- Enroll approximately eighty (80) Job Corps eligible youth entering the program in two separate groups or cohorts
 - Prefer 40 students per cohort in year 1 and year 2, but could be more
 - Maintain a ratio of 20 students per counselor

- Provide students with:
 - Career technical training
 - Intensive support services, including:
 - personal and career counseling
 - employment counseling and placement services
 - other supportive services

Project Overview

- Monitor and track performance outcomes
- Provide information for project evaluation (will be ongoing throughout grant)
- Grant period is 39 months
- The entire combined period of technical skills instruction and employment counseling/placement portions of the demonstration project must not exceed 24 months

Questions?

Job Corps Program Student Eligibility Requirements and FOA Project Requirements

Student Eligibility Requirements (PRH Exhibit 1-1)

1. US Citizen/Legal Resident/Deferred Action Status
2. 16-24 years old*
3. Low Income
4. Barriers to Education and Employment
5. Selective Service Registration
6. Educational and Training Needs
7. Group Participation
 - a. Interference with Other Students' Participation
 - b. Maintenance of Sound Discipline and Positive Center Culture
 - c. Community Relations
8. Understanding and Agreeing to Comply with the Rules
9. Disqualifying Convictions
10. Court Involvement and/or Agency Supervision
11. Child Care
12. HIPAA (follow your own institutions policies)
13. Parental Consent

**upper-age limit must be waived for individuals with a confirmed disability*

VETERANS PRIORITY: 38 U.S.C. 4215 requires grantees to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service are at 20 CFR Part 1010.

<https://prh.jobcorps.gov/>

National Criminal Background Check Requirement

- A criminal background check must be conducted on every applicant using the Job Corps nationally approved criminal background check system
- Training will be provided to a designated individual from your institution for obtaining criminal background information
- Results of the nationally approved criminal background check must be recorded

Student Eligibility Requirements (FOA)

- Must be a new enrollee to the college or university (i.e., not previously admitted nor currently attending classes at the college or university funded under this grant)
 - Transfer students are *not* considered new enrollees under this program
- Meet the college or university's existing admissions standards
 - Once admitted, students must abide by *grantee's* student code of conduct and disciplinary policies
 - Job Corps program's student code of conduct and disciplinary policies do not apply to these grants

Training Service Requirements

➤ Grantees:

- Provide *up to* 12 months of career technical training
 - Students must complete training and earn certificate within 12 months
- Students who successfully complete the up to 12-month training component or program must earn a technical training certificate and transferrable academic credit, if credit is incorporated into certification coursework
 - Grantee *may* provide development coursework (up to six months) as needed for entry into career training component. This does not count against career technical training limit. The goal is to have students “job attached” by the time they leave the training component
- Offer students options to select from list of programs already offered by the institution. Grantees are not required to create new programs or modify existing ones
- Grantees cannot use grant funds to provide grantee staff with training of any type, or to subsidize the career technical training and personal counseling of non-Job Corps Scholars

Personal and Career Counseling Requirements

➤ Grantees:

- Provide at least 2 full-time personal and career counselors to deliver the following services to students at 20:1 ratio
- Services must include the following:
 - Conducting an initial assessment to identify, and create a strategy to address, the personal developmental, social, and academic strengths and challenges of each student
 - Identifying personal and academic strengths and challenges that must be considered and/or addressed during career and employment counseling and planning
 - Developing, documenting, implementing, and monitoring the intervention strategies that were specifically designed to address each student's personal developmental, social and academic challenges

Personal and Career Counseling Requirements

- Periodically reassessing the results of the intervention strategies that are described above. This includes documenting the findings of the reassessment -- and developing and implementing modifications in sufficient time to allow for student improvement
- Establishing and monitoring progress toward each student's short- and long-term personal and career goals
- Encouraging the development of cohort support system, as appropriate
- Identifying, providing, and/or coordinating the delivery of college and community, State, and Federal resources to meet students' identified personal developmental, social and academic needs including, but not limited to, the below:
 - ongoing structured, scheduled, and documented individual psychological and/or emotional counseling throughout the program
 - academic tutoring and mentoring services

