

# Congratulations DEA Grant Recipients

DEA

- Employers Training Resources
- Jewish Vocational Service
- Sacramento Employment and Training Agency
- North Central Counties Consortium
- Verdugo Workforce Development Board
- Workforce Development Board of Madera County
- Golden Sierra Job Training Agency

# Webinar Topics

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- Disability Employment Accelerator
- Project Overview
- Role Definition
- Communications
- Project Budget
- CalJOBS<sup>SM</sup>
- Project Reporting
- Project Exhibits for the Final Subgrant Agreement
- Timeline
- Upcoming Events
- Contact Information

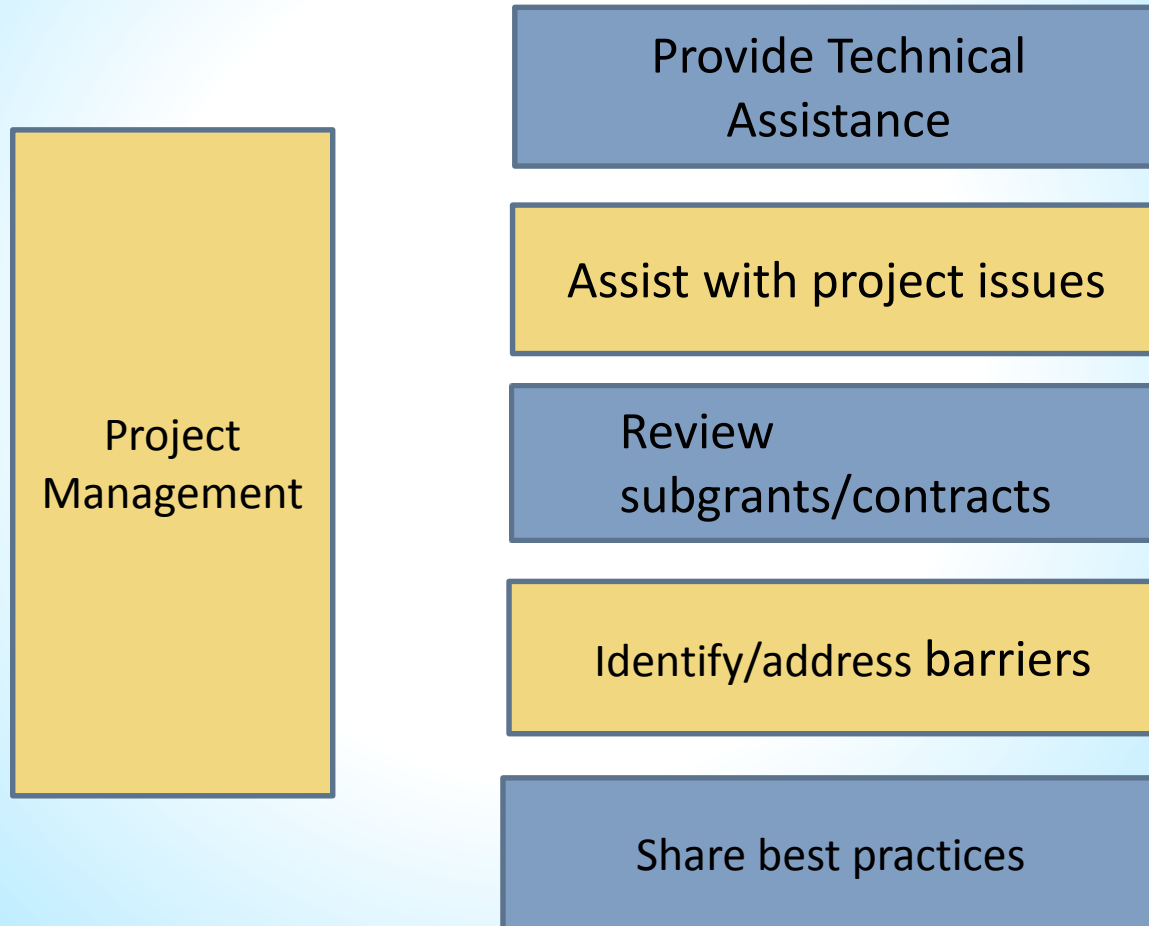
# Project Overview

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- Project term
  - 06/30/2017 up to 12/31/2018
- First resource for answers - [Resources for Grant Subrecipients](http://www.edd.ca.gov/Jobs_and_Training/Grant_Subrecipient_Resources.htm)  
([http://www.edd.ca.gov/Jobs\\_and\\_Training/Grant\\_Subrecipient\\_Resources.htm](http://www.edd.ca.gov/Jobs_and_Training/Grant_Subrecipient_Resources.htm))
  - Solicitation For Proposals (SFP)
  - DEA Frequently Asked Questions (FAQ)
  - EDD Guidance
- Get updates – Directives and Information Notices
  - Subscribe: [Get Email Updates](http://www.edd.ca.gov/About_EDD/List_Subscriptions.aspx?Choice=1)  
([http://www.edd.ca.gov/About\\_EDD/List\\_Subscriptions.aspx?Choice=1](http://www.edd.ca.gov/About_EDD/List_Subscriptions.aspx?Choice=1))

