**WorkforceGPS**

**Transcript of Webinar**

**NFJP Grantee Orientation**

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BRIAN KEATING: Or comments that you might have today, but we're going to jump right into today's content while you finish that up. So welcome, everyone, to today's moving forward together, "NFJP Grantee Orientation" webinar.

And again, one last call. If you haven't already done so, go ahead and let us know where you're located, the name of your organization or group, and how many are joining you, if you happen to be attending in a group today. Again, I think we're going to have you introduce yourselves as well in just a bit. So stay tuned for that, and you'll definitely be able to ask questions using that chat as well.

And without any further ado, I want to turn things over to our moderator today, Laura Ibanez. Laura is a unit chief with the Specialty National Programs Unit with the Employment and Training Administration in the U.S. Department of Labor. Laura? And Laura, I don't hear you. You might be on mute.

LAURA IBANEZ: Yeah. Now, we see we were on mute. So hi. My name's Laura Ibanez. I'm joined by my colleagues today, Steve Rietzke, Greg Scheib, and Jimmie Curtis. Good afternoon, everyone.

Welcome to today's grantee orientation for the National Farmworker Jobs Program. We are very excited to be here with you today to kick off the NFJP. These grants are an important investment the Department of Labor and Administration are making to ensure that migrant and seasonal farmworkers have access to training opportunities that will help them realize their career goals and help them create better futures for themselves and their families.

So for today's objectives, first thing I want to start off with is I know many of you are not new to NFJP, but I'm really excited to say congratulations and welcome to the ETA grant family. I've been waiting to say that for about 34 days now since we started the program year July 1st. So it's really great that all of you have decided to join us today.

We do have a full agenda today, and we want to encourage you throughout the presentation to please put all of your questions in the chat section so we know what we're missing and what we need to address in the future. Given that the regulations are publicly available, one of our main goals is to engage with our grantees by holding monthly webinar discussions to allow space for transparency, candid conversation, and provide guidance as we know it.

Today we're going to introduce you to the Department of Labor team at the national regional office. We're also going to cover an overview of the NFJP program. We just want to share what our vision is for the grant program and also let you know how we see you be a help – we see how you fit into that vision. We also touch briefly on reporting requirements and instructions.

Then we'll explore the grant package, taking a closer look at what is actually in it and what it all means. Lastly, we're going to review your grant communication plan. As you know, communication is a two-way street. So we'll look at first how you will communicate with us, who do you contact when you have a question, and also how we will communicate with you. And finally, we'll discuss next steps, including what you should expect after this call.

So I just wanted to take a moment to introduce Steve Rietzke who is our division chief for the Division of National Programs, Tools, and Technical Assistance. He's going to give an overview of the national office role. But before Steve begins, if we could just take a moment to have you introduce yourself.

MR. KEATING: All right. I know many of you have already introduced yourself in the chat window, but I think what we're going to go ahead and do is have you formally introduce yourself using this virtual nametag chat or prompt. So go ahead and type in, my name is blank. I am from and then put in the name of your institution, and I'm a part of the blank project. So put in the name of your project there.

And then last but not least, if you'd like, you can put in, if you want to get in touch with me, please e-mail me at and then put in your e-mail address or call me at and put in the best phone number to reach you. So it looks like several of you are doing that. We'll go ahead and give you a chance to do that. Again, the prompt is on the screen. So feel free to take advantage of that by introducing yourself to us and your colleagues as well.

All right. And it looks like folks are doing that. So thanks for that. And I think we're going to be muted here for a moment to give you an opportunity to do that, but looks like several of you are doing that. So thanks very much for that. All right. Just a reminder that you can type in your questions or comments at any point using the chat window today. So looks like several of you are introducing yourselves using that chat. So thanks for that, and encourage you to keep doing that while we move on. So, Laura, I don't know if you want to introduce Steve. Folks, feel free to keep introducing yourselves, if you're still working on that assignment.

STEVE RIETZKE: Thanks, Brian. I'll take it. I don't need more than one introduction.

MS. IBANEZ: OK.

MR. RIETZKE: Hi, everybody. It's great to see you online. Good afternoon. I'm Steve Rietzke, as Laura mentioned. I just came into this position as the division chief for National Programs, Tools, and Technical Assistance a little less than six months ago, but I've been with ETA for about 10 years.

Before this job I spent about four years as a grant officer on discretionary grant programs, and before that I was on the program side originally working on some other discretionary programs. But this has been really my first introduction to the NFJP world, and I'm very excited to join this family.

I just want to echo Laura in saying congratulations on your grant awards. This has really been an exciting time for us, as I think you probably know. We just made our new regulations under the Workforce Innovation and Opportunity Act public on June 30th. This is one of those years where it seems like everything is coming together kind of all at the same time.

And we're still working toward when the exact date will be that those regulations hit the Federal Register itself, but I have a feeling it's going to be very soon. And as you probably know, once they actually hit the Federal Register, then there's a 60-day window where at the end of that 60 days the regs formally take effect.