Personal and Career Counseling Requirements

- Advising and recommending the most appropriate technical training career pathway after assessing numerous factors, including employment prospects in various trades/fields/areas, and the student's interests and aptitude/skill level, in collaboration with career and employment counselors
- Advising on the quality of the various skills training certification programs, including employability and/or labor market demand, and earnings potential
- Determining periodically, how the student is progressing in his/her education and career technical training
- Collaborating and sharing information with other staff, departments, and community resources, to the extent allowed by applicable federal, state, and local laws, to ensure the coordinated delivery of needed services to each student
- Assessing transitional support needs, developing strategies to meet those needs, and working with employment counselors

Employment Counseling and Placement Services Requirements

- Grantees:
 - Provide up to 12 months of employment counseling and placement services after program separation
 - Maintain 20:1 ratio
 - These services are not mandatory for students opting to pursue a two- or four-year degree, but may be provided.
- Grantees cannot use grant funds to provide grantee staff with counseling of any type, or to subsidize the personal counseling of non-Job Corps Scholars

Employment Counseling and Placement Services Requirements

➤ Pre-Separation Services

- Initiate or support pre-separation job search efforts
- Assist students in assessing their readiness for career transition
- Ensure that students are fully prepared to conduct a successful job search or continuation of postsecondary education or enter an apprenticeship program
- Prepare students to effectively access resources and services that will assist them in making a successful transition to the workforce, including into apprenticeship programs, or further their post-secondary education

Employment Counseling and Placement Services Requirements

➤ Pre-Separation Services (continued)

At least 45 days prior to projected separation, career and employment counselors will assess and counsel students to determine their capabilities and review job search skills and strategies as follows:

- Sources of employment
- Conducting an Internet job search
- Completing a job application
- Preparing and/or updating the resume
- Writing a cover letter
- Preparing for job interviews and interview skills
- Worker's rights and responsibilities
- Strategies for succeeding during the first weeks on a job

Employment Counseling and Placement Services Requirements

➤ Pre-Separation Services (continued)

- Assist students in assembling documents necessary for obtaining employment or enrolling in an apprenticeship program, including earned credentials that document the student's accomplishments
- Assist students in developing a strategy to secure housing, transportation, childcare (if applicable), health care, work clothing and tools, food and nutrition, budgeting/money management, and federal funding for advanced education (as applicable)

Employment Counseling and Placement Services Requirements

- Post-Separation Services
 - Develop resources to meet transitional support needs
 - Provide participants with personalized career transition services that lead to job placement, continued enrollment in postsecondary education or enrollment in an apprenticeship program
 - Provide participants with job placement and supportive services for up to twelve (12) months following certificate completion
 - Maintain and documenting direct contact with all participants at least every 30 days during the service period to reassess their needs
- Provide participants with ongoing support to ensure continued employment, further education, licensing in the field in which they were certified, and career progression
- Assist participants in identifying and obtaining support services within the communities in which they work and live. Support services include, but are not limited to, housing, transportation, childcare (if applicable), health care, work clothing and tools, food and nutrition, financial planning, counseling services, job retention, and legal services

Employment Counseling and Placement Services Requirements

➤ Employer Engagement

- Use labor market information and employer provided information to inform training and career counseling decisions
- Create new or leverage existing partnerships with employers to identify workforce labor demands. This may include, for example, determining gaps in training and education for specific industries and occupations, an analysis of project employment opportunities, or other methods
- Determine the extent to which the college or university has training programs that will meet those labor needs. Employer engagement may inform decisions about what future training programs should be offered by the institution and will contribute to improved job placement activities and rates

Employment Counseling and Placement Services Requirements

➤ Employer Engagement (continued)

- Seek early placement commitments for Job Corps Scholars successfully separating from the Job Corps Scholars Program
- Create and maintain relationships, as appropriate, within the local communities, with American Job Centers or One-Stop Centers, and with local Workforce Development Boards
- Create and execute a communications plan to reasonably ensure that employers can provide feedback on the degree to which their labor needs are being met
- Explore the possibility with employers of using existing or creating new apprenticeship programs for students to gain employment and create a career path

Examples of Other Supportive Services

- In addition to the counseling services previously mentioned, other supportive services are allowed such as:
 - Transportation costs to and from home during the up to 12 months of technical training period and the up to 12 months of employment counseling portion of the program
 - Meal or food vouchers for the technical training and employment counseling portions of the program
 - Any other costs included in the program's cost of attendance, such as those in Section 472 the Higher Education Act of 1965 (20 U.S.C. 1002)

Questions?

