

Jobs Plus Program Requirements and Reporting



JOBS PLUS BASICS
MARCH 22, 2015

Grants Management



- **Grant Managers will:**
 - Set up month meetings
 - Conduct yearly site visits
 - Provide feedback on concerns/ recommend technical assistance
 - Review work plans, budget, JPEID worksheet, annual reports and any other grantee submissions
- Budgets will be spread according to recent budget submissions

Program Implementation Reminder



PHAs are be required to implement the best full 48 month term of the grant at the public housing site(s) for which funds were awarded and commit to not engaging in any significant redevelopment that would result in resident relocation during the 48-month Jobs Plus implementation timeframe.

Grant Agreements



- Grantee must begin implementation of their Jobs Plus Pilot Program by July 1, 2016
- In accordance with the Jobs Plus NOFA, the term of a Grant is four years and all funds should be expended by Sept. 30, 2020

Grant Agreements



- The Grantee must inform HUD immediately, of any problems that will impair materially the Grantee's ability to comply with the Program Schedule
- Any material changes to the MOU between the Grantee and Workforce agency
- Any loss or replacement of committed funds which were identified for purposes of rating and ranking the leverage section of the grant.

Program Drawdowns



- Any request for funds in excess of 10 percent of any BLI at any one time must be approved by HUD.
- Any draw on line 9210 – Rent/Financial Incentives must be accompanied by documentation and must be approved by HUD before funds will be released.

Quarterly Reporting



- Quarterly Report on the last day of the month after the calendar quarter

Quarter	Report period	Report due by
1	January 1 through March 31	April 30
2	April 1 through June 30	July 31
3	July 1 through September 30	October 31
4	October 1 through December 31	January 31

Data Collection Plan



- Most data collected quarterly
 - Based on local case management data, property management data and PIC
 - JPEID data based on PHA accounting system
 - Some data collected through HUD analysis of PIC data
- Some measures require narrative responses to be provided by grantees

Site Overview



- Number of work-able residents in development
- Number of Residents who have completed an assessment
- Percent of work-able residents who are employed
- Percent of current assessed residents who are employed
- Percent of work able residents in development employed at the living wage in your community

Engagement/Enrollment



- Number of adults in development who “connected” with a Jobs Plus coach
 - In person
 - Via phone
 - Email only if individual
- Number of Jobs Plus events
 - Designed to introduce or expose residents to JP
 - Include kick-off, workshops, social activities, etc.

Engagement/Enrollment



- Number of adults who completed a Jobs Plus assessment
- Number of adults who received a post-assessment service
- Number of adults who have met with a case manager
 - Intake, follow-up or other substantive meeting
 - In-person or by phone

Education and Training



- Number of participants enrolled in employment readiness program
 - Specific work-related/life skills for employment success
 - May include:
 - ✦ Health and safety
 - ✦ Work habits and conduct
 - ✦ Leadership and communication
 - ✦ Teamwork and collaboration
 - ✦ Executive function skills

Education and Training



- Number of participants who enrolled (or completed) a training/certification program
 - Specific job skills related to particular job type or industry
 - May or may not lead to certification
 - Examples include:
 - ✦ HVAC
 - ✦ Building trades
 - ✦ OSHA
 - ✦ CNA and other healthcare

Education and Training



- Number of participants provided Job Search assistance
 - Either directly from Jobs Plus staff or through referral to partner organization(s)
 - Services may include:
 - ✦ Job search coaching
 - ✦ Resume assistance
 - ✦ Identification of and referral to specific job openings

Job Placement and Retention



- Number of participants who begin part-time or full-time employment (during quarter)
 - Part-time = 31 hours or less per week
 - Full-time = at least 32 hours per week
- Number of participants continuously employed for 90 days and 180 days
 - Confirmation received during the quarter
 - Confirmation by written or oral statement from participant

Note: May include a gap of up to two weeks

Educational Advancement



- Number of participants enrolled into a High School Equivalency program
- Number of participants completing a High School Equivalency credential
- Number of participants enrolled in a college degree program (2-year or 4-year)
- Number of participants graduating from a college degree program

Financial Literacy/Capability



- Number of participants who receive financial coaching or education services
 - Financial skills and knowledge
 - Coaching is one-on-one
 - Education is usually group setting
 - Directly from Jobs Plus staff or through referral
- Number of participants enrolled in IDA program
- Number of participants opening a bank account
 - Savings or checking at FDIC institution

Other Measures



- participants receiving legal assistance
 - Related to criminal records or other legal employment impediments
 - Direct service or referral but must actually **receive** service to be counted
 - Count each recipient only once per quarter
- participants receiving assistance with access to physical or behavioral health care
 - Must actually **receive** service to be counted

Other Measures



- participants receiving assistance with child care
 - Each household with new assistance during quarter
 - Financial assistance or other, in-kind assistance
 - Direct Jobs Plus assistance or through referral
- participants receiving transportation assistance
 - Work or training-related transportation
 - Direct Jobs Plus assistance or through referral
 - Count each person only **once** per quarter

Youth Measures



- Youth = residents aged 14-17
- Number of youth enrolled in job training opportunities
 - Specific job skills training
 - May or may not lead to certification
- Number of youth enrolled in extracurricular educational opportunities
 - After-school educational and enrichment
 - Count each only **once** per quarter

Jobs Plus EID



- Data should come from PIC or PHA accounting system
- Total may differ from number of Jobs Plus participants

Data Collection System



- Web-based collection tool encompassing all monitoring measures
- Grantees will receive unique survey link at end of each quarter for data submission
- System monitoring and support provided during each data collection period
- Training to be provided to grantee users
- Client-level (case management) data collection must be configured to allow collection of all required data