

Youth Pilot Grantee Meeting

July 27, 2017

Purpose and Goals



...to connect youth to meaningful education, training, and employment opportunities.

A pilot project, or experimental trial, is a small-scale, short-term preliminary project created in order to evaluate feasibility, time, cost, adverse events, etc. in an attempt to predict scalability, sustainability, and improve upon the design prior to performance of a full-scale program.

...outcome of these pilot projects will help inform the direction of future work in Illinois for Youth.



A "youth" customer under WIOA must meet general eligibility requirements and, at the time of eligibility determination, meet the requirements for an in-school or an out-of-school youth.

Out-of-School Youth Eligibility



- To be provided services under the youth funding stream as an "out-of-school youth", the individual must be:
 - Not attending any school (as defined under State law); individuals attending Adult Education provided under Title II of WIOA, YouthBuild or Job Corps are also classified as out-of-school youth;
 - Not younger than age 16 or older than age 24; and
 - One or more of the following:
 - A school dropout as defined by the state,
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter as defined by the school district and the applicable school based on the student's residence or assignment,
 - > A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is
 - Basic skills deficient (20 CFR 681.290); or
 - An English language learner.
 - Subject to the juvenile or adult justice system,
 - Homeless, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement;
 - Pregnant or parenting
 - An individual with a disability,
 - A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.

In School Youth Eligibility



- ➤ To be provided services under the youth funding stream as an "in-school youth", the individual must be:
 - Attending school (as defined by State law);
 - Not younger than 14 (unless individual with a disability attending school under State law) or older than 21;
 - A low-income individual, including an individual that receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (Sec. 3(36)(A)(iv) or who lives in a high poverty area; and
 - One or more of the following:
 - Basic skills deficient.
 - An English language learner.
 - An offender
 - Homeless, a homeless child or youth, a runaway, in foster care or aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or in an out-of-home placement.

Case Management

rkNet*

- Illinois WorkNet
- Illinois Workforce Development System (IWDS)

Illinois workNet

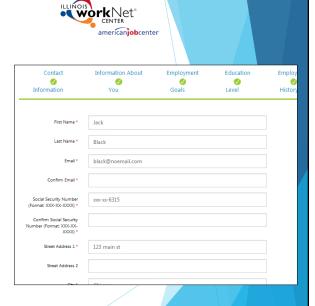


- ▶ The Illinois workNet portal will be the primary case management system for all youth grants
- ▶ Tools include:
 - Application
 - Suitability assessment
 - ▶ Live outcome dashboard
 - Scheduling tools
 - Case Note function

Application

Customer/Partner View

- Can be completed by partner or customer.
 - ▶ Customers access through their Illinois workNet account
 - ▶ Partners access through the Progress Page.
- Populates IWDS upon submittal.
- Includes:
 - Contact Information
 - Information About You (Demographics)
 - Employment Goals
 - Education Level (Credentials Earned)
 - Employment History
 - Potential Barriers to Employment
 - Final Questions (Working With Other Service Providers)