Performance Requirements

Job Corps Scholars Program Outcome Measures

Workforce Innovation and Opportunity Act (WIOA) of 2014 Primary Indicators

- Education and Employment Rate – Second Quarter After Exit
- Education and Employment Rate – Fourth Quarter After Exit
- Median Earnings – Second Quarter After Exit
- Credential Attainment
- Measurable Skill Gains
- Effectiveness in Serving Employers

Job Corps Scholars Program Outcome Measures

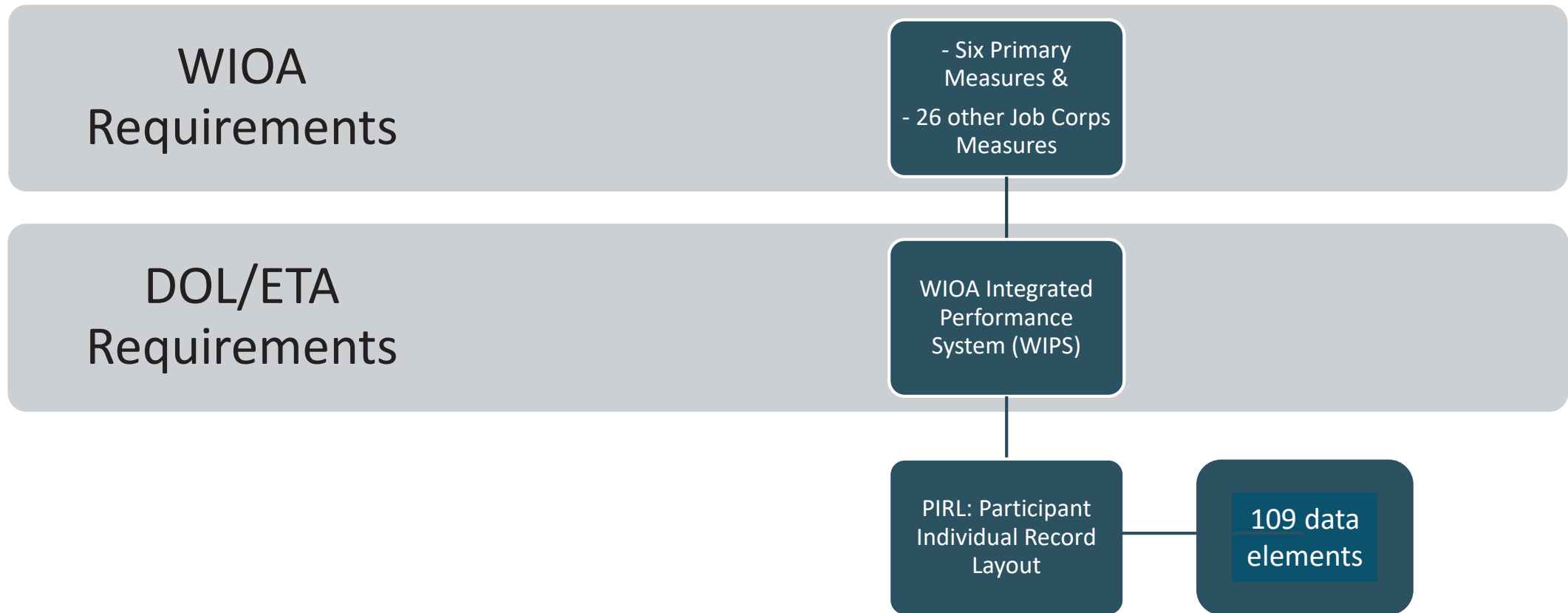
1. Separation Rate
2. Dropout Rate
3. Qualifying Placement Rate Upon Separation
4. Qualifying Placement Rate During the 12-month Employment Counseling Period Post-Separation
5. Average Starting Salary/Wage When in a Qualifying Placement - Upon Separation
6. Average Salary/Wage When in a Qualifying Placement 12 months - After Separation
7. Average Earned Academic Credit Hours
8. Enrolled in the Armed Services Upon Separation
9. Enrolled in an Apprenticeship Program Upon Separation
10. Full-time Employment Upon Separation

