



ITGB-OSS-INF-4 MTW

WORKFORCE SYSTEMS LETTER NO.: 04-27

DATE: August 3, 2004

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENT</u>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> ONE-STOP	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> WIA	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> SWA	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> STW	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> H-1B Skills Grantees	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> FBO/CBO Grantees	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> Earmark Grantees	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> WIG Grantees	<input type="checkbox"/>

SUBJECT: 2004 One-Stop Collaboration Awards Package

On behalf of the NETwork '04 Planning Committee, Region I of the Employment and Training Administration is pleased to announce the opening of nominations for the 2004 One-Stop Collaboration Awards. These awards are being made on behalf of a consortium of states which are involved in planning the NETwork '04 One-Stop Conference. A cash grant in the amount of \$2,500 will be awarded to two One-Stop Career Centers that demonstrate exemplary collaborative efforts in partnering with either businesses, community or faith-based organizations to promote linkages between the workforce investment system and economic development.

The purpose of the 2004 One-Stop Collaboration Awards is to promote leadership and partnership among One-Stop Career Centers, business customers, and community-based and faith-based organizations and to publicize innovative or exemplary collaborative practices that can be replicated by other One-Stop Career Centers in the region and nationwide.

Applications are invited from One-Stop Career Centers, state and local workforce investment boards, state administrative entities and local partners located in the Region I states and entities. The award information package and the application form are attached. Applications must be received in the Regional Office by 4:00 p.m. on September 15, 2004. The Regional Office will forward the applications to the review panel which is composed of representatives from four of the Region's states. Additional copies of the application may be obtained from the Region I web site at <http://www.doleta.gov/regions/reg01bos> or by contacting Joann Miller at (617) 788-0156.

Awardees will be announced at the Regional One-Stop Conference, *NETwork '04: One Stops - Building Economic Opportunity thru Workforce Investment* that will be held November 3 - 5, 2004 at the Marriott at Sable Oaks in South Portland, Maine. The details of the conference and registration information will be provided in a subsequent Workforce Systems Letter.

We look forward to receiving your application for the 2004 One-Stop Collaboration Awards.

Sincerely,

Joseph F. Stoltz
Regional Administrator

Attachments

2004 One-Stop Collaboration Awards

On behalf of the NETwork '04 Planning Committee, Region I of the U.S. Department of Labor, Employment and Training Administration is pleased to announce the 2004 One-Stop Collaboration Awards process. A cash grant of \$2,500* will be awarded to two One-Stop Career Centers that demonstrate exemplary collaborative efforts in partnering with either businesses, community or faith-based organizations to promote economic development.



Award Objectives:

The 2004 One-Stop Collaboration Awards are designed to:

- Promote leadership and partnership among One-Stop Career Centers, business customers, and community-based or faith-based organizations; and
- Publicize innovative and exemplary collaborative practices that can be replicated by other One-Stop Career Centers.

The 2004 One-Stop Collaboration Awards focus is twofold:

1. One-Stop Career Center leadership to align services to meet employer needs; and;
2. One-Stop Career Center partnership with community or faith-based organizations to provide extensive services to businesses by assisting the unemployed or underemployed in joining the workforce and becoming self-sufficient.



Promising Models:

Promising models include those that are innovative or unique. Applicants should describe how the strategy being implemented is a new concept, and how the applicant is unique in its ability to provide the services described.



Award Categories:

Category I: One-Stop/Business Collaboration

This award recognizes innovative and unique strategies that translate business and industry needs to the workforce system as well as strategies that respond to business and industry needs for a skilled workforce.

Applicants must demonstrate collaborative efforts through which they 1/developed and implemented strategies for building the capacity of the public workforce system to being demand driven by more effectively engaging business as both customers and



partners in workforce development, and 2/increased the capacity of the workforce system to provide solutions to workforce challenges faced by businesses.

Collaboration is evidenced by the One-Stop Career Center and Business partner jointly submitting the application for award.

Innovative or unique initiatives may be demonstrated by meeting one or more of the following strategies:

- **Building relationships with Business** – may include business forums, trade shows, roundtable meetings, etc.
- **Leadership and Partnership** – may include identifying business needs and/or industry cluster needs, and determining how to meet those needs.
- **Capacity building** – may include staff development and training activities designed to improve delivery of services to business customers.
- **Effective services** – may include innovative approaches to helping business and industry in meeting their workforce recruitment and development needs, such as incumbent worker training strategies, high growth industry needs, reducing skills gap, retention strategies, post-placement services, etc.
- **Outreach and communication** – may include marketing strategies that build business awareness of the public workforce investment system as well as active efforts to understand business needs, such as business focus groups, surveys, etc.

The applicant must demonstrate innovative approaches to helping businesses and industry better access the local workforce system and increase the capacity of the workforce system to provide solutions to the workforce challenges faced by businesses.

Category II: Providing Economic Opportunities to Special Populations through One-Stop/Community Collaborations

The One-Stop/Community Collaboration Award recognizes innovative and unique strategies to provide economic opportunities to special populations through collaborative efforts between One-Stop Career Centers and community organizations, such as economic development organizations, faith-based or community organizations.

Special populations include, but are not limited to, low-skill and low-wage workers, dislocated workers, individuals who are or were welfare recipients, at-risk youth, individuals with disabilities, older workers, and migrant and seasonal farmworkers.