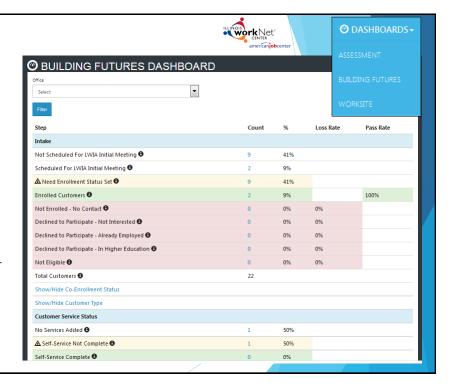
Dashboards

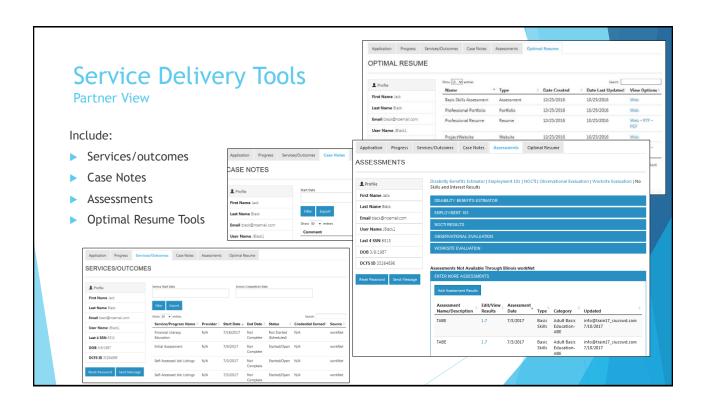
Partner View

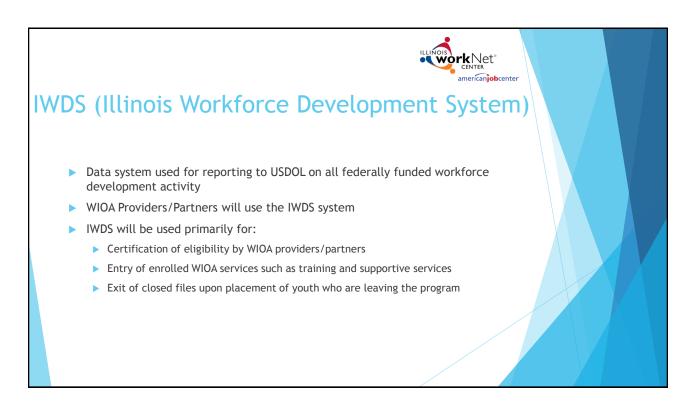
Partners only have access to the customers that have been assigned to them.

Dashboards Provide:

- Customer Status/Progress
- Filtered Customer List Count and Link
- Data Source Description for Each Area
- Loss/Success Rate (when applicable)







Reporting



- ▶ Programmatic and Fiscal Reports are due <u>according to the schedule in your</u> grant agreement
- Generally due 30 days after each Calendar Quarter
- ▶ All activities and costs should be reported in a timely fashion
- ► Failure to submit Quarterly Reports will result in an automated notice from the Department of Commerce legal unit



Quarterly Programmatic Reporting



Quarterly Programmatic Report (DGR)

▶ The DGR Template is available for download from this webinar, project leads have also been sent the document.

File Naming Conventions



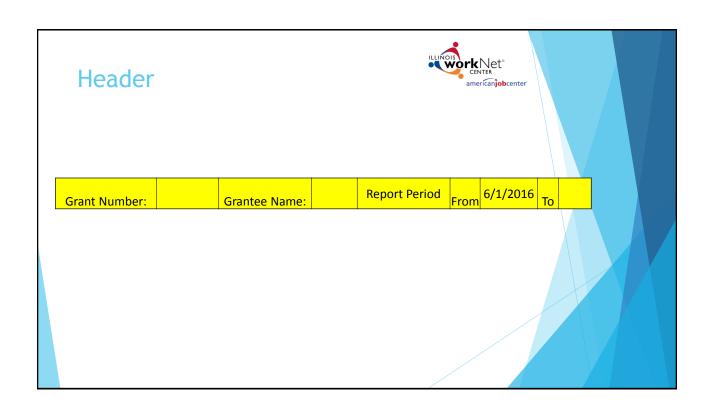
Every Quarter, submitted reports MUST be named accordingly:

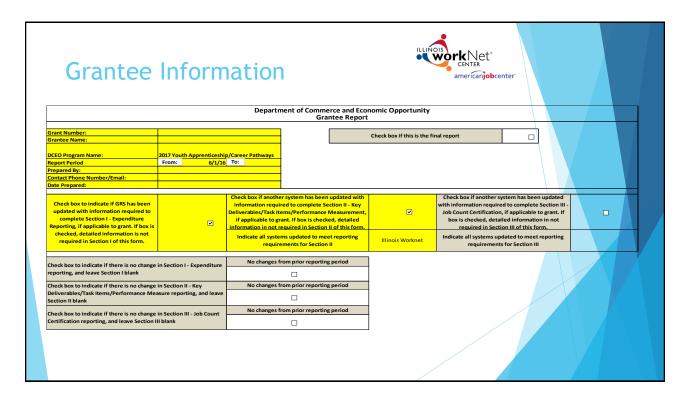
Programmatic:

▶ [Grant Number] DGR [06-30-2016]

Fiscal:

► [Grant Number] Trial Balance [06-30-2016]





Section 1	Grant	Δmo	unt							
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ipart A: GRANT AMOUNT										
1 Cost Category Number	2 Cost Cutegory Description		3 DCEO Budget Amount	Previously Reported Expenses	Current Reporting Period Expenses	Total Grant Expense to Date (4+5)	7 Amount of Accruals included in Applicable)	Column 5 (If List Documentation document)	List Documentation included with Report to Support Expense Amount (see guideline document) and/or explain any adjustments from prior reporting periods.	
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apart C: GRANT FUNDS RECEIVED AND CASH REQUESTED										
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Grant Amount Previous Cash Requested		Previous Cash Requested + Pre	evious Grant Funds Received Current Cash Request + Current			Grant Funds Received Remaining Grant		Remaining Grant Funds	ant Funds Grant Funds on Hand	
bpart D: GRANT PROGRAM INCOME or GRANT PROGRAM INTEREST (if applicable)	1	2	3	4				5		
	Prior Earnings Balance	Current Period Receipts	Current Period Disbursements	Current Earnings 8	talance (1+2-3)		Supporting Documentation/Explanation of Adjustment			
Grant Program Income	Plot Latings basis			\$0.0						