More on WIOA Measures Background

Job Corps is authorized by the WIOA

- WIOA reporting requirements for Job Corps is mandated by the legislation
- Job Corps submits the data in a format required by DOL/ETA
- Job Corps grantees must supply the data to allow Job Corps to meet this requirement
- Job Corps developed online data collection forms to collect the necessary data to calculate all measures

Job Corps Performance Reporting Requirements under WIOA



Questions?

Grantee Data Collection Tool

Three online forms to collect data from grantees:

1. Applicant form: collects data on applicants' demographics, academic and employment history, military experience, disability status, and other information
2. Enrollee form: collects data on student's enrollment, completion of academic and training programs, and attainment of skills and credentials
3. Post-Separation form: collects data on separated students' initial, Q2, and Q4 placements and other related information

Grantee Data Collection Tool Application Design

Example of the Application Introduction Screen

Click to create new Applicant Record

The screenshot shows a web application interface with a browser window titled 'frmSummary'. At the top, there are two main buttons: 'Add New Applicant Record' and 'Run Report (csv output)'. Below these is a 'Filter By:' section with a checkbox for 'Center', a dropdown menu, and a 'Filter' button. The main area contains a table with columns: 'Program', 'Applicant ID', 'Application Date', 'Last Modified', 'Enrollee Data', and 'Post-Separation Data'. A single record is displayed with the following values: 'Idaho JOBCorps Pr', '777777777777', '9/28/2019', '9/28/2019'. Each record has an 'Open' button next to it. The 'Enrollee Data' and 'Post-Separation Data' columns have checkboxes and 'Open' buttons. A yellow callout box points to the 'Add New Applicant Record' button, and another yellow callout box points to the three 'Open' buttons in the table.

<u>Program</u>	<u>Applicant ID</u>	<u>Application Date</u>	<u>Last Modified</u>		<u>Enrollee Data</u>	<u>Post-Separation Data</u>
Idaho JOBCorps Pr	777777777777	9/28/2019	9/28/2019	Open	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Open

All records will display here

Open the three forms

Grantee Data Collection Tool Electronic Forms

APPLICANT

frmSummary Applicant Data

Job Corps Demonstration Project: Applicant Data

Program Name: Job ChalleNGe Center Name: Louisiana

Applicant ID: 202001013 Social Security #: 111-11-1117

Date Application Completed: 10/5/2019 Most Recent Date Application Modified: 3/13/2020

APPLICANT PRIMARY ADDRESS

STATE: LA COUNTY: 22075 Plaquemines ZIP CODE: 70037

APPLICANT DEMOGRAPHICS

DOB: 6/21/2001 GENDER: Male Female Not Self-identified

ETHNICITY: Hispanic/Latino Not Latino Not Self-Identified

RACE: American Indian / Alaska Native Asian Black / African American
 White Pacific Islander Did not self-identify

ACADEMIC AND EMPLOYMENT BACKGROUND AT TIME OF APPLICATION:

HIGHEST SCHOOL GRADE COMPLETED: 12

HIGHEST EDUCATIONAL LEVEL COMPLETED:

None HSD HSE Certificate of Attendance/Completion of IEP
 Some Post-Secondary AA/AS Post-secondary Technical/Vocational Certificate
 Other

FILED UNEMPLOYMENT COMPENSATION CLAIM AND IS ELIGIBLE FOR BENEFITS: Yes No

Referral By: RESEA WPRS Other
 Exhausted Benefits Exempt from Work Search Requirements

