

UNITED STATES DEPARTMENT OF LABOR
Employment and Training Administration

2024 NEW GRANTEE ORIENTATION

September 17–19, 2024 • Washington, D.C.

Program

Welcome

Welcome to the Reentry Employment Opportunities (REO) New Grantee Orientation (NGO)!

We are excited for you to join our network of dedicated professionals working to create pathways to employment for individuals with significant barriers to reentry. This orientation is designed to equip you with the knowledge and resources needed to successfully implement your grant, meet performance goals, and make a lasting impact in your community. Throughout this event, you will gain insights into the key components of your Statement of Work (SOW), understand performance expectations, and explore strategies for achieving success in your program.

Our goal for this orientation is to foster a collaborative environment where you can connect with other grantees, share best practices, and engage in meaningful discussions about the challenges and opportunities in the reentry landscape. Whether you are new to REO grants or looking to refine your approach, this orientation will provide the tools and support you need to start strong and sustain momentum throughout your grant period.

Throughout the conference we are also offering a concurrent fiscal track covering a variety of key topics to support your grant management and reporting activities. This training is provided by the Office of Grants Management (OGM) and is recommended for fiscal and administrative staff.

We are committed to your success and are here to support you every step of the way. Let’s make the most of this time together and begin building the foundation for a successful journey ahead!

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National Office REO Leadership



Jennifer Kemp is the Director of the Division of Youth Services at the U.S. Department of Labor's Employment & Training Administration. She oversees the operations, performance, and policy of youth development and employment programs, including the Workforce Innovation and Opportunity Act (WIOA) youth formula, YouthBuild, and the Reentry Employment Opportunity programs. She also previously led the Youth Policy Team at the Office of Disability Employment Policy. Her diverse background includes roles on the U.S. House Appropriations Committee, as a Special Assistant to the Chairman of the President's Committee on Employment of People with Disabilities, and in the non-profit, university, and corporate sectors. Ms. Kemp began her federal career through an internship at the U.S. Department of Defense and holds degrees from the University of Michigan and Vanderbilt University.



Alexander Green is Chief of Reentry Employment Opportunities at the Office of Workforce Investment (OWI) in the U.S. Department of Labor's (DOL) Employment and Training Administration (ETA), supporting agency efforts to provide national leadership, oversight, policy, and technical assistance to the public workforce system through reentry grant initiatives. Prior to joining DOL, he was the Manager of Employment Services with Offender Aid and Restoration in the Washington, DC area where he developed and facilitated pre and post release programs and services. Mr. Green served previously as a Business Partnership Specialist with the Philadelphia Youth Network and as a Vocational Program Coordinator with the City of Boston serving justice involved youth. He earned his B.A. in Public Policy from Duke University and has been serving justice-involved individuals for over 17 years.

National Office

Jennifer Kemp
Director of the Division of Youth Services

Alexander Green
Chief of Reentry Employment Opportunities

Andrea Bizzell
Workforce Analyst

Amir Zandi-Karimi
Workforce Analyst

Gregory Willis
Workforce Development Specialist

Lizbeth Perez Hernandez
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SMEs/TA Coaches

Anthony Adkisson, PhD

Diana Bailey, PhD

Shonique Banks, MASCL

Robert C. Catchings

Cori Di Biase

April McDonough, EdD

Joel Miller

Sheree Moore, MS

Shakira Munden, PhD

Raymond Smith

Brenda Taylor-Hines

Jerome K. Williams

Federal Project Officers (FPOs) *registered*

Suzanne Pouliot
Region 1

Marium Baker
Region 5

Clay Webb
Region 5

GROWTH OPPORTUNITIES 4

Austin Area Urban League, Inc.

County of Santa Barbara

Family Health International

Goodwill Industries International, Inc.

Institute for Educational Leadership, Inc.

Keys2Work Inc.

Latino Coalition for Community Leadership

National Urban League

PathStone Corporation

Roca, Inc.

Social Enterprise & Training Center Inc.

Urban League of Rochester N.Y. Inc.

Youth Development Inc.

YouthBuild USA, Inc.

PATHWAY HOME 5

CONCORDANCE

Epidaurus DBA Amity Foundation

Family and Workforce Centers of America

Georgia Department of Labor

Goodwill Industries of Southeastern Louisiana

Jobs for the Future

OIC of Broward dba OIC of South Florida

Opportunities Industrialization Centers of America, Inc.

Southern Mississippi Planning and Development District

Southwest Alabama Partnership for Training and Employment

The Fortune Society, Inc.

The WorkPlace, Inc.

Total Action Against Poverty in Roanoke Valley

Towards Employment

URI Research Foundation

Workforce, Inc.

Overview and Outcomes

The REO NGO has several actionable objectives to help you build a strong foundation for your staff, program, and participants within the framework of REO grants.

Master the Fundamentals of REO Program Operations

- Participants will understand the key aspects of REO operations, including participant eligibility, case management, and the use of WorkforceGPS resources, ensuring they are well-prepared to manage and support REO participants effectively.

Develop and Apply Effective Policies and Procedures

- Participants will learn to create and implement robust policies and procedures, focusing on the proper use of funds, documentation, sub-recipient risk assessments, and ongoing monitoring to ensure program integrity and compliance.

Strategize for Program Success Across the Grant Life Cycle

- Participants will explore the essential milestones and tasks required at each stage of the grant life cycle, from planning to operations, ensuring they can successfully navigate and execute their program components.

Foster Collaboration with Key Partners

- Participants will gain insights into partnering with correctional facilities and other stakeholders, as well as strategies for transitioning participants from incarceration and implementing work experience opportunities, all aimed at enhancing program outcomes.

Identify REO Goals and WIOA Performance Standards

- Participants will deepen their understanding of REO goals and the WIOA performance indicator requirements and learn about DOL reporting expectations and data collection systems.

Optimize Training Efforts

- Participants will learn how to collaborate with employers and participants to provide targeted training and credentials that meet both participant needs and employer demands.

Agenda at a Glance

Day 1: New-to-REO Grantees Tuesday, September 17 | 1:00 PM – 4:30 PM

SITE: Holiday Inn Express Conference Room, 317 K St NW, Washington, DC 20001

Time	Activity
12:30 – 1:00 PM	Check-in
1:00 – 1 :30 PM	Welcome and Introductions
1:30 – 3:00 PM	REO 101 • Anticipating Participant Needs • The Power of Partnerships
1:30 – 3:00 PM	REO Grant Fiscal Management 101
3:00 – 3:15 PM	***BREAK***
3:30 – 4:00 PM	REO 101: Getting Off to a Strong Start
4:00 – 4:30 PM	Closing/Recap/Overview of Day 2

Day 2: Wednesday, September 18 | 8:30 AM – 4:30 PM

SITE: Frances Perkins Building, 200 Constitution Avenue, NW, C Street Entrance, Washington, DC 20210