So it's been exciting, but, as I'm sure you all can appreciate, this level of work and this level of change is very challenging. And I think – I just want to start off this conversation by saying or maybe admitting that we don't know everything yet. There's a lot of things that we're still working through, and as we do that, really our goal is going to be to share information with you as we have it.

We're going to try and get guidance out as quickly as we can. I know a lot of you have a lot of questions about very specific things in the regulations related to reporting, related to eligibility, related to a number of different things. And as Laura went over in her overview, this session, this is a pretty general introductory session. We're going to be doing some more specific webinars and conversations as the weeks go by here, and I may even be able to meet a lot of you in person if you're coming to the AFOP conference in September.

So I think in order for us to get our guidance out as effectively as possible, we like to structure these kinds of conversations where we can hear your input, we can hear your concerns, and you can give us input on what you want to see and where the sticky issues are. So if we don't answer all of your questions today, just know that we're listening, and we'll be keeping track of your questions and trying to address them as well as we can.

So if you go to the next slide, just by way of quick introduction, our division, which is kind of a mouthful to say, is what we call the program office. We have a number of functions. We try to support the federal project officers out in the field, although they don't work for us. They have their own regional administrators. We provide technical assistance, and we do that with a lot of help.

We work together with the Association of Farmworker Opportunity Programs. Many of you I'm sure know Katie Nelson and Daniel Sheehan at AFOP. We have a cooperative agreement with AFOP to help increase communication and connections between ETA's NFJP team, you all as grantees, and the farmworker community at large really to try and help expand the visibility and the reach of the NFJP grantees as well as their connections to American job centers, all with the goal in mind of better serving migrant and seasonal farmworkers.

We also work a lot with Andrew Wiegand at Social Policy Research Associates or FPR. We have a contract with them that provides support related to reporting of data. And we also have a contract with an organization called Sister Sky who's going to be helping to provide some administrative support to the program.

Some of the other things we do in the program office, we try to set up a lot of peer learning opportunities so that you can learn from each other and share best practices and hear each other's concerns. We collect and analyze performance data. We review a portion of grant modifications for concurrence, although I'll point out that we don't have the formal authority to approve modifications.

We just provide our concurrence to the grant officer. And then if there's any products developed under our grants, then we're the office responsible for coordinating and collecting those submissions and making sure they get disseminated through vehicles like WorkforceGPS.

So one question that we wanted to just put out there in a poll, and this is sort of a new product that we've been putting out with our grant awards. We're wondering how many of you have read the newest edition of our "Grantee Handbook: Effectively Managing Your ETA Competitive Grant"? We included this in your award package. It looks like a decent number of people have at least glanced at it. I don't know if it's the best beach reading for August, but you might want to take a look at it.

It's a general resource. So this isn't specific to NFJP, but really it's designed to try and orient you to the competitive grant process in ETA. I know a lot of you have been grantees before and many of you for many years. But even though some of the specifics about grant programs are different, this walks you through some of the basics, and it touches on things like how ETA – what our approach is to grants management, sort of our organizational roles and responsibilities. Gives you a brief overview of your award documents, regulatory requirements, how to manage your period of performance, modifications, closeout, and a piece on evaluation.

So if you haven't had a chance to take a look at that yet, do take a look at it and keep it handy for reference as you get into the work of managing your grant.

Brian, what did our poll end up at? I wasn't looking at the screen for the final tally.

MR. KEATING: That's all right. Let me bring it back here real quick. So it looks like some people said of course. Looks like about 22 percent of the folks said of course. About 25 or a quarter of the folks said that they're halfway done. It's on over a third of everyone's must read list, and we did have some, about 13 or 14 percent of people say, huh. We got a comment from at least one person that said they have not received it. So a little feedback there.

MR. RIETZKE: All right. Well, thank you, everybody, for filling that in. And like I said, if you haven't taken a look at it yet, please do. We hope it's at least a little bit valuable in helping you to better understand how we operate and some of the basics of grants management. So I think with that I'm going to turn it over to Greg Scheib from the Specialty National Programs Unit.

GREGORY SCHEIB: Great. It's nice to be here with all of you and see so many familiar names up there today. I'm going to start out by just giving everyone a quick overview of the program, which you could probably give back to me without any prompting. But just wanted to remind everybody that NFJP, we got about $81 million this year, which was the same as we did last year, which is good.

And again, the grant is really to support the development of employment and training and housing assistance plans for migrant and seasonal farmworkers, including MSFW youth, and their dependents to receive career services, training, housing assistance services, youth services, and other related assistance. It helps retain, stabilize in their current agricultural jobs as well as acquire the jobs they need to get higher wages and stable year-round employment.

So our overall goal obviously has not changed much. There's little changes here and there along the way, but of course that's what some of these webinars in the next few weeks are going to be discussing. Again, we have 52 state employment and training grantees. We had basically the same grantees as in prior years.