RECEIVED PUBLIC ASSISTANCE IN LAST SIX MONTHS: (select all that apply)

Temporary Assistance for Needy Families (TANF) SSI SSDI Ticket to Work Holder

Grantee Data Collection Tool
Electronic Forms

ENROLLEE

Job Corps Demonstration Project: Enrollee Data

Program Name Center ApplicantPK
Applicant ID SSN ApplicationDate
Date of Enrollment Date of Exit

ENROLLED IN (select all that apply):

None Secondary Post-Secondary

PROGRAM #1

Start Date Date Credential Attained
Credential Type HSD/HSE AA/AS BA/BS Other

PROGRAM #2

Start Date Date Credential Attained
Credential Type HSD/HSE AA/AS BA/BS Other

PROGRAM #3

Start Date Date Credential Attained
Credential Type HSD/HSE AA/AS BA/BS Other

ACADEMIC MILESTONES ACHIEVED (mark all that apply):

Post-secondary program with 12+ credit hours in a semester (FT) or
over 2 semesters (PT) meeting state unit's academic standards: Date:

Secondary program meeting state unit's academic standards Date:

Total Academic Hours Earned since Program Start:

TRAINING SERVICES RECEIVED

Entered Training Program Yes No

TRAINING #1 Type Start Date: Completion Date:

TRAINING #2 Type Start Date: Completion Date:

Grantee Data Collection Tool
Electronic Forms

POST-SEPARATION

Job Corps Demonstration Project: Post-Separation Data

Program Name Center
Applicant ID SSN

POST SEPARATION PLACEMENT

QUALIFYING STUDENT PLACEMENT

- One Full Time Job
- Two Full Time Jobs
- One Part Time Job
- Two Part Time Jobs
- Armed Forces
- Registered Apprentice Full Time Job
- Full Time Job/College Combo
- Part Time Job/College Combo
- College
- Post-Secondary School/Training
- Other Training Program
- OJT/Paid Employment
- High School Diploma (HSD) Program
- High School Equivalency(HSE) Program
- Not Placed

Job Training Match Yes No

Hourly Wage at Placement

Hourly Wage at Six Months After Placement

Hourly Wage at 12 Months After Placement

Date Placed

FIRST QUARTER AFTER EXIT

Entered Employment Military Registered Apprenticeship Other unsubsidized employment Not E

Date Entered Employment Date Exited Employment (if applicable)

Data Source

- UI Wage Data
- Non UI verification
- Federal Employment Records (OPM, USPS)
- Not employed
- Military Employment Records (DOD)

Quarterly Earnings \$

Education Secondary/Post-secondary Degree:

- Enrolled in Post-Secondary Education/Training Date Enrolled
- Attained HSD Date Attained
- Attained HSF Date Attained

Features

- **Allows for updating student data**
 - Each student record can be saved and updated later
- **WIOA Output File**
 - Database Application includes ability to create an output file
 - File formatted to merge with Job Corps data from JCDC with 109 data elements as required by PIRL
- **Data Checks**
 - Embedded in programming of the application are data checks that prevents inconsistent data
- **Minimizes Grantee Data Entry**
 - Skip logic used to ensure grantees only need to respond to relevant questions
 - The skip logic reduces paperwork burden in a way not possible on paper forms

Data Collection



- Reports are only as good as the data collected
- Each grantee must meet WIOA source requirements and maintained documentation
- Regular and accurate data collection and data entry is essential
- Development of quarterly and annual reports will require you to keep your records up-to-date
- More specifics will be provided in the future

Next Steps

- Before November, collect the data needed for each applicant using paper versions or an Excel spreadsheet
- Job Corps' technical team is developing a secure cloud location for the Grantee Data Collect Tool application
- Anticipated launch date: Early November
- Each grantee can assign up to two application users
- Grantees must complete data security training and a quiz; the training will be deployed mid-October

Next Steps (cont'd)

- Deploy Grantee Data Collection Tool application and soft key tokens to grantees
- In November, training on application use and data entry requirements
- Start entering data; and technical assistance will be provided, as needed
- Update student data monthly so we can provide accurate information to Job Corps, third party evaluation, DOL/ETA, and Congress **every quarter**
- Job Corps will periodically create reports for internal use

In Summary ...