Applicants must demonstrate collaborative efforts to develop and implement strategies to expand access of training, job, and career services available through the public workforce system to special populations. Strategies may include leveraging of community resources by community organizations and the One-Stop Career Center system. Community resources may include partnerships with local economic



development agencies to provide job opportunities to special populations, groups such as low skill/low wage workers, dislocated workers, welfare recipients, at-risk youth, individuals with disabilities, older workers, and migrant and seasonal farmworkers; and activities that provide training and technical assistance to micro-entrepreneurs and business development mentoring programs.

Collaboration is evidenced by the One-Stop Career Center and the community organization partner jointly submitting the application for award.

Innovative or unique initiatives may be demonstrated by meeting one or more of the following strategies:

- **Leadership and Partnership** – may include identifying community needs, determining how to meet those needs, building relationships with and among partners, and offering services that complement those of partners.
- **Capacity building** – may include staff development and training activities designed to improve delivery of services to special populations as well as referring individuals to community organizations for services.
- **Effective services** – may include innovative approaches to help communities meet their workforce needs such as providing exemplary program of workforce transition or services for a special population group.
- **Outreach and communication** – may include marketing strategies that build community awareness of the public workforce/economic development system as well as active efforts to understand community needs.
- **Leveraging resources** – may include strategies to increase the number of community-based organizations serving as committed and active partners in the One-Stop delivery system as well as leveraging financial and non-monetary resources.

The applicant must demonstrate innovative approaches to helping businesses better access the services of the local workforce and economic development system and increase the capacity of the workforce system to provide solutions to the workforce challenges faced by customers in the community.



Eligibility:

Applications are invited from One-Stop Career Centers, state and local Workforce Investment Boards, state administrative entities and local economic development agency partners located in Region I.



Application:

Each application must include:

- ✓ A complete application form cover sheet with applicant, One-Stop Career Center and business or community contact information.
- ✓ A complete application form that addresses each award criteria.

(Use of the electronic version of the One-Stop Collaboration Award application form is preferred. Electronic applications may be downloaded at [http://www.doleta.gov/regions/reg01bos.](http://www.doleta.gov/regions/reg01bos))



Deadline:

Applications must be received in the Regional Office by 4:00 p.m. on September 15, 2004.



Format:

All information must be presented on the One-Stop Collaboration Award application form and should not exceed four pages. The application form is an electronic form that may be filled out electronically using MS Word by inserting text in the gray areas.



Preferred Submittal Method:

The preferred submittal method is via email or fax. Emailed applications may be sent to Joann Miller at miller.joann@dol.gov. Faxed applications should be sent to (617) 788-0101 and addressed to Joann Miller.

Hard copies may be sent to Joann Miller at the U. S. Department of Labor/ETA, Room E-350, John F. Kennedy Federal Building, Boston, MA 02203.



Review Process:

Applications will be reviewed and scored by a panel composed of state One-Stop Conference planning committee members. Final selections will be formally announced during the lunch session at the **NETwork '04: One Stops – Building Economic Opportunity thru Workforce Investment** Conference in South Portland, Maine on November 4, 2004.

Award recipients are expected to deliver a short presentation of their initiative at the luncheon award ceremony. In addition, award recipients will be asked to submit their initiative as a Promising Practice to the Promising Practices web site, www.promising-practices.org which highlights innovative and continuous improvement practices in workforce development.

QUESTIONS about the Awards or the Application?


Contact: Mary T. Ward at (617) 788-0108.

To obtain additional copies of the application form please contact Joann Miller at (617) 788-0156 or visit the Boston Regional Web site at <http://www.doleta.gov/regions/reg01bos>

* Award funds may only be used for allowable WIA activities and in accordance with applicable OMB Circulars




2004 One-Stop Collaboration Awards

 Part I: Applicant Information			
Applicant Name:			
Contact Person:			
Title:			
Address:			
Phone:		Fax:	
E-mail:			

One-Stop Career Center Information			
One-Stop Name:			
Contact Person:			
Title:			
Address:			
Phone:		Fax:	
E-mail:			

Business/Community Organization Partner Information			
Organization Name:			
Contact Person:			
Title:			
Address:			
Phone:		Fax:	
E-mail:			

 Part II: Award Category			
<input type="checkbox"/> One-Stop/Business Collaboration		<input type="checkbox"/> One-Stop/Community Collaboration	
Initiative Title:			

Application Submittal			
<input type="checkbox"/> Email to miller.joann@dol.gov		<input type="checkbox"/> Fax to Joann Miller @ (617)788-0101	
<input type="checkbox"/> Mail - US Dept. of Labor/ETA, Rm. E-350, JF K Federal Bldg., Boston, MA 02203.			
Deadline:		Applications must be received in the Regional Office by 4 pm September 15, 2004.	



Part III: Award Criteria

A. Innovative/Unique Initiative:

- 1– Briefly describe the specific purpose(s) of the initiative. Why is this purpose important to the business customer or the community?**
- 2– What business or community challenges, issues or needs were addressed?**
- 3– Provide a brief background/history of the initiative. How long has the initiative been implemented?**
- 4– How do collaborative relationships affect this initiative?**
- 5– How is the initiative innovative compared to traditional programs/projects?**

B. Initiative Strategies/Activities:

- 1– Describe the key strategies/activities that are part of the initiative. How do these strategies/activities support the overall purpose of the initiative and offer solutions to the challenge, issue or need being addressed?**
- 2– How do strategies/activities respond to business or community demands?**
- 3– Describe key partnerships/collaborative efforts implemented?**

C. Results:

- 1– How many businesses or industry clusters were affected by the initiative?**
- 2– How many individuals have been affected by the initiative?**
- 3– How do the results relate to the overall purpose of the initiative?**
- 4– How do the results lead to improved core measures of performance for WIA?**