So it's a familiar group to all of you, which is great. There's a lot of knowledge there. And on the housing side we have 10 grantees with one new grantee, La Cooperativa Campesina de California, which I probably said horribly. But so we have a few – a bit fewer housing grantees this year, but we're well covered across the country, and so we're ready to move forward on both fronts.

One of the other things we want to talk about is just reporting requirements, and obviously reporting is an important component of the work we do for many reasons. Obviously to report our success out to Congress, the administration, OMB, GAO, and other stakeholders and certainly demonstrating our grant outcomes to our partners, especially important as we're trying to leverage and develop new partnerships.

It's important to show what kind of impact we have in the local communities that we serve. And certainly always continuously improving the programs to meet the changing needs of the migrant and seasonal farmworker population. So those are some broad reasons obviously why reporting is so important, and I'm just going to go through some of the specifics of what reporting is going to look like under WIOA.

Again, it hasn't changed substantially. There are some changes, though, and I'll be going through those. As you all know, the first quarter of this current year ends in September 30ths so that the quarterly reports will be due on November 14th. Moving forward, Employment and Training grantees are no longer going to be using the 9094 form or the program planning summary form or the 9095 form which is the program status summary.

Those will ultimately be replaced by the new data reporting system that we're putting in place and the narrative reports that we are getting up and running. I'm going to talk a little bit more about that in just a minute. Additionally, housing grantees are no longer going to use the 9164 form. That will be replaced by a narrative form where you'll also be reporting program outcomes.

In terms of narrative reports, the department, spearheaded by Laura and some others in our department, are currently developing a new narrative report template. The template's going to be used not only by NFJP but by H-1B programs, national dislocated worker grants, reentry and reemployment opportunities grants, senior SESP grants, and YouthBuild. The report's going to provide a detailed account of program activities, accomplishments, and progress towards performance outcomes during the quarter.

It's also going to provide information on grant challenges and timeline progress, as well as the opportunity to share success stories. While the department's going to be issuing a Information Collection Request for this new format, in the interim we are going to be sharing the suggested but not yet PRA approved template with you so that you can be using it moving forward.

Regarding other reports, fiscal reporting, we are going to be using a 9130 form. They have been recently revised. On July 14th of this year ETA published a TEGL number 02-16 regarding revised 9130 fiscal reports. The TEGL informs the workforce system of updates to the 9130 form and instructions and provides information, additional guidance regarding the new forms.

The 9130 forms, the instructions are included with the forms themselves and the TEGL provides some supplementary data that would be worth looking at but the – ultimately the instruction forms and what your grant plans specifically require are going to be your guiding principles. The appropriate program rules, regulations, and terms again may be contained – conditions of the grant award may also be contained, and the TEGL doesn't contain the information about all the sections.

Grant recipients are going to be required to submit their financial information using the new forms for all the reporting periods beginning with the quarter ending September 30th – so again due November 14th – and there will be training provided through WorkforceGPS on August 10th of this year. And we'd also encourage you all to be – if you haven't already, to register on WorkforceGPS and sign up for that webinar.

In terms of participant reporting, an individual participant reporting, the department is still working hard on rolling out the new reporting system which is called WIPS, which is the Workforce Integrated Performance System. And starting in 2016 NFJP grantees are going to be required to report quarterly performance data using the ETA-9172 form which is the DOL only form. There is also a 9070 form – 9170 form which is a joint report that is not applicable to NFJP.

Records for NFJP participants must be maintained according to the specifications on the PIRL layout issued June 30th of 2016. Data elements and definitions pertaining to NFJP may be found on ETA's website at the – I think – can you move – oh, wait. I can read you the address.

It's https://doleta.gov/performance/reporting/eta\_default.cfm. I know. It's a terrible thing. I gave it to you anyway.

MR. : Did you catch all that, Brian?

MR. SCHEIB: Yeah. We'll see it in the transcripts, won't we? Anyway, we can certainly get that out to anybody, but that material is out there, and I think AFOP is actually providing some information on how to get to the PIRL layout. We should note that we're working on revisions.

For those of you that are involved in data collection, we are working on one revision to one of the data elements which was number 808 on the PIRL. Just we're going to be adding a code value for MSF youth which will just help allow us to better collect data specifically on the individuals who enrolled as MSF youth. We're going to be coming out with additional instructions and guidance shortly in terms of how information is going to be reported, and that information is going to be submitted through ETA's WIPS system.

And I just wanted to note that if your previous NFJP grant expired June 30th, grantees can continue to report through the whisper system until all of the outcomes for those participants have been captured. And for the new grants awarded in July all grantees will be using the WIPS and report against the WIOA performance measures.

Another data reporting there are a couple things on an annual basis that everyone will be reporting out on. One is that in 2017 we'll be coming out with the new allocations for PY '17. As we've done in the past, we'll be issuing a TEGL notifying grantees of those levels, and at that time all the grantees will have an opportunity to revise their program plans and submit updated SF 424, 424A's, and budget narratives to reflect any changes in program design or the funding levels.