- Data collection is necessary for WIOA
- WIOA requires reports based on quarterly results
- The Grantee Data Collection Tool was developed to efficiently collect the data elements required for reporting
- The tool consists of three smart forms: Applicant, Enrollment, and Post-Separation
- Grantees need to assign up to two users and the users will need complete training
- The Grantee Data Collection Tool users will need to keep data up-to-date on a **monthly** basis (by the 15th of each month)

Questions?

Let's take a break!

Project Evaluations

Introduction of the Evaluation Team



Louisa Treskon
(MDRC Project Manager)



Jean Grossman
(Principal Investigator)



Jacob Klerman
(Co-Principal Investigator)



Hannah Betesh
(Abt Project Manager)



Jessica Lohmann
(Senior Evaluation Specialist, CEO)



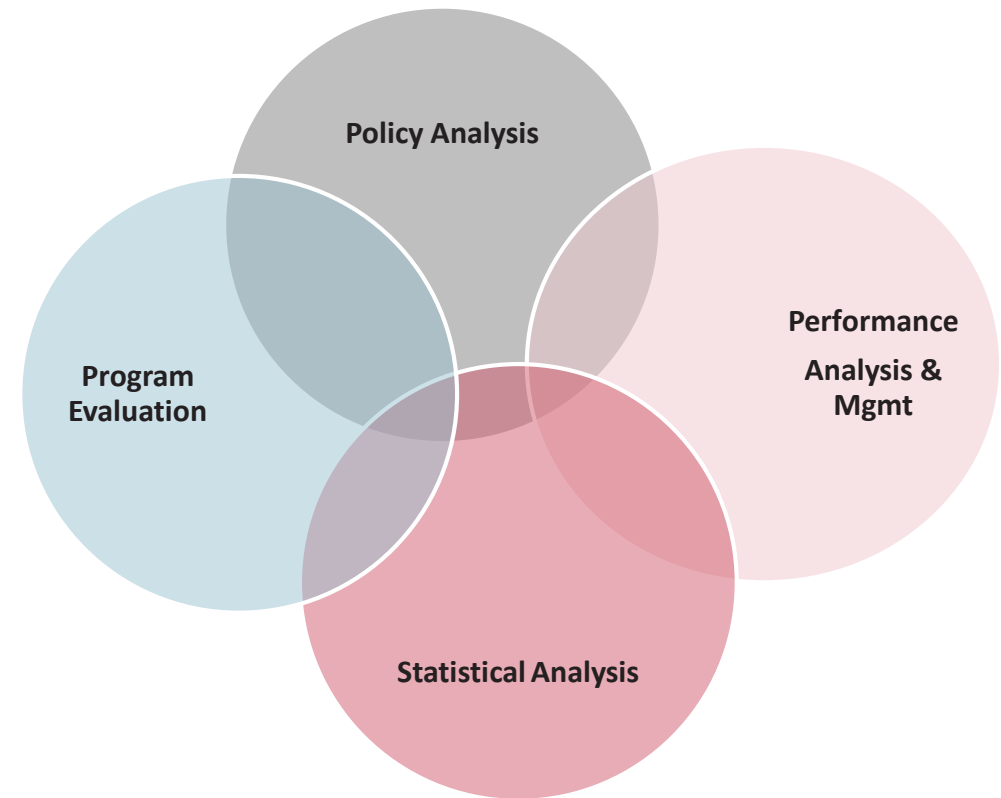
Gloria Salas-Kos
(Senior Program Analyst ,ETA)

