



**Governor's Workforce Board**  
**Rhode Island**  
strategy • policy • funding • action



# RJRI Partnership Orientation

February 26, 2026

# Meeting Agenda

Intro to the GWB/RJRI Team

Real Jobs RI Program Overview

Participant Enrollment Process, Outcome Reporting and Time Requirements

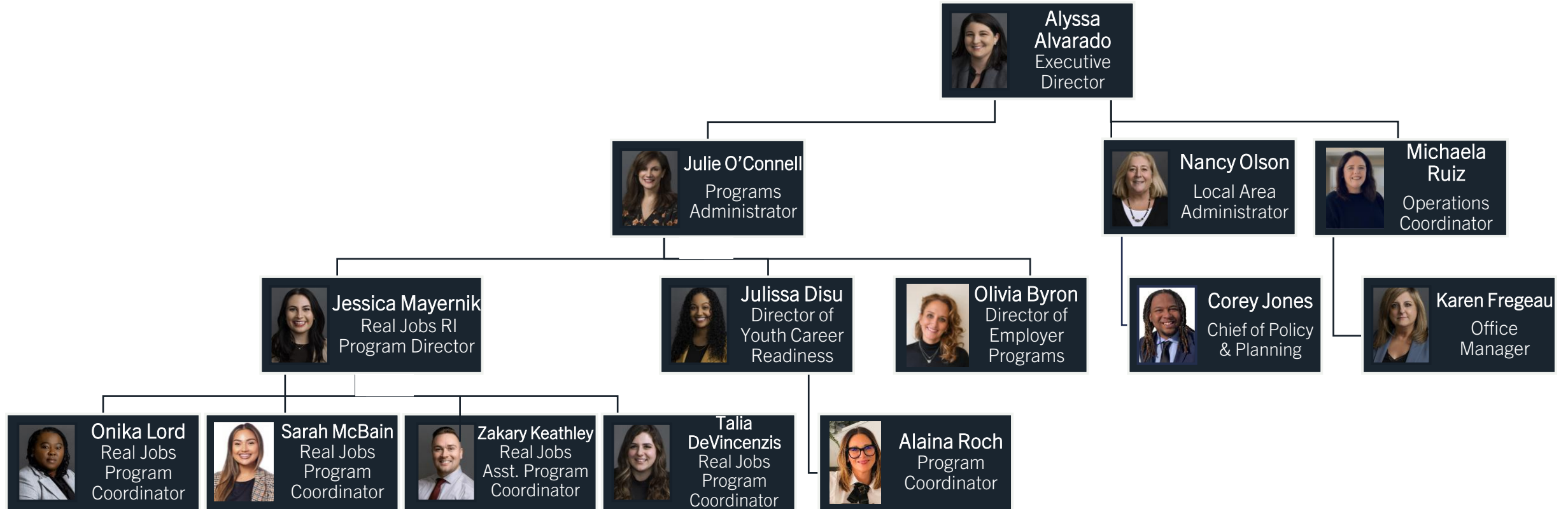
DLT Invoicing Unit

Introduction to Fiscal & Program Monitoring

Marketing & Communications

Questions

# GWB Staff Organizational Chart



# Real Jobs Rhode Island Overview

- Established in 2015, the Real Jobs Rhode Island program is the State's primary workforce development initiative serving unemployed/underemployed adults in Rhode Island by providing funding for demand-driven workforce solutions that meets the needs of employers and jobseekers.
- Working with a network of employers, training providers, and community organizations, Real Jobs partnerships build workforce solutions to address the needs of an industry, population and/or region in Rhode Island.
- 39 Sector Partnerships

## Industries and Populations Served:

- Aquaculture
- Business Services
- Commercial Fishing
- Construction
- Defense
- Design
- Energy
- Finance
- Health and Life Science
- Horticulture
- Hospitality and Tourism
- Manufacturing
- Marine Trades & Composites
- Social Enterprise
- Tech
- Transportation
- Justice Involved
- English Language Learners
- Homeless Adults
- Refugees
- I/DD
- Education
- Childcare
- And more

# Real Jobs RI Partnership List



Accesspoint RI

Amos House

Building Futures

Center for Southeast Asians

Clinica Esperanza/Hope Clinic\*

College Unbound

Community College of Rhode Island

Community Provider Network of Rhode Island

Connecting for Children and Families

Crossroads Rhode Island

Education Exchange

Foundation for the New England Medical Innovation Center

Genesis Center

Institute for Labor Studies & Research

New England Institute of Technology

Newport Community School

Oil Heat Institute of Rhode Island/DBA Energy Marketers

Association of Rhode Island

Operation Stand Down Rhode Island

Plumbers & Pipefitters UA Local 51

Progreso Latino INC

Providence Public Library

Rhode Island Business Development Institute

Rhode Island Hospital

Rhode Island Office of the Postsecondary Commissioner

RI Builders Association

RI Hospitality Education Foundation

RI Marine Trades Association

RI Nursery and Landscape Association

Sabater Laboratory for Psychological Innovations INC\*

SEIU Education and Support Fund

SENEDIA

Skills for Rhode Island's Future

Social Enterprise Greenhouse

Teamsters Local 251

The Healthcare Workforce Education Center (HWEC)