Also, as in the past, data validation is an important piece. We recently came out with a TEGL 22-15 regarding data validation and performance reporting requirements, and that TEGL provides data validation and performance for submitting reports. Employment and Training grantees are required to submit individual records for NFJP which ETA uses to calculate the performance outcomes for each grantee, and grantees are not required to conduct report validation but they must conduct data element validation.

Under WIA grantees administering NFJP were not required to submit a performance outcomes report, but grantees were required to submit individual records for NFJP which ETA uses. Did I just say that already? Therefore, grantees were not required to conduct report validations. I did say that twice.

MS. IBANEZ: Did say it twice.

MR. SCHEIB: Yeah. It's all good. Anyway, the final NFJP participant data are due to our ETA contractor, Social Policy Research Associates, by May 15th the year following. So that means that the final NFJP participant data for PY 2015 which we just wrapped up will be due March 15th, 2017, and the data element validation information for PY '15 will be due November 1st of 2017. So for those of you that are – have wrapped up or wrapping up and are continuing to collect data for PY '15, that information will come due in 2017. And finally, attachment D of TEGL 22-15 also provides information about the source documentation requirements for NFJP data validation information and things of that nature.

So those are the major things that you'll be reporting out, your quarterly reports and then your annual reports that we just described, and certainly we'll be coming back with additional information about all that.

But anyway, that wraps up my component of the presentation, and now I'm going to turn things over to Jimmie Curtis, our grants officer from the Office of Grants Management.

JIMMIE CURTIS: Thanks, Greg. Good afternoon, everyone. Right before I launch into a quick overview of the grants office, first, again, I'd like to echo what my colleagues have said. Congratulations on receiving the award. We definitely look forward to working with you all.

For the grantees who actually noted in the poll that they did not receive or sort of clicked the huh when it comes to whether or not you received the orientation handbook, we've heard from quite a few, maybe two or three grantees. So what you might want to do is check with the authorized representative and point of contact to make sure that they forwarded that to other members of your organization. But if you haven't received it, please send me an e-mail today or tomorrow at your earliest convenience. My email address is curtis.jimmie@dol.gov, and thanks, Katie, for putting that in the chat window there. But please send me an e-mail, and we'll make sure you get that handbook today.

All right. So I'll go ahead and just launch into a quick overview of the grant office's role. So essentially the grant officer performs official grant duties. Some of those duties are maintaining official grant documents such as modifications, no-cost extensions, and other relevant documents. Also, the grant officer approves equipment purchases over $5,000. For this NFJP program I am the grant officer, and Amanda Denogean is the NFJP specialist.

Next, I'll just do a quick overview of the grant award package that you just received. So the grant award package consists of the grant award letter, the actual grant agreement, and the grant agreement is sort of broken down into the notice of award obligation as well as the signature page, the condition of award page, if that applies to your organization, the grant terms and conditions, application for federal assistance, which is your SF, Standard Form, 424, the budget, which is the SF-424A, and the budget narrative are also a part of your agreement.

In addition to those documents, the statement of work, which is essentially your project narrative that you submitted with your application, is also included in the agreement along with your indirect cost rate agreement. And that indirect cost rate agreement is only in the agreement if you actually are going to be charging indirect costs. Some organizations choose not to. So for them, they'd elect not to charge indirect costs and they won't have an ICRA in their actual grant award.

So the grant award letter acknowledges your respective award and contains important information about the two systems that require a password and a PIN, the PIN being a personal identification number.

The first is the payment management system which allows the draw-down of funds. Your organization, that's how you'll draw down your funds, and I know for a lot of grantees that are listening, I know this is information that you all are already aware of, but for the new grantee and just as a refresher for some current grantees I think it's helpful just to sort of refocus on some of the important topics here.

So information and forms can be found at doleta.gov/grants under the payment information tab. If you go to that same site and under financial reporting, you will find information about the online grantee fiscal reporting system and the ETA form 9130. Your password and PINs are sent separately after you supply the necessary information. Once you receive that information, please make sure to hold onto it. Please don't lose it.

So going back to some of the other elements that you'll see in your grant award package and just a quick heads up, one of the things that we want to really try to emphasize is as soon as you receive your grant award, please review it. Take the time to read through it. If you have any questions, please direct those to your FPO as soon as you can. That way it sort of sets the stage for a successful grant implementation and also it just allows the FPO to sort of get in front of any issues that may come up.

So obviously the project title is NFJP. We have the grant awardees' identifying information, that agreement number, which is always really good to reference when you send e-mail questions to your FPO or the national office or myself or Amanda in the Office of Grants Management is there as well. It's on the front page. The period of performance is noted as well as the award amount, and just a quick reminder to any grantees who received a condition requesting them to submit a revised SF-424A, which is that budget category document as well as the budget narrative because the amount that you applied for was higher than the actual allocation amount.

Please, if you could, get that back to your FPO as soon as you can so we can go ahead and incorporate that formally via modification. Also one of the things you want to pay attention to on the first page of the terms and conditions are going to be the regulations and cost principles, specifically regulations that apply to this program as well as your grant. And then in the SF-424 obviously is your signature and on the cover page is the grant officer's signature.