Time	Activity
7:30 – 8:30 AM	Check-In
8:30 – 9:00 AM	Welcome and Introductions **Mezzanine**
9:00 – 9:30 AM	Getting Started with REO Polices and Procedures **Mezzanine**
9:45 – 10:45 AM	• Planning to Succeed (PH5) **Room C5515-1A** • Meeting Recruitment Goals: Identifying Eligible Participants (GO4) **Room C5515-3** • Fiscal Policies and Procedures (Fiscal) **Room C5515-B**
10:45 – 11:45 AM	• Planning to Succeed (GO4) **Room C5515-3** • Meeting Recruitment Goals: Identifying Eligible Participants (PH5) **Room C5515-1A** • Cost Principles and Cost Classifications (Fiscal) **Room C5515-B**
11:45 AM – 1:00 PM	***LUNCH***
1:00 PM – 2:00 PM	**Breakouts – A** • Thriving Together: Integrating Safety and Opportunity for a Stronger Community (GO4) **Room C5515-3** • Partnering with Correctional Facilities (PH5) **Room C5515-1A** • Cost Allocations and Indirect Costs (Fiscal) **Room C5515-B**
2:15 – 3:15 PM	**Breakouts – B** • Transitioning Participants from Incarceration (PH5) **Room C5515-1A** • Implementing Work Experiences (GO4) **Room C5515-3** • Fiscal Reporting (Fiscal) **Room C5515-B**
3:20 – 3:45 PM	Tools of the Trade: CareerOneStop, Federal Bonding Program (FBP), Work Opportunity Tax Credit (WOTC) **Mezzanine**
3:45 – 4:15 PM	• PANEL: What I Wish I Knew/Lessons Learned **Mezzanine**
4:15 – 4:30 PM	Closing/Recap/Day 3 Preview
5:30 PM	**Hotel Network Meetup**, Holiday Inn Express Lobby 317 K St NW, Washington, DC 20001

Day 3: Thursday, September 19| 8:30 AM – 3:00 PM

SITE: Frances Perkins Building, 200 Constitution Avenue, NW, C Street Entrance, Washington, DC 20210

Time	Activity
7:30 AM – 8:30 AM	Check-In
8:30 – 8:45 AM	Welcome Back/Day's Overview **Mezzanine**
9:00 – 10:15 AM	• Getting Started with REO Performance (PH5) **Room C5515-1A** • Training and Credentials (GO4) **Room C5515-3** • Procurement (Fiscal) **Room C5515-B**
10:30-11:45 AM	• Getting Started with REO Performance (GO4) **Room C5515-3** • Training and Credentials (PH5) **Room C5515-1A** • Grant Amendments (Fiscal) **Room C5515-B**
11:45 AM – 1:00 PM	***LUNCH***
1:00 PM – 2:30 PM	• Mapping Your Grant: Action Planning (GO4) **Room C5515-3** • Mapping Your Grant: Action Planning (PH5) **Room C5515-1A** • Grantee/FPO Panel Discussion/Networking (Fiscal) **Room C5515-B**
2:30 – 3:00 PM	Closing/Recap/Q&A **Mezzanine**

2024 REO NGO Feedback

Session Descriptions

Day 1: New to REO Grantees Tuesday, September 17 | 1:00 PM – 4:30 PM

SITE: Holiday Inn Express Conference Room, 317 K St NW, Washington, DC 20001

Session	Facilitator(s)	Summary Description	Objectives
REO 101: Anticipating Participant Needs Time: 1:30 – 2:15 PM	Anthony Adkisson	This session helps new REO grantees anticipate and address the unique barriers faced by returning citizens through strategic case management and practical activities, concluding with key takeaways and resources.	• Address barriers for returning citizens with strategic case management. • Participate in practical activities to boost follow-through. • Conclude with key takeaways and resources.
REO 101: The Power of Partnerships Time: 2:15 – 3:00 PM	Shonique Banks	This workshop is designed to equip grantees with a comprehensive understanding of the pivotal role that strategic partnerships play in successful program execution.	• Develop a partnership model that ensures equitable outcomes. • Focus on managing roles and promoting sustainable, inclusive program success.
REO Grant Fiscal Management 101 Time: 1:30 – 3:00 PM	Chanel Castañeda and Andrea Bizzell	This session provides an overview of financial management practices essential for REO grantees.	• Introduce the governing hierarchy of authority. • Understand the Uniform Guidance and how it applies to the REO Grants.
REO 101: Getting off to a Strong Start Time: 3:30 – 4:00 PM	Cori Di Biase	This session will introduce new REO participants to the importance of peer connections and learning from REO leaders, while exploring how to maximize the value of the NGO.	• Introduce new REO participants to the importance of peer connections and learning from leaders. • Explore ways to maximize the value of the NGO.

Day 2: Wednesday, September 18 | 8:30 AM – 4:30 PM

SITE: Frances Perkins Building, 200 Constitution Avenue, NW, C Street Entrance, Washington, DC 20210

Session	Facilitator(s)	Summary Description	Objectives
Getting Started with REO Policies and Procedures Room: Mezzanine Time: 9:00 – 9:30 AM	Courtney Workman	Interactive session to understand and establish robust REO policies that align with organizational goals.	• To provide a brief overview of the function of program policies and procedures. • Understand what REO Policies and Procedures (P&P) should accomplish. • Get tips to create P&P. • Identify common roadblocks (and work arounds) to develop P&P.
Planning to Succeed *PH5:* Room: C5515-1A Time: 9:45 – 10:45 AM *GO:* Room: C5515-3 Time: 10:45 – 11:45 AM	Cori Di Biase	Exploring the fundamental elements of the REO grants: PH5 and GO4.	• To understand the basic elements of PH5 and GO4 grants. • To cultivate a common vision of REO initiative and provide foundation for future NGO sessions and discussions.

Session	Facilitator(s)	Summary Description	Objectives
Meeting Recruitment Goals: Identifying Eligible Participants *PH5:* Room: C5515-1A Time: 9:45 – 10:45 AM *GO4:* Room: C5515-3 Time: 10:45 – 11:45 AM	Brenda Taylor-Hines and Apryl McDonough	This session will cover strategies to meet recruitment goals by understanding eligible participant profiles, reviewing effective recruitment tactics, exploring risk assessment, and enrollment policies.	• Understand the profile of eligible participants. • Review effective recruitment strategies.
Fiscal Policies and Procedures *(Fiscal)* Room: C5515-B Time: 9:45 – 10:45 AM	Andrea Bizzell	Introduction to fiscal policies and procedures and their application in REO programs.	• Understand the necessary program policies and procedures to administer REO grants. • Review list of resources to develop written fiscal policies and procedures.
Cost Principles and Cost Classifications *(Fiscal)* Room: C5515-B Time: 10:45 – 11:45 AM	Chanel Castañeda and Stephanie Peña	Introduction to cost principles and cost classifications and their application in REO programs.	• Highlights the requirements for charging costs to a federal award. • Understand the guiding principles on how to classify costs.
Thriving Together: Integrating Safety and Opportunity for a Stronger Community *GO4:* Room: C5515-3 Time: 1:00 PM – 2:00 PM	Joel Miller	This session examines how Community Violence Intervention (CVI) can be integrated with workforce development to address immediate safety and promote long-term economic stability.	• Understand the key components of integrating CVI and workforce development strategies. • Learn how to implement trauma-informed practices, skill development, and mentorship within this integrated framework. • Develop actionable strategies for building partnerships with employers and community organizations to support individuals facing barriers.
Partnering w/ Correctional Facilities *PH5:* Room: C5515-1A Time: 1:00 PM – 2:00 PM	Diana Bailey and Robert C. Catchings	This session will help participants understand challenges, build relationships, and implement effective strategies for collaboration with correctional facilities.	• Understand the partnership challenges with and within correctional facilities. • Learn strategies to enhance engagement, build relationships, and increase effectiveness.
Cost Allocations and Indirect Costs *(Fiscal)* Room: C5515-B Time: 1:00 PM – 2:00 PM	Chanel Castañeda, Suzanne Pouliot, and Andrea Bizzell	Introduction to cost management principles and their application in REO programs.	• Provide basic understanding of cost allocation methodologies. • Introduce the concepts of direct, and indirect costs.
Transitioning Participants from Incarceration *PH5:* Room: C5515-1A Time: 2:15 – 3:15 PM	Joel Miller and Sheree Moore	This session focuses on identifying reentry challenges, applying evidence-based practices for successful transition, and developing tailored action plans to support citizens transitioning from correctional facilities.	• Identify key reentry challenges and apply evidence-based practices for successful reintegration. • Develop tailored action plans to support citizens transitioning from correctional facilities.