Section 4:	Feedback & Signatures and	Net* NTER erican job center
Subpart A: SUCCESS STORIES/ADDITIONAL ACTIVITIES ACCO	SECTION IV: Success Stories/Additional Grantee Feedback	
Subpart B: ADDITIONAL CONCERNS AND/OR FEEDBACK		
	Submit Report to DCEO email address or hard copy address listed in the Welcome Par	ckage
documentation is on file with the Grantee; and the individua	partment on this form and in any required system is accurate; that all expenditures from these project funds are for approved project costs only; is all submitting this report has full signature authority to sign on behalf of the Grantee as previously identified to the Department. The Grantee acknowledge riffication in accordance with the Monitoring and Records Retention Sections of the Grant Agreement.	upporting documentation has been submitted as required by Program; all supporting so that the Department's approval for any item or expenditure described herein shall be
Grantee Signature	Name & Title	Date



Quarterly Fiscal Reports



- ▶ The Quarterly Fiscal Report is due along with your DGR
 - The Quarterly Fiscal Report should be a Trial Balance from the Grantee's accounting system
 - ▶ A cost center should be built out to isolate grant costs
 - Fiscal monitors check to assure that the trial balance submitted matches GRS

Reimbursement



- Costs are logged trough the GRS system
- Fiscal Staff must have a login credential (RACF ID)
- ▶ The login credential will start with the letters "MHD"
- ▶ Grantees must report costs in GRS by the 20th of each month

GATA: 2018 ICQ



- ▶ All Grantees were required to submit a 2017 Internal Control Questionnaire (ICQ) prior to receipt of their grant. These must be completed once a year.
- ▶ Unfortunately, this is a yearly requirement and the time for the new questionnaire is now. If you have not done so already, please complete your 2018 ICQ at your earliest convenience. Please notify Matt Hillen and Terah Scott when you have done so.
- This is a compliance issue.

Implementation Plans



- ► Terah Scott reached out to all grantees this week to schedule a meeting to finalize your Implementation Plan
- All Plans are fully incorporated into your grant agreement upon approval by DCEO, per the language therein.

Communication Moving Forward



- ▶ Transmitting ideas and information
- Scheduled weekly group calls to start late August
- ► TA Webinars for grantees and employer partners
- Email/Phone calls

Staying in Touch!



- Grantees inform State of your special events or interesting things you are working on
- "No surprises" if grantee is experiencing "bumps" or major changes, etc., let State know (open, honest, candid communication)
- On-demand technical assistance/Q&A
- · Updates from the State to Grantees

Community of Practice (CoP)



- Communities of practice are formed by people who engage in a process of collective learning in a shared domain of human endeavor: a tribe learning to survive, a band of artists seeking new forms of expression, a group of engineers working on similar problems, a clique of pupils defining their identity in the school, a network of surgeons exploring novel techniques, a gathering of first-time managers helping each other cope.
- In a nutshell:

Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly

Weekly phone calls



Opportunity Youth Ambassador Program

- Program leads identify youth to act as program ambassador
- Youth Program Ambassador(s) participate regularly in calls and/or meetings
- Young Invincibles

Regularly evaluate youth's experience in order to create a feedback loop that allows a timely response from the Governor's Cabinet on Children and Youth and the Illinois Workforce Innovation Board

Technical Assistance



- ▶ Day-to-day assistance, as needed
- Young Invincibles
 - ▶ Will provide resources and supports that address businesses' concerns.
 - Supports will help employers recruit, onboard, and mentor youth participants as well as address other concerns employers raise.
 - Activities may include providing webinars or trainings, leading consultation sessions, and creating employer-facing materials that support the range of staff.

Point of Contact



- ▶ List of contacts for specific pieces of communication
- Identify individual and collective roles and responsibilities
- ▶ Contact Rosters have been received from most grantees

Grantee Partnerships

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- Community of Practice
- ▶ Partnerships within own grant
- State help in identifying other partners

State of Illinois Contacts

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