Now, I'll briefly discuss the process for requesting approval to purchase equipment. So during the course of the agreement if an equipment purchase is necessary, one of the things you want to do and if it has a per unit acquisition cost of $5,000 or more and a useful life of more than one year, you do need prior approval from the grant officer. So what we actually do is to go ahead and submit a detailed equipment purchase list with descriptions of each item to your FPO for review.

We encourage you to submit this request as early as possible in the period of performance with as many planned pieces of equipment as possible. Your FPO will review the items and submit the list to the Office of Grants Management for review. If the equipment purchases are approved, a modification to your grant will be processed. One quick note on this is that we'll send the last – you want to – again, I would just say just try to get this in as early as you possibly can.

Sometimes when we have several modifications going and I know that you all are very interested in moving forward with the equipment purchase, you want to just go ahead and move forward. So if you could do this sooner rather than later, that would be great as well. Thank.

So again, just please, again, review those grant terms and conditions and reach out to us with any questions that you may have. The FPO, the program office here in the national office as well as the Office of Grants Management are here to assist. We put the 30 days to respond there just because we want to really encourage you all to complete your review of the grant award package and to reach out to your FPO or the national office, OGM as soon as you possibly can.

There is no sort of hard-stop requirement that within 30 days you couldn't submit a modification request or anything like that, but the idea is that we just want everyone to get ahead of some of the issues that may come up or some of the questions that you all may have. We're happy to answer those as soon as possible.

One of the things that we'll talk about is the grant transparency process. So in – when you receive the e-mail with your actual award document as well as the welcome letter, which includes that attachment A, please follow those steps to complete the transparency process. We want to get those materials back from you all within 14 days after you receive the grant award.

So if you have any questions, we've seen a few of those come in as well to the grant specialist as well as myself regarding the transparency process. Please let us know if you have any questions, but we would definitely appreciate if you all could get that in within those – that 14-day period.

Next up is Laura Ibanez, the unit chief for Specialty National Programs Unit. I'm going to go ahead and throw it back over to her.

MS. IBANEZ: Thank you, Jimmie. I don't know if you noticed, but you just got some love from Dallas. Noel Castro, our FPO, has said, "Jimmie is great." And I couldn't agree more. I know Jimmie and Amanda worked really hard through lots of hurdles and technical difficulties to get the award notices out there. It wasn't as quick as we all had hoped, but they really did work hard, when the system was down a few times. So thank you.

MR. CURTIS: Sure.

MS. IBANEZ: So let's go on and talk a little bit about the communication plan. As you see here, it says from ETA to you we will usually go through your FPO for specific requests and information. And I, as I'm reading this, I'm guilty of often calling the grantees directly; because I've met you and I'm like, oh, I can just give them a call.

And so I think this is a really good reminder for me as well to always make sure that we loop in our FPO and that, if we do have a question, that it usually should go to them. And so from you to ETA it's really we strongly encourage you to contact your FPOs. They are the experts of NFJP as it relates to your region. So if you can, if you're interested, you can always copy NFJP mailbox, if necessary, but we really do encourage you to go to your FPO first.

So we want to keep in close contact with you throughout the entire period of your grant, and so I can't say this enough. It's just it's really important that when you reach out that you be patient but also proactive. I always find myself in an awkward situation. After several months a grantee says, well, we wrote to you guys over six months ago. Have you guys gotten back to us? And you just really need to be on us. Really let us know. E-mail us. Give us a call.

Give your FPO a call, but let us know when we're not being responsive because I think that's something that we all would like to know moving forward. Another thing that's really important is that when you write to us or your FPO, to really make sure that you describe your question and the background so that we can get a better sense of where you're coming from and what kind of guidance we should put out there.

So first off, I can't believe how many names I've heard of people retiring. And so there's so many individuals out there that are retiring and I just want to say congratulations to all of you and thank you for your endless commitment to the farmworker community. So as people are retiring some of you have already reached out to us and e-mailed us at our nfjp@dol.gov e-mail to let us know who are the new replacements or who are the POCs moving forward.

One of the most important members of your team is the individual you designate as your primary point of contact. So it's really important that your FPO and we know who your POC is, and if it ever changes, it's really important to know that changing the signature authority requires a formal grant modification.

So here we go. We have some beautiful faces on the next couple of slides here, but Greg and I and Steve and even though we have amazing additional TA support, we really could not do this work without our eight regional coordinators – or actually, I'm sorry. Just gave you guys another name – our federal project officers. Apologies. Combined that with another program there, but yes. Our federal project officers, FPOs, these eight individuals truly do wear multiple hats. They help develop guidance, provide TA, and monitoring.

We hold monthly conversations with our FPOs, and we often start a conversation with, so what are you hearing? What do we need to do? What type of guidance needs to be developed out there? And it's not just monthly because I know that our FPOs are very proactive in reaching out to us as well to make sure that, if we provide guidance to one region, that we can share this information with the other regions as well to make sure that everyone's hearing the same message.