Session	Facilitator(s)	Summary Description	Objectives
Implementing Work Experiences *GO4:* Room: C5515-3 Time: 2:15 – 3:15 PM	Cori Di Biase	This session will explore planning, designing, and implementing a high-impact Work Experience initiative for GO Grantees.	• The fundamental purpose of Work Experience, and how it can propel career attainment for individual in reentry. • How to market Work Experience to employers.
Fiscal Reporting *(Fiscal)* Room: C5515-B Time: 2:15 – 3:15 PM	Chanel Castañeda and Avery Malone	This session focuses on essential practices for accurate and compliant fiscal reporting.	• Focus on the basic financial reporting requirements. • Introduces the quarterly and final ETA 9130 reports completion. • Identify common risks and smart practices.
Tools of the Trade: CareerOneStop, Federal Bonding Program (FBP), Work Opportunity Tax Credit (WOTC) Room: Mezzanine Time: 3:20 – 3:45 PM	Don Haughton, Mallery Johnson, and LaToria Strickland	A brief overview of tools to support reentry participants in securing employment, mitigating hiring risks, and accessing incentives for employers.	• Understand how CareerOneStop, the Federal Bonding Program (FBP), and the Work Opportunity Tax Credit (WOTC) support reentry participants. • Learn strategies to mitigate hiring risks using the Federal Bonding Program. • Discover how to use the Work Opportunity Tax Credit to encourage hiring from reentry and other targeted groups.
PANEL: What I Wish I Knew/Lessons Learned Room: Mezzanine Time: 3:45 – 4:15 PM	Jerome K. Williams and Joel Miller	This session offers grantees the chance to learn from past Pathway Home and Growth Opportunity grantees who have successfully managed their REO grants.	• Learn successful strategies from experienced Pathway Home and Growth Opportunity grantees. • Apply valuable "lessons learned" to your own grant implementation.

Day 3: Thursday, September 19| 8:30 AM – 3:00 PM

SITE: Frances Perkins Building, 200 Constitution Avenue, NW, C Street Entrance, Washington, DC 20210

Session	Facilitator(s)	Summary Description	Objectives
Getting Started with REO Performance *PH5:* Room: C5515-1A Time: 9:00 – 10:15 AM *GO4:* Room: C5515-3 Time: 10:30-11:45 AM	Amir Zandi-Karimi and Lizbeth Perez Hernandez	This session will explore WIOA performance indicators, reporting requirements, REO expectations, collection systems, and resources for consistent and accurate performance reporting.	• Define performance reporting requirements and purpose of submitting quarterly reports. • Review performance expectations for REO grantees. • Outline how to get started with REO-GPMS and where to find performance resources.
Training and Credentials *GO4*: Room: C5515-3 Time: 9:00 – 10:15 AM *PH5:* Room: C5515-1A Time: 10:30-11:45 AM	Jerome K. Williams	This session will focus on aligning training programs with grantee organizational goals, enhancing strategic decision-making, and tailoring training for individual needs.	• To understand the basic elements of PH5 and GO4 grants. • To cultivate a common vision of REO initiative and provide foundation for future NGO sessions and discussions.

Session	Facilitator(s)	Summary Description	Objectives
Procurement *(Fiscal)* Room: C5515-B Time: 9:00 – 10:15 AM	Chanel Castañeda and Andrea Bizzell	Overview of procurement processes and compliance requirements for grantees.	• Understand the distinction between sub-award and a contract. • Outline the procurement standards and application.
Grant Amendments *(Fiscal)* Room: C5515-B Time: 10:30 – 11:45 AM	Suzanne Pouliot and Andrea Bizzell	This session highlights the grant amendment processes and submission.	• Gain insight on grant amendment process. • Understand how to compile and submit an amendment. • Recognize the common errors to avoid when submitting an amendment.
Mapping Your Grant: Action Planning *GO4*: Room: C5515-3 Time: 1:00 PM – 2:30 PM *PH5:* Room: C5515-1A Time: 1:00 PM – 2:30 PM	MSG Facilitators	Working session to plot grant activities, identify key transition points, and pinpoint areas of strengths and weaknesses, to ensure success and alignment with your Statement of Work (SOW).	• Map participant journey. • Align Statement of Work with program activities. • Connect program policies and procedures with grant activities and partners. • Identify key milestones and opportunities for improvement.
Grantee/FPO Panel Discussion/Networking *(Fiscal)* Room: C5515-B Time: 1:00 PM – 2:30 PM	Facilitator – Andrea Bizzell FPO – Marium Baker Grantees – • Joey Estrada, LCCL • Lisa Johnson, FHI360/ NIWL • Gregg Keesling, Recycle-Force	This session explores grantee experiences with fiscal processes and reviews.	• Identify common occurrences when managing a federal award. • Provide insight from grantees and FPOs to manage throughout the grant life cycle.

Worksheet: Developing REO Policies and Procedures

Program Policies – High-level guidance that outlines program principles and goals, with the purpose of providing direction, setting expectations, communicating values, and offering a framework to help staff make decisions. Policies should be flexible enough to allow for different scenarios and circumstances to arise.

Program Procedures –Step-by-step instructions to implement policies. The purpose of procedures is to ensure that all program staff can carry out programming in a consistent, fair, and efficient manner. Procedures can be easily revised to reflect changes in operations.

Throughout the New Grantee Orientation, use this worksheet to capture policies and/or procedures discussed. Consider:

- What is ***required*** for REO programs*,
- Promising practices and lessons learned from past grantees,
- Ideas shared in training and exercises,
- Items that will help your program operate more efficiently, and
- Guidance that enables staff and partners to implement the program consistently and fairly by everyone, everywhere.

*Per the Pathway Home (PH) 5 FOA, Grantees are required to have written policies and procedures for:

- Provision of needs-related payments (PH5, FOA, pg.33) and
- Emergency Assistance funds for housing, substance abuse treatment, and mental health treatment for participants (PH5 FOA, pg. 33).

*Per the Growth Opportunities (GO) 4 and GO5 FOA, Grantees are required to have written policies and procedures for:

- Incentives and needs-related payments including eligibility guidelines (GO FOA, pg. 35)

I need a policy and/or procedure on:	Elements to include (be specific, if you hear an idea you like then include it):	Next Steps:
PARTICIPANT ENROLLMENT	• Eligibility Criteria: area individual resides in, justice involvement, release date (PH), age and risk factors (GO) • Whether to enroll someone convicted of violent or sexual offenses (and use of criminogenic risk factors) • Interest in available training • Documentation (consider availability of certain forms of documentation while in facilities and use of self-attestation) • When/how is someone entered in GPMS • Allowances to enroll individuals who are exceptions to the criteria (GO)	☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: NO ☐ Who can draft/provide feedback on this? Case Managers ☐ How can we communicate it? Do an initial training on the requirements and distribute the policy and procedure. Have new CMs follow experienced ones through enrollment before doing their own. ☐ How can we monitor it? Check a sample of case files quarterly for each staff person to ensure all documentation is there and matches GPMS records. ☐ Key Resources: FOA eligibility criteria, check the TEGL on source documentation (No. 23-19, Attach 2)
		☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: ☐ Who can draft/provide feedback on this? ☐ How can we communicate it? ☐ How can we monitor it? ☐ Key Resources:

I need a policy and/or procedure on:	Elements to include (be specific, if you hear an idea you like then include it):	Next Steps:
		☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: ☐ Who can draft/provide feedback on this? ☐ How can we communicate it? ☐ How can we monitor it? ☐ Key Resources:
		☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: ☐ Who can draft/provide feedback on this? ☐ How can we communicate it? ☐ How can we monitor it? ☐ Key Resources:

I need a policy and/or procedure on:	Elements to include (be specific, if you hear an idea you like then include it):	Next Steps:
		☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: ☐ Who can draft/provide feedback on this? ☐ How can we communicate it? ☐ How can we monitor it? ☐ Key Resources:
		☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: ☐ Who can draft/provide feedback on this? ☐ How can we communicate it? ☐ How can we monitor it? ☐ Key Resources:

I need a policy and/or procedure on:	Elements to include (be specific, if you hear an idea you like then include it):	Next Steps:
		☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: ☐ Who can draft/provide feedback on this? ☐ How can we communicate it? ☐ How can we monitor it? ☐ Key Resources:
		☐ Does this conflict with any known organizational policies? If yes, how can we resolve it: ☐ Who can draft/provide feedback on this? ☐ How can we communicate it? ☐ How can we monitor it? ☐ Key Resources:

Worksheet: Developing REO Service Delivery Strategies for Growth Opportunities 4 Grantees

The following worksheet will help you identify and record best practices at every stage of the Growth Opportunities 4 grant implementation process. Below, you will find fields for each of the following program elements and questions:

- Defining Your Vision
- Leadership, Management & Administration
  - How does this project "fit" in your agency?
- Outreach & Engagement
  - Defining your ideal participant
  - Which partners will you outreach to?
  - Outreach Messaging
- Service Delivery
  - What will you do?
  - Participant Assessment & Planning
- Mentorship
  - Recruiting, preparing, matching, and maintaining mentors.
- Leadership
  - Design, curriculum, staff to deliver, etc.
- Work Experience
  - Design (industry, tasks, pay, matching, etc?)
  - Employer Engagement
  - Goals? Anticipated Outcomes?
- Educational Opportunities
  - How will you match youth to educational opportunities?
- Employment
  - Employer engagement
  - Matching
- Follow Up
  - What follow up services will you provide to maintain engagement, and promote the participant's success?

In each field, additional guiding questions have been included to help you shape your responses. Please use this handout throughout the NGO to keep track of new ideas and promising practices that you develop in your time here.

Service Delivery Stage:	Elements to include:	Considerations:
Expressing Your Vision		• What is the purpose of your Growth Opportunities 4 (GO4) grant project? – Why did your agency apply? – What is your relationship to the idea of reentry? Why and how does it matter to you? • What is your project's "Theory of Change?" – ***Qualitatively,*** what differences would you hope to see in your participants, your staff, your agency, and your community after project completion? • How will the Vision, values, and purpose of your GO4 project guide your decision making? – Especially amidst adversity
Leadership, Management & Administration		• How does this project "fit" in your agency? • Is it in a particular department – Workforce Development? – Reentry? – Youth? • Will this project coordinate with other projects? If so, how? • How will you use your current network of partners, employers, and community connections to support this project?

Service Delivery Stage:	Elements to include:	Considerations:
Outreach & Engagement		• Defining your ideal participant • Which partners will you outreach to? – Justice? – Youth-serving? – Workforce development? – Community-based agencies? – Violence prevention? – Others? • Outreach messaging
Service Delivery		• What will you do? • How will you understand your participant's needs & assets? • What type of planning will you conduct, and how? • How will you conduct Case Management? • What Supportive Services will you provide, and how? • What partners will deliver services, and what will be their role?

Service Delivery Stage:	Elements to include:	Considerations:
Mentorship		• Recruiting, preparing, matching, and maintaining mentors. • Who will serve as mentors? • Where will you recruit them? • What training and oversight will you provide?
Leadership		• How will you cultivate youth leadership? • Will you develop a formal curriculum? • What tangible changes in youth do you hope to see as a result of this program element?

Service Delivery Stage:	Elements to include:	Considerations:
Work Experience		• Design (industry, tasks, pay, matching, etc)? • Employer Engagement • Goals? Anticipated outcomes? • How will you capitalize on the participant's new enthusiasm, connection, and insight into work?
Educational Opportunities		• How will you match youth to educational opportunities? • What partners will be involved in this aspect of service delivery? • How will you support retention?

Service Delivery Stage:	Elements to include:	Considerations:
Employer Engagement		• What types of employers will you target in outreach? "Reentry Friendly"? • What Industries? Will participant preference and preparation (i.e., education, training, WEX) align? • What employer engagement activities – beyond placement – can you foster? • What is your strategy to build a network of employers?
Follow Up		• What type of follow up services will you provide to maintain engagement, and promote the participant's success? • How will you gather necessary follow-up data (e.g., proof of employment/wages, educational retention/attainment)? • How extensive/robust will your follow up services be? • What types of supports will you offer? • What types of challenges will you support the participant to overcome?

Worksheet: Developing REO Service Delivery Strategies for Pathway Home 5 Grantees

The following worksheet will help you identify and record best practices at every stage of the Pathway Home 5 grant implementation process. Below, you will find fields for each of the following program elements and questions:

- Defining Your Vision
- Leadership, Management & Administration
- Outreach & Engagement
  - Corrections partnerships
  - Defining your ideal participant
  - Outreach messaging
- Service Delivery Pre-Release
  - Corrections partnerships
  - Service delivery design
- Engagement Post-Release
  - How will you perpetuate engagement amidst this change?
- Service Delivery
  - What will you do?
  - How will you cultivate Credential Attainment?
  - How will you engage employers?
- Follow Up
  - What follow up services will you provide to maintain engagement, and promote the participant's success?

In each field, additional guiding questions have been included to help you shape your responses. Please use this handout throughout the NGO to keep track of new ideas and promising practices that you develop in your time here.

Service Delivery Stage:	Elements to include:	Considerations:
Expressing Your Vision		• What is the purpose of your Pathways Home 5 (PH5) grant project? – Why did your agency apply? – What is your relationship to the idea of reentry? Why and how does it matter to you? • What is your project's "Theory of Change?" – *Qualitatively,* what differences would you hope to see in your participants, your staff, your agency, and your community after project completion? • How will the vision, values, and purpose of your PH5 project guide your decision making? – Especially amidst adversity…
Leadership, Management & Administration		• How does this project "fit" in your agency? • Is it in a particular department – Workforce development? – Reentry? – Youth? • Will this project coordinate with other projects? If so, how? • How will you use your current network of partners, employers, and community connections to support this project?

