

H-1B READY TO WORK PARTNERSHIP GRANTS JUMPSTART TO TECHNICAL ASSISTANCE WEBINAR MAY 5, 2015

Moderator: Megan Baird, RTW Policy Lead, DOL Division of Strategic Investments

Presented by the Ready to Work Technical Assistance (TA) Team: Susan Shorters, President of High Impact Partners; Ayreen Calimquim, Project Lead; Annette Gantt, Technical Assistance Coach

Purpose: The objective of this webinar is to provide Ready to Work grantees with an overview of the technical assistance program support they will receive from the TA Team throughout the grant lifecycle.

Summary: After providing a quick performance reporting update, the technical assistance team provided an overview of the key technical assistance activities that will be provided to support grantees. Lastly, the TA Team reviewed some of the program ramp-up action items that grantees have been working on since the start of their grant program.

Key Link: [Jumpstart to Technical Assistance Webinar Recording, PPT, Transcripts](#)

JUMPSTART! RTW PERFORMANCE REPORTING

You should have already received the following **OMB-approved Reporting Documents:**

- [Performance Reporting Handbook](#)
- [Data Elements and Edit Checks](#)
- [H-1B RTW Quarterly Performance Report Form](#)

COMING SOON!

- **RTW Performance Reporting HUB 2.0 Webinar**
- **Live Tutorials: “How-To” Series**
 - Participant Tracking Using RTW Data Elements
 - Creating Data Files
 - Uploading Data Files
 - Resolving Data File Errors in HUB
- **Small group and One-on-One Coaching**
 - HUB Office Hours for RTW Grantees

JUMPSTART! RTW TECHNICAL ASSISTANCE

Group Coaching

- Topic Specific Webinars
- Small Group Learning Events
- Peer-to-Peer Mentoring & Learning Exchange



Group Coaching: Strategies to Support Long-term Unemployed Participants

- Subject Matter Expert LTU Webinar Series
- “Ask the Expert” Grantee Roundtable Discussions

Customized Coaching: Monthly One-on-One Coaching with a TA Coach

The RTW TA Team is ready to provide customized support services and technical assistance to grantees. The TA plan includes a variety of activities including group assistance and individual assistance.

Your RTW TA Team	
TA Coach	Ready to Work Grantees
Tressa Dorsey	City and County of Denver; It's My Community Initiative, Inc.; Nebraska Department of Labor; Jewish Vocational Service; NOVA Workforce Development City of Sunnyvale; Worksystems, Inc.
Annette Gantt	Capital Workforce Partners; City of Providence; County of Westchester; New Jersey Council of County Colleges; RochesterWorks, Inc.; Workforce Alliance, Inc.
Lyle Neumann	Memphis Bioworks Foundation; Project QUEST, Inc.; San Jacinto Community College District; Indianapolis Private Industry Council, Inc. d/b/a EmployIndy; Tecumseh Area Partnership, Inc. d/b/a Region 4 Workforce Boa; WSOS Community Action Commission
Jen Swidler	Puerto Rico Technoeconomic Corridor; Anne Arundel Workforce Development Corporation; District 1199C Training & Upgrading Fund; Alachua Bradford Re. Workforce Board dba CareerSource NCFL; Florida State College at Jacksonville

JUMPSTART! RTW PROGRAM RAMP-UP

Start-up activities should focus on developing the organizational structure and capacity required to implement the grant program. This includes program implementation, leadership and budget setup, and partnership engagement.

Program Implementation

- Read the RTW SGA – it's your DOL roadmap!
- Understand Your Statement of Work (SOW)
- Monitor timeline to ensure hiring decisions are made in time for program implementation
- Set up team meetings, email updates and other regular systems to monitor and report progress
- Establish data collection and reporting systems; Collect valid and reliable data
- Monitor grant performance and take corrective actions

Leadership & Budget Setup Processes

- Ensure leadership buy-in and visible support through regular communication
- Connect local budget process to grant award
- Establish budget management roles and processes, expenditure procedures, quarterly and fiscal reporting timelines
- Communicate progress, challenges and celebrate success! Tell Your Story!

Partnership Engagement

- Secure sub-agreements ASAP with top-down buy-in; monitor activities and progress
- Implement employer recruitment strategy; define roles of employers (e.g., OJT, mentoring, mock-interviews, job placement etc.)
- Assign a dedicated POC for developing and sustaining employer partners and WIB presence/involvement
- Make sure everyone understands the goals and activities of your partners