So we have Michael Hotard in region one and Trevor Capon in region one as well. And on the NFJP website you will find their contact information on the NFJP directory. So then we have Laura Tramontana in region two and then Connie Taylor in region three. We were so impressed with these pictures.

MR. : That's Senator Noel Castro.

MS. IBANEZ: Yes. Senator Noel Castro, region four FPO and Raymundo Garcia who goes by Ray in region five FPO. Krister Engdahl for region six and then we have Marjorie Fong also for region six.

So lastly, I just wanted to take a moment to introduce a couple of other members in our team. And we have Juan Regalado, the national monitor advocate from Specialty National Programs Unit, and we also have Lianna Shannon, our workforce specialist who's also part of the monitor advocate system. And so we do have this extended team and support out there both here at the national office and at the regional level. So it's great to know that overall we're small but might, I would say. Yeah.

Let's see here. I see that it's 3:41. I'm going to ask you all to just please let us know how you feel after today's webinar. This is just a start. As you can see, this is practice for all of us. We're going to get better. Trust me. So we are excited to host these monthly conversations with you. So if you can just let us know and take the poll, please, to let us know are you excited? What's going on?

Also, take a moment for you to chat any questions that you have for us because we are tracking these questions. That's great. So we have a lot of let's do this, and I think we have about 4 percent or 3 percent – oh, you guys were taking away your huhs. OK.

MR. : Percentage is dropping.

MS. IBANEZ: It went really high, and then it went really low. But we're in the same boat. We – I think in this room we're feeling all three at this moment, but we're going to figure it out together. So it seems like we have about 80 percent let's do this, 18 percent a little overwhelmed but excited, and almost 1 for huh. So if we can just – let's see. I think the next slide is going to go over some next steps.

So in our next steps we would like you all to join us for a webinar that's going to be hosted on August 10th at 2:00 p.m. Deborah Galloway is going to go over the revised 9130 financial report. It would be great if you could attend. If you feel like you're not the best person, you maybe want to send your financial team. That's a great idea as well, but we just want to let you know that this is a resource that's available.

We're also next week on August 11th at 2:00 p.m. Eastern Time, we're going to go over what we know at this point with NFJP eligibility and enrollment, program services, and talk a little bit about the performance indicator for housing and the performance targets for employment and training grants.

And on that webinar we're actually going to have quite the support from our regional offices. But Noel Castro is going to be presenting, and we have Krister Engdahl and Trevor as well. Greg and I will be here to help facilitate the conversation. We really want to – I'm sure you've all heard this but it's like the one team, one love, one vision approach here and this is what we're really going for.

So ETA on the – by the 29th – so after we host our webinar on August 11th and we share with you what we're thinking about a performance target, we're hoping that we can either somehow have a discussion, if necessary. And if it's not necessary, we can just agree to our performance targets by August 29th. You guys will get a better sense of what I'm talking about when we present next week, but also, since we're aiming to hold these monthly webinar conversations, we have two tentative dates that we'd like you to keep in mind.

We have the reporting webinar discussion that's going to be held on September 8th, and we're going to be working closely with Andrew from SPRA to give that presentation. I would imagine that Greg is probably going to weigh in a lot because he's trying to figure this out. But Greg really went in detail about what he knows at this point, but I have a lot of confidence that we'll have a lot more information to share with you by next month and give you a little bit more detail about the reporting requirement.

And then on October 6 we're going to talk about collaboration and partnerships, and that's where we've invited Juan Regalado to talk about the MOUs that are required. And so we were thinking – we have a whole list for you guys. So we just want to drop it little by little so that we don't overwhelm you completely.

But moving forward we are very excited to hear from you about what training topics are needed. We're flexible. So if we feel like we need to change the order of our conversations, please let us know. In 2017 I'm imaging that we'll have a lot more from your quarterly reports to highlight any accomplishments or successes. You all are really the experts in this work, and so we really will be looking forward to leveraging that information and sharing it with the rest of us.

And I think that's it. So my next slide is I believe just a thank you or – so, "How is notification of this presentation distributed?" OK. That's a great question. I sadly made a mistake on the first time it seems like. So I sent a welcome e-mail, and then Maher & Maher created an invitation that we then forwarded to individuals.

And I know that Katie at AFOP also helped us out and then distributed also through the grantees; right – to the grantees? OK. So we at that time, we used the contact information that we had for the employment and training grantees and the housing grantees. Yet it seems like in the last week or so I've been giving you information about who the POC is. So we'll make sure to update our information.

One thing that was pointed out to me earlier by Katie is that she mentioned that I think was it the invitation that ended up in the spam or –

KATIE NELSON: Yeah. The WorkforceGPS-generated e-mails have been going into a lot of people's clutter folders or even not making it to their server at all. So that's something that I'm reporting back to the GPS team so that they're aware of sort of how the system – I mean, this is a new system for them too, and if they need to look at the way that their e-mails are graphically laid out or the language that they're using to make sure that it's not – that it doesn't look like spam to automatic filters, that yeah. Hopefully they'll – that they'll get better. The e-mails from GPS will get better, and we'll get caught up again.