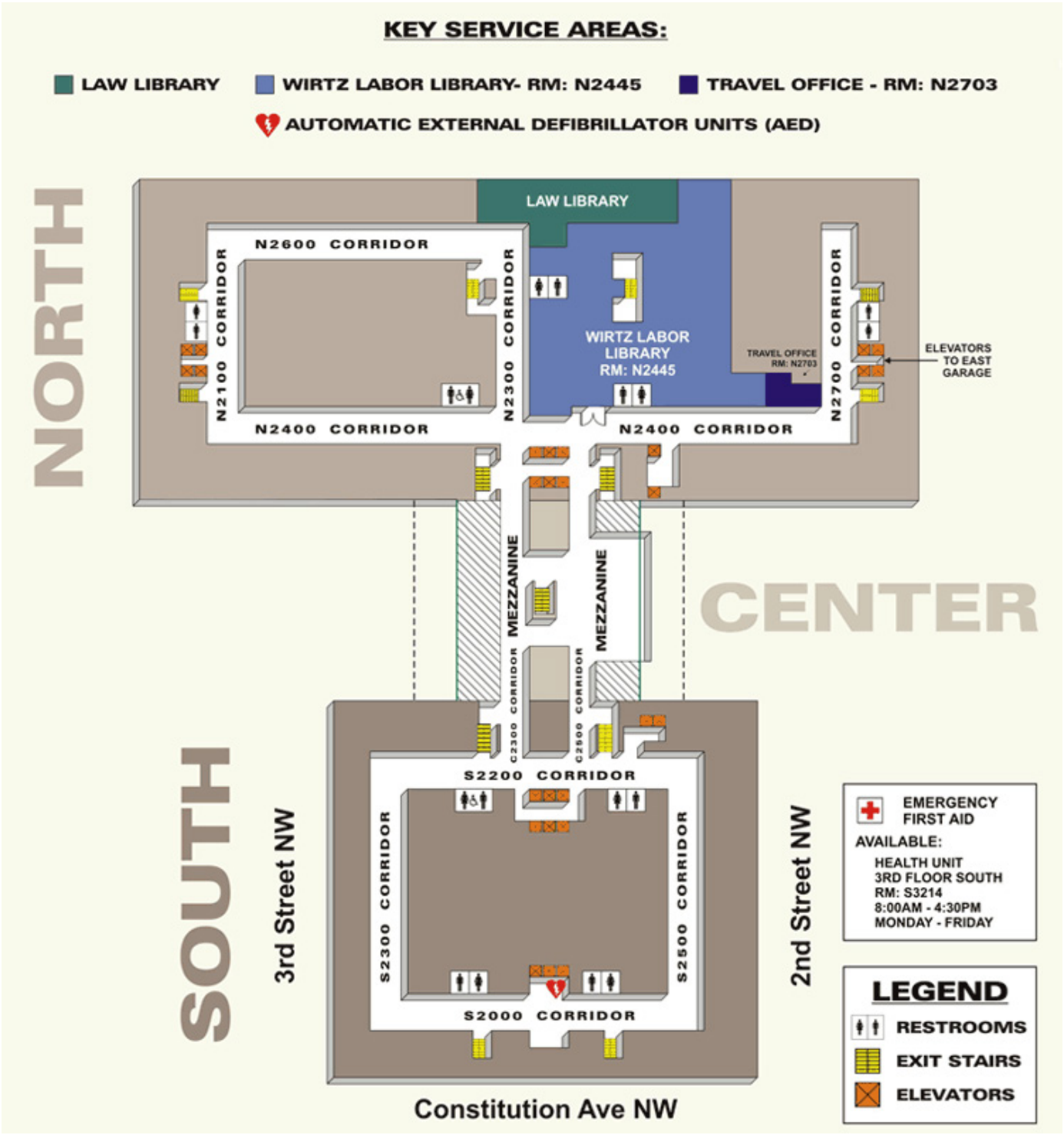
Service Delivery Stage:	Elements to include:	Considerations:
Outreach & Engagement		• Corrections partnerships – What motivates your corrections partners? – What threats exist to the relationship? • Defining your ideal participant – For whom can you create the most benefit? • Outreach messaging
Service Delivery Pre-Release		• Corrections partnerships • Service Delivery Design • What will you do? Will it include: – case management, assessment, training, partner services? – Goals? Anticipated Outcomes? • What technology will you need, and is it allowable? • Who will need access, and what challenges could arise?

Service Delivery Stage:	Elements to include:	Considerations:
Engagement Post-Release		• How will you perpetuate engagement amidst this change? • How can you "plant the seed" pre-release and then sow it, post release? • What circumstances will the participant experience during reentry? How might the participant's circumstances change during transition? – How will your messaging change to respond to the participant's reality?
Service Delivery		• What will you do? Will it include: – case management, assessment, training, partners services, supportive services, work experience? • Who are your partners, and why? – The AJC, employers, violence prevention, training partners, treatment courts, legal services, others? • How will you cultivate credential attainment?

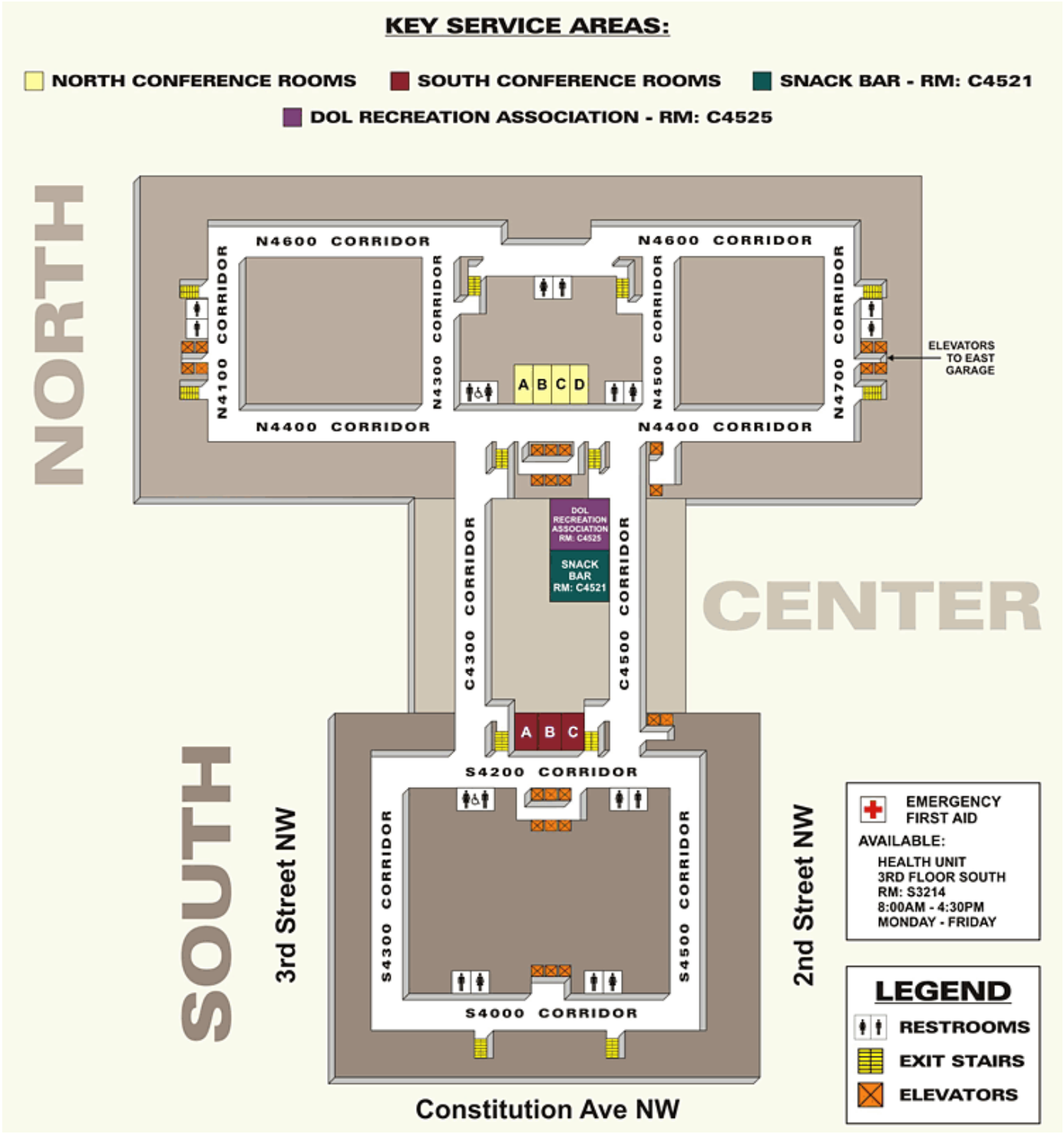
Service Delivery Stage:	Elements to include:	Considerations:
Employer Engagement		• What types of employers will you target in outreach? "Reentry Friendly"? • What Industries? Will participant preference and preparation (i.e., training/credentialing you have offered) align? • What engagement activities – beyond placement – can you foster? • What is your strategy to build a network of employers?
Follow Up		• What type of follow up services will you provide to maintain engagement, and promote the participant's success? • How will you gather necessary follow-up data (e.g., proof of employment/wages, educational retention/attainment)? • How extensive/robust will your follow up services be? • What types of supports will you offer? • What types of challenges will you support the participant to overcome?