# Project Managers Roles and Responsibilities

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# Role Definition: EDD Team

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## EDD Project Manager (Anna):

- Project Requirements
  - Subgrant Agreement and Modifications
    - Exhibits
  - CalJOBS<sup>SM</sup> Reports
    - Expenditure Report
    - Participant Report
    - Cash Withdraw Request
  - Monthly Narrative Report
    - By email
    - Closeout Reports

## Other EDD Units:

- Financial Management Unit (FMU)
  - Subgrant Agreement
  - Financial Information
- CalJOBS Operations Unit
  - CalJOBS Questions
  - [CalJOBSAdmin@edd.ca.gov](mailto:CalJOBSAdmin@edd.ca.gov)
  - (916) 653-0202

# Communication

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- Project Management Group Email:  
[WSBProjectManagement@edd.ca.gov](mailto:WSBProjectManagement@edd.ca.gov)
- Project Manager's (Anna's) email:  
[Anna.Maldonado@edd.ca.gov](mailto:Anna.Maldonado@edd.ca.gov)
- Organizational Information Change (Types 1 & 2 & 3):  
[Workforce Services Directive 16-11](#)  
[http://www.edd.ca.gov/jobs\\_and\\_Training/pubs/wsd16-11.pdf](http://www.edd.ca.gov/jobs_and_Training/pubs/wsd16-11.pdf)

# Project Budget

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- Administrative Costs
  - Cannot Exceed 10% of Total Budget (Directive WSD16-13)
- Leveraged Funding
  - SFP required 30% of Matching and In-Kind
- Indirect Cost Rate
  - On File With EDD - negotiated and approved by cognizant agency), or
  - De Minimus Rate of 10%

Requests for changes to any of the subgrant exhibits:  
please contact your EDD Project Manager

# CalJOBS<sup>SM</sup> Training

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- Intro to CalJOBS and Navigation
- Individual Registration
- Program Applications and Eligibility
- Participation and Enrollment

- Case Notes and Alerts
- Closure of Activities
- Reports

• Available upon request for new staff.

• Please let your Project Manager know if CalJOBS training is needed.

# CalJOBS<sup>SM</sup> Participant Report

*“If it is not in CalJOBS<sup>SM</sup>, it does not exist”*

## Reporting Requirements

### Workforce Services Directive 13-11

([http://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsd13-11.pdf](http://www.edd.ca.gov/jobs_and_training/pubs/wsd13-11.pdf))

- Report individual participant data into CalJOBS within 30 days of any services and activities provided
- Must pull CalJOBS reports to confirm data entry
- Participant data entry late or not done = cash hold

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# CalJOBS<sup>SM</sup> Expenditures Report

- Monthly Expenditure Report due the 20<sup>th</sup> of the following month - Your first report is due August 20th
- Monthly And Quarterly Financial Reporting Requirements:  
Workforce Services Directive 16-13  
([http://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsd16-13.pdf](http://www.edd.ca.gov/jobs_and_training/pubs/wsd16-13.pdf))
- A \$0 Report must be submitted until you have cumulative accrued expenses
- **Accrued Expenditures: *An expenditure for goods that have been received or services that have been provided but have not been paid for***
- Cumulative Expenditures: Total of expenditures from 6/30/2017 through the end of the month (not single month)

# Monthly Narrative Report Form A



Disability Employment Accelerator PY 2016-17

- Due the 20<sup>th</sup> of the following month
- Your first report is due by August 20<sup>th</sup> for the month of July

## Monthly Narrative Report Month/Year:

The intent of this report is to demonstrate the impact the program is having on the public workforce system and its capacity to serve jobseekers with disabilities and businesses seeking skilled candidates. Not all the projects may be actively involved in each of the areas in this form due varied implementation stages.

Please provide a narrative on activities occurring during the report month and cumulative (progress since implementation) information in the data tables.

Name of <u>Subrecipient</u>	
Name of Person Completed Report	
E-mail Address	
Telephone Number	
Date Completed	

### LOCAL LEVEL ACTIVITIES

Describe significant local level activities in which the DEA is helping to build the capacity of the workforce system (e.g., staff training, employer outreach and partnerships, etc.) including system changes.