Overview

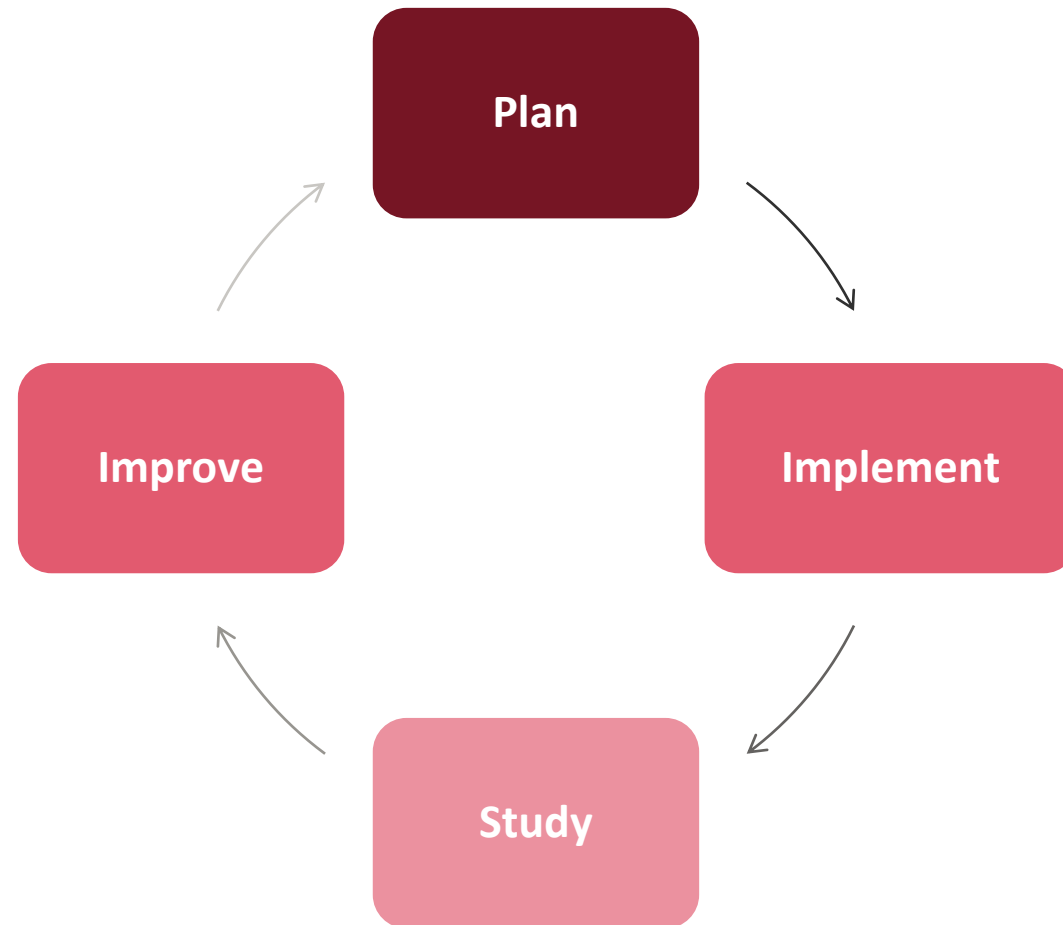
- Evaluation and evidence at DOL
- Project overview and goals
- What we want to learn
- How your programs fits into this project

What is Program Evaluation?

- Use of **systematic methods** to address questions about program operations and results
 - Application of **social science research techniques and standards** to public policy
 - Using processes and tools that obtain **valid, reliable, and credible data** to address questions about the benefits and areas for improvement of public programs
- Typically, program evaluations are conducted by experts external to the program



Development Cycle of Evaluation and Evidence



Building on Past Evidence: What We Know Now

- National Job Corps Study
- Promising practices for serving disconnected youth
 - Engaging disconnected youth
 - Preparing youth for careers
 - Creating a safe and supportive climate
 - Organizing youth services
- Community Colleges
- Gaps in the literature & where you fit in!

GOAL: Support Job Corps' long-term quest

We are starting by evaluating three pilots Job Corps is funding.