Toray Plastics America, INC

University of Rhode Island

University of Rhode Island Research Foundation

We Make RI

# Your Program Coordinators:

## Talia

### Industry Sectors/Populations:

- Justice-Involved
- Healthcare
- Newport region
- Homeless population
- I/DD
- Refugee
- English Language Learners
- Labor

GWB Committees: Adult Pathways  
Advisory Committee (APAC)

## Onika

### Industry Sectors/Populations:

- Manufacturing
- Construction
- Automotive
- Transportation
- Information Technology
- Clean Water

Other responsibilities- RJRI  
Federal Grant lead

## Sarah

### Industry Sectors/Populations:

- Blue/Green Economy
- Marine Trades
- Entrepreneurship
- Leadership Development
- MedTech/Biotechnology
- Design Sector
- Cosmetology

GWB Committees: Green Energy  
Workforce Advisory Committee  
(GEWAC)

### Jessica (RJRI Program Director)

- Work Readiness/Placement
- Healthcare
- Clean Water/Energy

### Julie (GWB Administrator)

- Hospitality
- Energy
- Leadership

# Role of the Program Coordinator

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- Every partnership has a designated Program Coordinator as a main point of contact
- Responsibilities of the Program Coordinator:
  - Primary point of contact for the Department
  - Regular check-ins regarding:
    - Data submission and recording
    - Program performance
    - Timely invoicing
    - Changes to contract terms including budget modifications
  - Scheduling in-person visits to training events and graduations
  - Communication between partnership and DLT MarComms to promote trainings
  - Keeping partnerships informed on future funding opportunities
  - Guidance on the development of future pitch proposals

# Partnership Responsibilities

\*Responsibilities are contract-dependent. Please refer to your contracts for specifics or talk to your program coordinator


- On-time participant enrollment into Data Management System
  - Includes training staff to manage enrollment in cases of turnover.
- Respond to Program Coordinator requests in a timely manner
- Timely and accurate invoicing
  - Clearly identifying final invoices
- Quarterly Narrative Reports (QNRs) submitted to your program coordinator
  - Including Participant Success Stories (Mission Moments)
- Regularly update outcome data including credentials, withdrawals
- Requesting Contract Modifications PRIOR to implementation.
  - Modifications should be fully executed before spending occurs.
- Keeping and maintaining detailed accurate records on all programmatic and fiscal components related to awarded contract(s).
- Comply with DLT Monitoring Requests

# Participant Enrollment Process

- Designate enrollment managers to be responsible for participant enrollment into the Data Management System (DMS) via the enrollment portal
  - Using the enrollment guide provided by your PC, participants will be able to self-enroll
  - Enrollment managers have the option to enroll participants on their behalf if they have the necessary documents (SSN and photo ID of participant)
    - We recommend that participants self-enroll or that enrollment managers assist participants in the self-enrollment process if needed

## *REAL Data Management System* **Self-Service Enrollment Guide**

ACTIVITY CODE: rxigaz

1. Access the Online Enrollment Form
  - a. Open your internet browser on your computer or mobile device and go to <https://participant.gwbri.org> and enter the Activity Code in the Participant Signup box.
2. Review the Instructions and FAQs
  - a. Be sure to review the required information and FAQs and collect all necessary information before beginning enrollment.
  - b. Click  to continue.

# Participant Enrollment Process

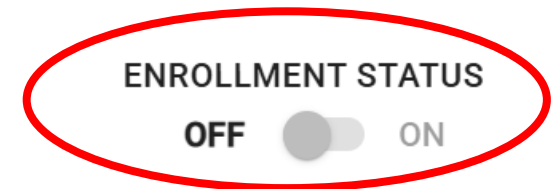
- Enroll participants into the cohort on or before the cohort start date
- After 7 days, the enrollment portal will close and you will be unable to enroll participants without further approval.
  - This does not apply to rolling enrollment cohorts as there is not a set start date
  - An enrollment extension request must be submitted through the DMS.
- Failure to enroll participants prior to the closure of the portal for enrollment may result in the Department being unable to pay for the individual participants who were not enrolled on time
  - Changes in staff affecting enrollment is not a permissible reason for late or missing enrollments.

07/07/2025 - 10/03/2025

DMS Cohort ID: 2608

Service Type: Workforce Training

Participant Type: Job Seekers / New Hires



# Enrollment Extension Request

- To reopen the portal, Department approval is required and can be requested in the enrollment manager portal
- Once an enrollment extension has been requested, the Department will stand up a department wide internal meeting to discuss why a cohort needs to be reopened, and if reopening the cohort will be permissible
- If a determination is made that a cohort will not be reopened for enrollment, the Department may not reimburse costs for participants who were not enrolled on time
- If approved to reopen the portal, DLT's data team will toggle the enrollment switch back on. Once reopened, the ability to enroll participants will remain open for 7 days.