MS. IBANEZ: So we will definitely be using e-mail blasts here from the national office and make sure to include your FPO, and then we'll work closely with AFOP to make sure that the invitation gets out there as well. If you guys have concerns or maybe you didn't receive a notification of the presentation, please let us know so that we can make sure that we have the right contact information. Or if for some reason, if it got stuck in your clutter or quarantine box, let us know that as well so that we can give this guidance to our contractors.

Are there any other questions or comments at this point? And I don't – Brian, is there a way to open it up I think the mic, or is it just the chat box or –

MR. KEATING: Sorry. Some folks are listening through their computer speakers. So for those folks wouldn't be able to speak up, but for folks, if you'd like to make sure that you're dialed in, you can do that first. Make sure you can mute your computer speakers, and then once you do dial in, if you're not already, you can actually unmute your line by pressing \*6. So for folks that are already dialed in, just press \*6 if you'd like to chime in over the phone.

And for those who are not, I went ahead and threw up that teleconference information again. There's plenty of room on the phone. So for folks who'd like to, go ahead and make sure you're dialed in, and then once you're dialed in press \*6 if you'd like to communicate verbally with us. Otherwise, the chat window is open. So we'd love to go ahead and invite you to type in your question or comment as well.

Susan's letting us know it was distributed by e-mail, and Daniel says, "Thank you to Laura and the entire NFJP team."

MS. IBANEZ: Oh, and, Ray Garcia, you're right. We have Diane Reyes from region five who's an apprentice there, and so she's also been a part of these conversations as well. So thank you for mentioning that.

And I think that's it, or it seems like someone's typing in a question. So we do have 10 minutes to spare. So if you guys want to type in questions.

MR. KEATING: And I think someone may have just unmuted their line. Somebody wanted to communicate with us verbally?

NOEL CASTRO: Yes. This is Noel from region four, federal project officer with DOL.

MS. IBANEZ: Hi, Noel.

MR. CASTRO: I was wanting to see if you can clarify when grantees will receive guidance on what forms they need to submit in regards to the budget information summary, planning – program planning summary. Obviously, Greg covered that, but I don't think he touched on the budget information summary.

MS. IBANEZ: Yeah. So our goal is after today to draft this in writing so that we can send this sort of through an e-mail blast to our grantees. And we're also planning to share the suggested template but not yet approved template for the quarterly narrative report so that you can start thinking ahead of what some of these questions are going to look like. So that is one of our follow-up steps, Noel. Thanks for asking that.

MR. CASTRO: So will also be covering the annual I guess grant plan that they used to submit?

MS. IBANEZ: Yeah. So in that e-mail we're sort of going to break it down as what did you – if you were a grantee in the previous grant term, what did we use then, and what are we using now, because some of those forms are no longer going to be used.

MR. CASTRO: Oh, sounds great. Thank you.

MS. IBANEZ: Yeah. Thank you for asking.

MR. KEATING: All right. Thanks for that, and again, if you'd like to chime in over the phone, you can dial in, if you're not already, and then press \*6 to unmute your line. It looks like we're getting some feedback in general. So again, if you've got specific questions or comments for our speakers, we do have a few minutes. But otherwise, thanks for the comments that we're getting, and stay with us here once we wrap up because we will invite you to give us any other feedback or thoughts that you have before we call it a day.

MS. : Hi. This is Diane Swift. I just wanted to follow up on the distribution because we have a number of grants, and the 424 lists not only our corporate executive but it also lists the contact party, which would be the state director for each of the grants. Is the expectation that it would only go to the official for the grant or that it would go to the other party that's listed in the 424?

MR. SCHEIB: All right. Thanks for that question. So typically it's sent out to both, the point of contact that's listed there as well as the authorized representative. As I was saying earlier, what we notice is a couple of people received it but I guess didn't share it and they reached back and then ended up reaching out to the person in their organization who received it but we sent it to them anyway. So I would just say maybe reach out to the person who's listed on the 424 and check and see if they have it and just didn't forward it to you.

MR. RIETZKE: Well, and, Diane, are you also referring to just how we communicate announcements for things like this webinar on an ongoing basis too?

MS. : Yes.

MS. IBANEZ: Because what we were thinking of doing is just for the announcements, we were thinking of just forwarding it – sending it to your POC but asking your POC to be responsible to share it with the rest of their internal team like the grant team.

MS. : Yeah. That's – that doesn't work real well for us. I mean, we're – (inaudible) – and, I mean, the – I mean, I'm sure that I'm not speaking out of turn for Suzanne here because I'm the deputy executive director, but that really is a really potential as a gate block just because of the extent of her responsibility to go ahead and in a timely manner share that out to everybody else.