Frances Perkins Building Map

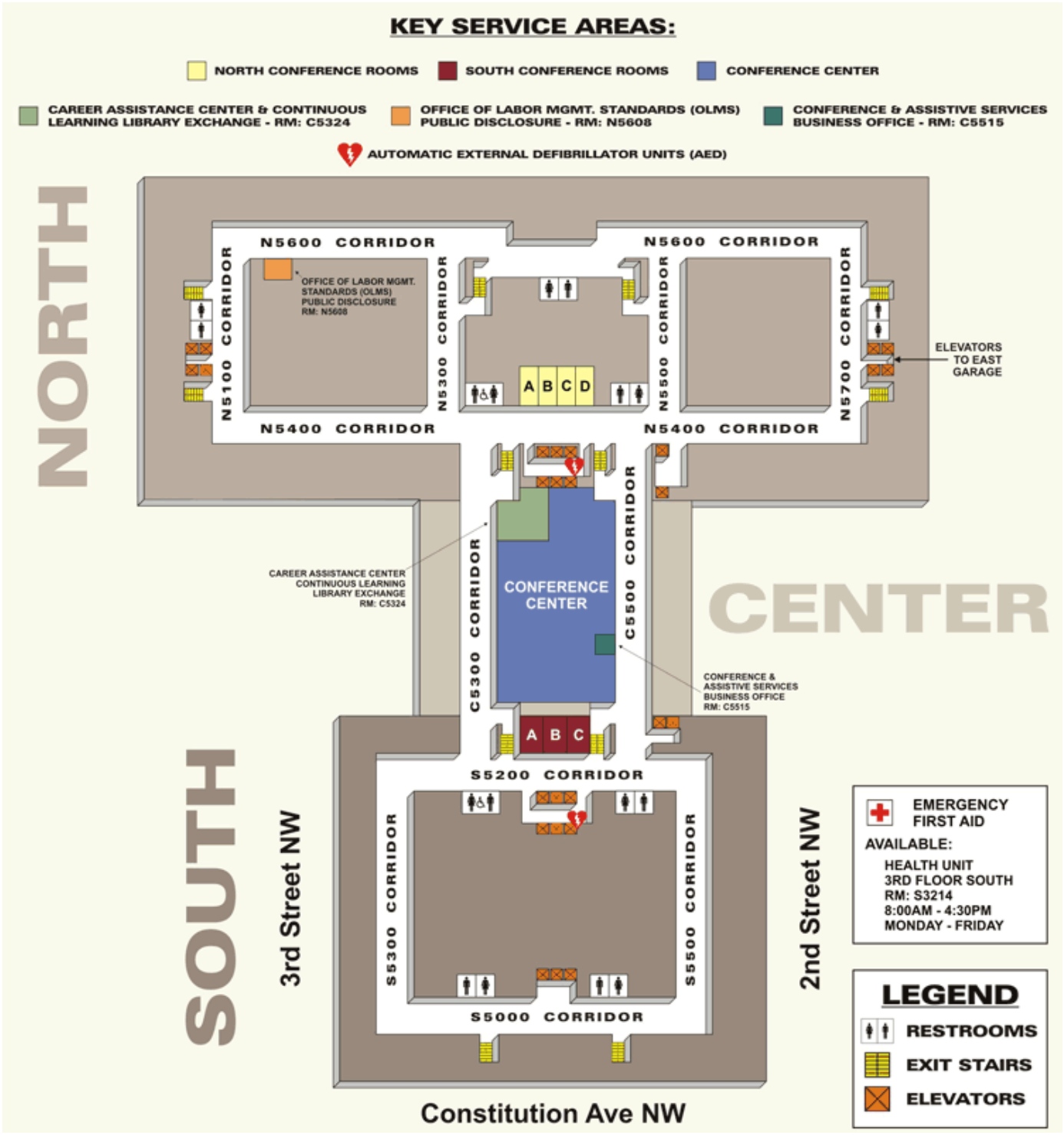
2ND FLOOR



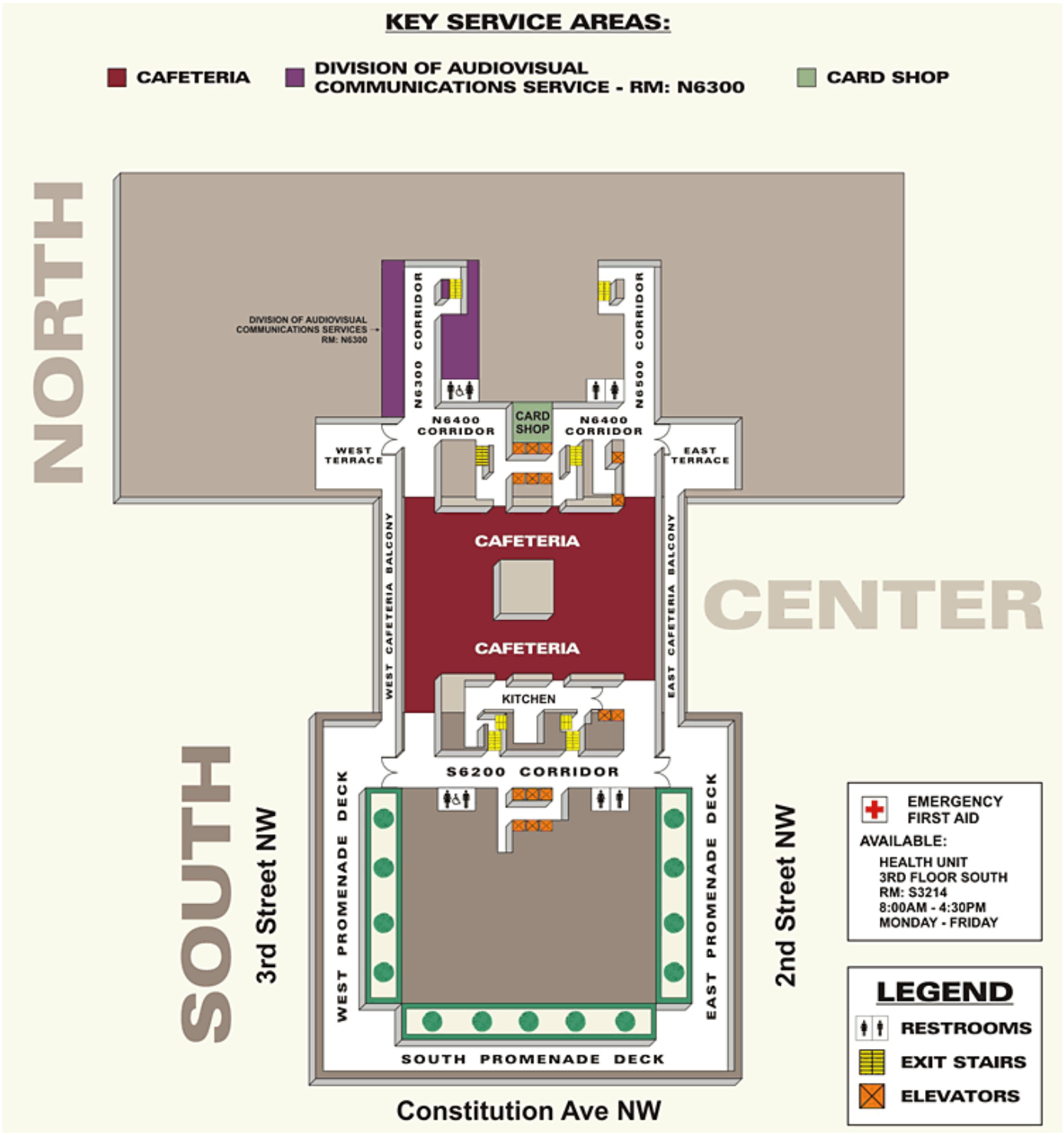
4TH FLOOR


KEY SERVICE AREAS:
NORTH CONFERENCE ROOMS
SOUTH CONFERENCE ROOMS
SNACK BAR - RM: C4521
DOL RECREATION ASSOCIATION - RM: C4525
NORTH
N4600 CORRIDOR
N4600 CORRIDOR
N4100 CORRIDOR
N4300 CORRIDOR
N4500 CORRIDOR
N4700 CORRIDOR
N4400 CORRIDOR
N4400 CORRIDOR
A B C D
ELEVATORS TO EAST GARAGE
DOL RECREATION ASSOCIATION RM: C4525
SNACK BAR RM: C4521
CENTER
C4300 CORRIDOR
C4500 CORRIDOR
A B C
S4200 CORRIDOR
SOUTH
3rd Street NW
2nd Street NW
S4300 CORRIDOR
S4500 CORRIDOR
S4000 CORRIDOR
Constitution Ave NW
EMERGENCY FIRST AID
AVAILABLE:
HEALTH UNIT
3RD FLOOR SOUTH
RM: S3214
8:00AM - 4:30PM
MONDAY - FRIDAY
LEGEND
RESTROOMS
EXIT STAIRS
ELEVATORS

5TH FLOOR


KEY SERVICE AREAS:
NORTH CONFERENCE ROOMS
SOUTH CONFERENCE ROOMS
CONFERENCE CENTER
CAREER ASSISTANCE CENTER & CONTINUOUS LEARNING LIBRARY EXCHANGE - RM: C5324
OFFICE OF LABOR MGMT. STANDARDS (OLMS) PUBLIC DISCLOSURE - RM: N5608
CONFERENCE & ASSISTIVE SERVICES BUSINESS OFFICE - RM: C5515
AUTOMATIC EXTERNAL DEFIBRILLATOR UNITS (AED)
NORTH
N5600 CORRIDOR
N5600 CORRIDOR
N5100 CORRIDOR
N5300 CORRIDOR
N5500 CORRIDOR