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# Exhibits for Subgrant Agreement

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- Exhibit A (SFP Form PN)
- Exhibit B (New-Participation form)\*
- Exhibit E (New-Monthly Expenditure Plan)\*
- Exhibit F (Replacement SFP Form 3)\*
- Exhibit G (SFP Form 4) Supplemental Budget
- Exhibit I (SFP Form 1) Project Work Plan
- Exhibit J (SFP Form 2) Project Partners

# Exhibit B Participant Plan

## Exhibit B CALIFORNIA DISABILITY EMPLOYMENT ACCELERATOR PARTICIPANT PLAN

STATE USE ONLY	EXHIBIT B
Subgrant Number	
Project Number	
Initial Plan	
State Modification Date	

Name of Subrecipient (Subrecipient Code): \_\_\_\_\_

	7/2017	8/2017	9/2017	10/2017	11/2017	12/2017
Total Enrollment						
New Participants Into Program						
Entered "Earn and Learn" Training						
Completed "Earn and Learn" Training						
Entered Industry-Recognized Credential Training						
Completed Industry-Recognized Credential Training						
Total Participants Attained Certificate(s)						
Entered Unsubsidized Employment						

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# Exhibit E

## Monthly Expenditure Plan

- Complete to finalize your subagreement package
- Submit by 7/31/17
- Replaces SFP's Exhibit C

### Disability Employment Accelerator 2016-17 (DEA) Project Funding and Expenditure Plan

STATE USE ONLY	Exhibit E
Subgrant Number:	
Grant Code:	1103
Initial Plan:	06/30/17
Modification Date:	07/31/17

Organization Name:					
Project Name:					
<b>I. FUNDING PLAN</b>					
A. Fund Source	WIOA 15%	Cash/In-kind Match		Project Total	
B. YOA	2016				
C. Subgrant Number					
D. Fund Source Term	06/30/17-12/30/18				
E. Grant Code	1103				
F. Total Administration - 10% Cap				\$0	
G. Total Program				\$0	
H. Total Subgrant Amount	\$0	\$0		\$0	
<b>II. EXPENDITURE PLAN</b>					
Month-Year	WIOA Planned Expenditures	Cumulative WIOA Expenditures	Match Planned Expenditure	Cumulative Match Expenditure	Project Total Planned Expenditures
June-2017		\$0		\$0	\$0
July-2017		\$0		\$0	\$0
August-2017		\$0		\$0	\$0
September-2017		\$0		\$0	\$0
October-2017		\$0		\$0	\$0
November-2017		\$0		\$0	\$0
December-2017		\$0		\$0	\$0
January-2018		\$0		\$0	\$0
February-2018		\$0		\$0	\$0
March-2018		\$0		\$0	\$0
April-2018		\$0		\$0	\$0
May-2018		\$0		\$0	\$0
June-2018		\$0		\$0	\$0
July-2018		\$0		\$0	\$0

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# Exhibit F

## Budget Summary

Disability Employment Accelerator 2016-17 (DEA)

Exhibit F: Budget Summary

STATE USE ONLY	FORM F
Subgrant Number:	
Grant Code:	
Initial Plan:	
Modification Date:	

Applicant:

Project Name:

Item #	Expense Item	WIOA Funds	Matching Funds	Total Project Budget	Source of Matching Funds	
A.	Staff Salaries			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
B.						
C.	Staff Benefits			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
D.						
E.	Staff Travel			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
F.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
G.	Furniture and Equipment					
1.	Small Purchase (unit cost is less than \$5,000 such as computers, desks etc.)			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
2.	Equipment Purchase (unit cost is more than \$5,000 and useful life is more than one year.) Complete Supplemental Budget Form			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
3.	Lease			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
H.	Consumable Testing and Instructional Materials			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
I.	Tuition Payments/Vouchers			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
J.	On-the-Job Training			\$0.00		<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash

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# Timeline

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Project Reports	Due
Narrative Monthly Report	By the 20 <sup>th</sup> of the following month
Monthly Expenditure Report (via CalJOBS)	By the 20 <sup>th</sup> of the following month
First Monthly Reports (Narrative and Expenditure)	by August 20th, 2017
Financial Closeout	60 days after the end of the grant
End of Project Report	60 days after the end of the grant
Submit Your Monthly Narrative Report to <a href="mailto:WSBProjectManagement@edd.ca.gov">WSBProjectManagement@edd.ca.gov</a> and your EDD Project Manager (Anna)	

# California Disability Employment Initiative

## Disability Employment Accelerator

### Quarterly Meetings

**Date:** November 8 (9:00AM-5:00PM)  
November 9 (8:30AM-1:30PM)

**Meeting Location:** Alta Regional Center  
2241 Harvard Street  
Sacramento, CA 95815

For registration information: contact Debi Silenieks at [Debra.Silenieks@edd.ca.gov](mailto:Debra.Silenieks@edd.ca.gov)

# Your Project Contacts

DEA

[WSBProjectManagement@edd.ca.gov](mailto:WSBProjectManagement@edd.ca.gov)

EDD Project Manager

Anna Maldonado

916-653-6861

[Anna.Maldonado@edd.ca.gov](mailto:Anna.Maldonado@edd.ca.gov)

Grants and Special Initiatives  
Unit - Coordinator

Debi Silenieks

[Debra.Silenieks@edd.ca.gov](mailto:Debra.Silenieks@edd.ca.gov)

CalJOBS<sup>SM</sup> System Issues

CalJOBS Operations (Help Desk)

916-653-0202

[CalJOBSadmin@edd.ca.gov](mailto:CalJOBSadmin@edd.ca.gov)

# It's Your Turn....

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ANY  
QUESTIONS  
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