I mean, I know she understands her responsibility, but the federal project officers are communicating with the point of contacts for each individual state all the time. And so it – and I know that AFOP is communicating with those individuals as well, but to send it either – I really think the state director or the person who's responsible for each individual state should get things directly. That would make things go much more smoothly.

MS. IBANEZ: So for the e-mail blasts, as far as the webinar invites, we can – if you're interested, we can send that to your POCs, and if you want to add additional names of individuals that should be on that list, that's a great idea. But as – I'm wondering as far as when your FPO reaches out to your grant, it would just be the FPO or additional members as well?

MS. : Let me make sure I understand your terminology. I know who the authorized representative is. That's the official, the executive director. Is the POC the contact for each individual grant which would then be the state directors of all of our grants?

MR. SCHEIB: Potentially. So on your 424 there's a line for the authorized representative, and then there's another line for a program point of contact. I think maybe what Laura's suggesting is that within our – within the program office here we could maintain a list of those two official contacts, but then if you have a couple other folks who are not necessarily listed on the grant agreement but you want to get communication, then we could keep that on the list. I think the trick is just for you guys to make sure you let us know if those points of contacts changed or drop off or add and also to make sure you do a formal modification, if you change the authorized rep or the program point of contact who are listed on the 424 itself. Does that make sense?

MS. : Yeah. And we'll look on our server too and just see what happened in this particular case because I think the only note – and I might be speaking out of turn, but right now I think the only notification was that Katie had sent it out to one of the point of contacts who then shared it with all the other point of contacts within Telamon so that we would be aware of the –

MR. RIETZKE: Diane, have you – was this limited to just this particular event, or have you found that you've had trouble in the past.

MS. : Oh, no. Just this particular event, and what – I love the new GPS, and I love the way it markets to me specifically about things that I might want to take part in. So you would have thought it would have marketed this one to me; right, because it – but it didn't.

MS. NELSON: That – Diane – hi, Diane. This is Katie.

MS. : Hi, Katie.

MS. NELSON: The reason is that because this is just for NFJP grantees, it's marked as a private event. So if it had been a public event associated with agriculture connection, then it probably would have been marketed to you. But since this is just for the grantee orientation, it wasn't. So I think that's just a matter of this very special webinar that's about real specific stuff.

MS. : OK. OK.

MR. RIETZKE: Yeah. I will – so I think we can address this on a couple different fronts. So if you all can get us your full list of contacts that you want to get an e-mail blast, that's great, and then we will also – the technical assistance unit that manages WorkforceGPS, that – Kevin, the unit chief, sits right next to Laura.

So we'll mention this to him as just a general concern about e-mails ending up in clutter or whatever just so they're aware and if there's any technical solutions we can come up with. We'll do both of those things, and obviously we want to make sure that everybody's getting everything in a way that works for you because we don't want it to get stuck somewhere or disappear into the ether or whatever.

MS. : Sure. And on our side we definitely don't want to miss anything either. So I appreciate that.

MS. IBANEZ: Thank you, Diane.

I wanted to take a moment to read number three since we have two minutes left, but, "If we are not able to negotiate the new performance rate prior to when I believe the SF-424 budget narrative and participant plan update are due, what do we do?" And so I just checked in with Jimmie quickly about this question. We are planning to introduce performance targets next week on August 11th, and so you can hold off on submitting those – the 424 budget narrative and participant plan until you hear what the performance targets are, if you haven't already sent them. So just feel free to hold off on those for this moment until you find out what those targets are.

And then I see that the fourth one is, "The welcome package requests that we provide additional contacts. We needed these contacts for an e-mail blast." And so I'm hearing that it seems like we need to have an e-mail blast list for these webinars or any other information that we distribute from the program office, but it seems like your contact list may be different for the FPOs and who's an authorized – right?

MR. RIETZKE: Yeah. I mean, like I said earlier, there's two – and, Jimmie, correct me, if I'm saying this wrong. But there's two official points of contact that are specified in the grant agreement. Those are kind of the points of contact that Jimmie would care about as the grant officer.

MS. IBANEZ: And FPOs would use.

MR. RIETZKE: And the FP – I mean, the FPOs know you guys well enough that they know who to call or they know who to e-mail. I think from the program office perspective, we can use that list from the official award documents as the kind of two main contacts, but any additional contacts we can maintain that as well as long as you all just keep us updated.

MS. IBANEZ: OK. So we'll put out an e-mail blast to make sure we have the right e-mail blast list. So thank you all for your questions. I see that it seems like people were glad that we're going to hold off on submitting those forms until we establish the performance negotiation process. So I think that's it. We're excited. Congratulations again for your NFJP award and we're really excited to work with you in the future and we'll talk to you next week. And continue to send your questions, if you have any. Does anybody else want to say any last words in this room or –

MR. RIETZKE: This is Steve. I'll just say congratulations again. Thank you all for joining us. We're really looking forward to continuing to work with you. And if you're new, we're glad to have you on board, and as we've talked about, there's a lot coming up and a lot of exciting things going on. So thank you again.

(END)