N5700 CORRIDOR
OFFICE OF LABOR MGMT. STANDARDS (OLMS) PUBLIC DISCLOSURE RM: N5608
A B C D
ELEVATORS TO EAST GARAGE
N5400 CORRIDOR
N5400 CORRIDOR
CAREER ASSISTANCE CENTER CONTINUOUS LEARNING LIBRARY EXCHANGE RM: C5324
C5300 CORRIDOR
CONFERENCE CENTER
C5500 CORRIDOR
CENTER
CONFERENCE & ASSISTIVE SERVICES BUSINESS OFFICE RM: C5515
A B C
S5200 CORRIDOR
SOUTH
3rd Street NW
S5300 CORRIDOR
S5500 CORRIDOR
S5000 CORRIDOR
2nd Street NW
Constitution Ave NW
EMERGENCY FIRST AID
AVAILABLE:
HEALTH UNIT
3RD FLOOR SOUTH
RM: S3214
8:00AM - 4:30PM
MONDAY - FRIDAY
LEGEND
RESTROOMS
EXIT STAIRS
ELEVATORS

6TH FLOOR


KEY SERVICE AREAS:
CAFETERIA
DIVISION OF AUDIOVISUAL COMMUNICATIONS SERVICE - RM: N6300
CARD SHOP
NORTH
DIVISION OF AUDIOVISUAL COMMUNICATIONS SERVICES → RM: N6300
N6300 CORRIDOR
N6500 CORRIDOR
N6400 CORRIDOR
CARD SHOP
N6400 CORRIDOR
WEST TERRACE
EAST TERRACE
WEST CAFETERIA BALCONY
EAST CAFETERIA BALCONY
CAFETERIA
CAFETERIA
CENTER
KITCHEN
S6200 CORRIDOR
SOUTH
3rd Street NW
WEST PROMENADE DECK
EAST PROMENADE DECK
2nd Street NW
SOUTH PROMENADE DECK
Constitution Ave NW
EMERGENCY FIRST AID
AVAILABLE:
HEALTH UNIT
3RD FLOOR SOUTH
RM: S3214
8:00AM - 4:30PM
MONDAY - FRIDAY
LEGEND
RESTROOMS
EXIT STAIRS
ELEVATORS