- 1. The Job Corps Scholars program** offers an opportunity to test an alternative to traditional Job Corps by harnessing the training opportunities and infrastructure provided by community colleges, HBCUs and TCCUs to deliver educational/vocational classes and intensive counseling to Job Corps eligible participants.
- 2. Louisiana Job Challenge:** Graduates of National Guard Youth Challenge (a residential dropout recovery program for 16 to 19 year-old youth) who are Job Corps eligible are being offered career training through the Job Challenge program at a Job Corps center.
- 3. Idaho Job Corps:** The state, rather than a contractor, operates the Job Corps program and centers.

What Will the Job Corps Scholars Evaluation Include?

- An **implementation study** to examine how pilots are providing services to participants
- An **outcomes study** to examine the participants' outcomes
- An **impact feasibility assessment** to determine whether there is potential to conduct an impact study to examine how the pilots' services affect participants' outcomes relative to other participants' outcomes

Topics of Interest

➤ General

- Startup
- Recruitment, enrollment, and program flow
- Program services
- Pilot performance and student outcomes
- Cost

➤ Pilot specific topics of interest:

- How does the typical Job Corps Scholar student compare to the students in a traditional residential Job Corps program?
- How do the Job Corps Scholar services compare to the services and programs typically offered at the operating institutions and to the typical Job Corps program?
- How does the experience of the Job Corps Scholar students compare to that of the typical Job Corps student?

What Data Will We Need From You?

- Program and participation quantitative data
- Qualitative data
 - Site visits to selected programs to interviews staff and participants and observe activities

Evaluation Activities

- Designate a Job Corps Scholars Evaluation Liaison and make staff available as appropriate
- Participate in check-in calls with evaluation team as appropriate
- Obtain informed research consent from Job Corps students
- Provide extracts of the students' individual-level data to the MDRC/Abt team
- Host site visits as appropriate

Questions?

Wrap-Up

Next Steps



- Respond to Conditions of Award in your Grant Award Package, as appropriate
- Review the DOL Fiscal Training Tutorials
- Review the DOL Performance Reporting Requirements
- Review Competitive Program Basics Reference Guide
- https://rise.articulate.com/share/4eRGrXGtIjJRwOJ5_QgQiS_wR5rdo1wy#/
- Review the Grantee Handbook
- https://www.doleta.gov/grants/docs/ETA_Grantee_Handbook.pdf
- Prepare for first-round calls from Evaluation Team



Grantee Resources

➤ Competitive Grant Program Basics Reference Guide

Provide newly awarded competitive grantees with basic grant information

[https://rise.articulate.com/share/4eRGrXGtIjJRwOJ5_QgQiS_wR5rdo1wy#/
/](https://rise.articulate.com/share/4eRGrXGtIjJRwOJ5_QgQiS_wR5rdo1wy#/)

➤ Grantee Handbook

General resource designed to orient grantees to the grant process in ETA

https://www.doleta.gov/grants/docs/ETA_Grantee_Handbook.pdf

➤ Job Corps Policy and Requirements Handbook

<https://prh.jobcorps.gov>

➤ Workforce GPS: <https://www.workforcegps.org/>

➤ Clearing House for Labor Evaluation and Research

Community College Topic Area: <https://clear.dol.gov/topic-area/community-college>
<https://clear.dol.gov/topic-area/community-college>

Opportunities for Youth Topic Area:

<https://clear.dol.gov/topic-area/opportunities-for-youth>

➤ External Review of Job Corps:

<https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/JC-EvidenceScan.pdf>

Promising practices for serving disconnected youth:

<https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/JC-EvidenceScan-Highlights.pdf>

➤ National Job Corps Study: 20-Year Follow-Up:

<https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/Job-Corps-IRS-Report.pdf>

Primary Point of Contact (POC) is Your FPO

Roles

- Angela Dayton, Job Corps Scholars Federal Project Officer (FPO)

EMAIL: Dayton.Angela@dol.gov

PHONE: 312-596-5491

- Receives communication from ETA
- Is responsible for sharing information with project team



- ★ If the main point of contact for your grant changes, please remember to contact the Federal Project Officer.

Questions?

Thank you!