Restaurant List

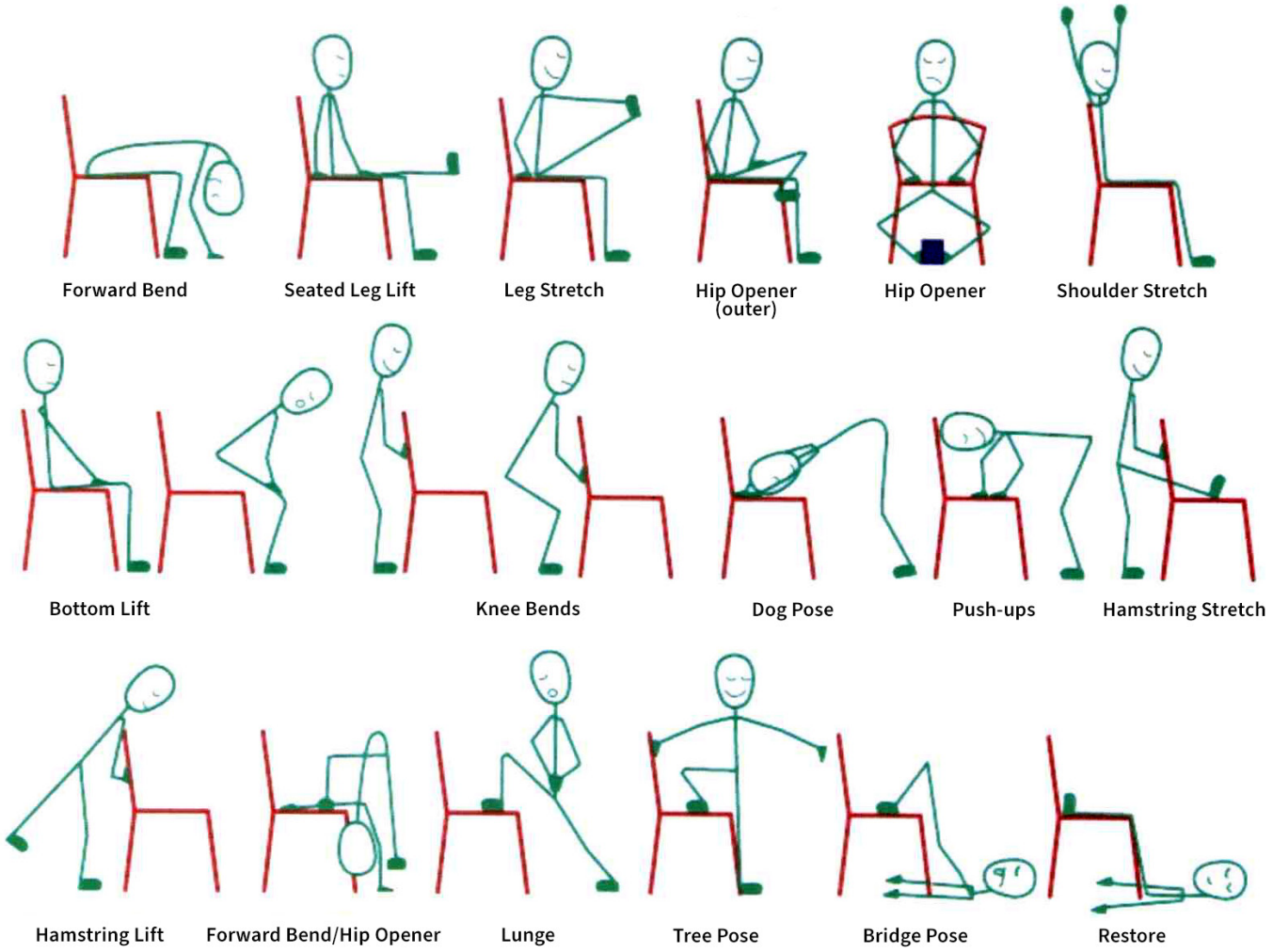
Disclaimer

This restaurant list is provided as a resource for convenience and informational purposes only. We do not endorse or guarantee the accuracy, completeness, timeliness, or reliability of any information or data provided in this list. Restaurant details such as menu offerings, pricing, and hours of operation are subject to change without notice. We are not affiliated with any of the establishments listed herein. Users of this list are encouraged to confirm important information directly with the restaurants prior to making any decisions based on the information provided.

NAME	HOURS OF OPERATION	DISTANCE FROM FRANCES PERKINS BLDG.	ADDRESS TO RESTURANTS	PHONE	PRICE RANGE PER PERSON
Momoyama Sushi	11:30am – 3:30pm 5pm – 9pm	.02 Miles	231 2nd Street, N.W.	(202) 737-0397	$10-$20
Hamilton's Bar & Grill	11:30am – 10pm	.02 Miles	233 2nd Street, N.W.	(202) 347-6555	$10-$20
Potbelly	10am – 8pm	.04 Miles	637 Indiana Ave., N.W.	(202) 347-2353	$10-$20
Starbucks Hyatt Gift Shop	7am – 7pm	.04 Miles	1000 H Street, N.W.	(202) 582-1234	$10-$20
Article One-American Grill	6am – 11pm	.04 Miles	400 New Jersey Ave., N.W.	(202) 719-8478	$20-$30
Art & Soul	7am – 10pm	.04 Miles	415 New Jersey Ave., N.W.	(202) 393-7777	$20-$30
Corner Bakery Café	7am – 3pm	.05 Miles	529 14th Street, N.W.	(202) 662-7400	$10-$20
Absolute Thai Restaurant	11am – 10pm	.06 Miles	521 G Street, N.W.	(202) 506-7272	$20-$30
ChopHouse & Brewery	11am-10pm	.06 Miles	509 7th Street, N.W.	(202) 347-3434	$20-$50
Dirty Habit	7am – 10:30am 11am – 2pm 5pm – 10pm	.06 Miles	555 8th Street, N.W.	(202) 449-7095	$20-$40
The Dubliner	7am – 1:30am	.06 Miles	4 F Street, N.W.	(202) 737-3773	$20-$30
Oyamel Cocina Mexicana	11am – 11pm	.05 Miles	401 7th Street, N.W.	(202) 628-1005	$30-$40
Carmine's Italian Restaurant	11:30am – 9pm	.06 Miles	425 7th Street, N.W.	(202) 737-7770	$30-$40
The Monocle Restaurant	11:45am – 10pm	.06 Miles	107 D Street, N.E.	(202) 546-4488	$50-$100
Charlie Palmer Steak	11:45am – 9pm	.02 Miles	101 Constitution Ave., N.W.	(202) 547-8100	$100 +
Capital Grille	11:30am – 9pm	.03 Miles	601 Pennsylvania Ave., N.W.	(202) 737-6200	$100+
Fiola	5pm – 10pm	.04 Miles	601 Pennsylvania Ave., N.W.	(202) 628-2888	$100+
L'Ardente	11:30am – 2:30 pm 5pm – 10pm	.06 Miles	200 Massachusetts Ave., N.W.	(202) 448-0450	$50-$100

Stretch-Break Suggestions

While you are learning, connecting, and sharing, be sure to take time to move and stretch! Here are a few ways you can stretch between sessions to help keep your body and mind flexible!



Source: Carl Dawson, University of Vermont. http://wh1.oet.udel.edu/pbs/wp-content/uploads/2012/05/Chair-yoga-Univ-of-Vermont.pdf

Notes

Notes

Office of the Chief Information Officer
U.S. Department of Labor

Guest Wireless Portal Guide

Overview

To provide secure wireless access to DOL business guests, the Department has a Guest Wireless network (ENT_Guest). To access the Guest Wireless network (ENT_Guest), you will need to create an account or log into an existing account. **If you have a DOL email address and need access to the Guest Wireless Network for business reasons, you do not need to create an account and can simply log-on using your DOL email address and password.**

Help

Contact the Enterprise Service Desk: EnterpriseServiceDesk@dol.gov;
1-855-LABOR-IT (1-855-522-6748)

Creating a Guest Wireless Account

1. On a non-DOL device, go to your Wireless settings at the bottom right of the taskbar.
2. Select **ENT_Guest** from the network list, then select **Connect**. Select **Close**. A successful connection screen will appear when the connection is made.
3. Once connected, open a web-browser (e.g., Google Chrome) and go to www.dol.gov or any other website. This will initiate an auto-redirect to the DOL Guest Wireless Portal.
4. From the Guest Wireless Portal, select **Don't Have a Guest Account? Click Here to Get Started**. This is located below the Sign On button.
5. You will be prompted to enter your name, email address, and agency association. Select **Register**.
6. On your smartphone, will receive an email from donotreply@dol.gov with the subject "Your DOL Guest Account Credentials". Open the email to view your username and password.
7. Return to the Guest Wireless Portal and enter your new username and password. Select **Sign On**.
8. Read through the Acceptable Use Policy and select **Accept**. You now have internet access during your visit to DOL.

Connecting to the Guest Wireless Network with an Existing Account

1. To begin, go to your Wireless settings.
2. Select **ENT_Guest** from the network list and select **Connect**. Select **Close**.
3. Once connected, open a browser (e.g. Google Chrome, and go to www.dol.gov or any other website. This will initiate an auto-redirect to the DOL Guest Wireless Portal.



2024 REO NGO Feedback