## Enrollment Period Extension Request Form

### Enrollment Period Extension Request Form

This form must be used by all partnerships who do not enroll participants within 7 days of the Activity Start Date, and need the Enrollment Period re-opened. If you are not the main contact for the RJRI Partnership, **please make sure they are aware of this request**. All further communication about this request will be directed to them.

This form should not be used to request changes to an Activity Start Date or End Date. Reach out directly to your Program Coordinator to make any changes to the dates themselves.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

1. Name of Requester \*

# Outcome Reporting

- Your partnership agreement requires timely reporting of participant outcomes
  - The Enrollment status of each participant should be accurately reflected in real time.
    - Actively Enrolled
    - Completed
    - Placed
    - Dropped Out
    - Credentials
    - Training hours (if applicable)
- Outcomes should be reported no later than 7 days after program completion or after a participant drops out.
- Placements should be reported as soon as they occur.
- Work with your Program Coordinator to identify and resolve issues early, including receiving guidance on participant enrollment challenges.
- Ensuring timely data reporting is key to a successful partnership.

# Selective Service Requirement

- Men ages 18-25 must register for selective service for us to use certain federal dollars for those participants. <https://www.sss.gov/register/men-26-and-older/>
- Use this link to look up if your participant has registered: <https://www.sss.gov/verify/>
- Why register for selective service
  - Failure to register is a felony and non-registrants may be denied the following benefits for life:
    - State-based student loans and grant programs in 31 states
    - Federal job training under the Workforce Innovation and Opportunity Act (formerly Workforce Investment Act)
    - Federal (and many state and local) jobs
    - Up to a 5-year delay of U.S. citizenship proceedings for immigrants
- If you failed to register prior to reaching age 26, and are now being denied eligibility for federal or state benefits, you can explain to the official handling your case the reasons for your failure to register with Selective Service.
  - The burden of proof is on the person seeking the denied right or benefit.
  - <https://www.sss.gov/verify/sil/> (Status Information Letter)
- Selective Service “does not collect or share information with United States Citizenship and Immigration Services, Immigration and Customs Enforcement, Border Patrol, and/or the Department of Labor”.

# Potential Real Jobs RI Program Ideas

Join at  
**slido.com**  
**#3012 818**





**RJRI Partnerships  
Invoicing  
Guidelines and Updates**

# RI Department of Labor & Training Invoice Team

Alfred Dizon, Administrator Financial Management  
Stephen Ackerman, Assistant Administrator Financial Management

## Allowable Costs and Acceptable Documentation

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- Generally, in order for a cost to be charged to the program, the cost must meet the following provisions:
- Necessary:** The cost must be ordinary and necessary to the performance of the grant.
- Reasonable:** Market prices for comparable goods or services for the geographic area.
- Allocable:** The cost must be directly incurred solely to advance the work or performance of the award. Costs that benefit both the grant-related work and other work by the entity should be allocated proportionately.
- Allowable:** A cost must be allowable under federal cost principles, award terms and conditions, and awarding agency guidelines. On the following page is a list of Unallowable costs:

## Examples of Unallowable Costs

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### Cost that are NOT allowable are:

- Alcoholic Beverages**
- Advertising & Public Relations Costs** – except for those costs associated with employee and participant recruitment
- Entertainment:** including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Fines and Penalties:** Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations.
- Fundraising:** including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital
- Lobbying or Political Activities:** Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, legislation, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity.
- Memberships:** Membership in any civic or community organization or country club or social or dining club or organization are unallowable. As is membership in business, technical, and professional organizations.

## What to Include with Your Invoice Submission

- Expenditure Report – Request for reimbursement of costs incurred for the current period. Template provided
- Lead Sheet- Itemized list of each expense that add up to the total of each line-item category on the Expenditure Report. Template provided. **Invoices submitted without a lead sheet will be returned.**
- Itemized Receipts for ALL direct purchases and services
- Staff Costs and Stipends – Payroll registers for wages & fringe. NOT time sheets or General Ledgers
- Incentives –List of participants, the incentive they received with monetary value, and the participant's signature acknowledging receipt (Program Manager's signature of distribution also valid).
  
- The Expenditure report sheet, lead sheet, and ALL supporting documentation must be combined into a SINGLE PDF document. Invoices sent as multiple attachments will be returned.**



## What to Include in an Invoice Part 2

- Food/Refreshments – Costs should be minimal. Documentation must include itemized receipt, business reason, meeting agenda and attendance list. **NO ALCOHOL ALLOWED**
- Travel/Mileage- a travel log signed by a supervisor authorizing business reason for trip. Costs should be minimal.
- Annual Expenses such as Insurance, Dues/Subscriptions etc. – must be prorated for contract period only.
- Indirect Costs- Those costs necessary to the overall operation of the organization incurred for a common or joint purpose, not directly charged to the grant. Examples include overhead costs such as facilities rental, utilities, janitorial services, insurances etc. Costs are calculated as a percentage of the invoice total using either 1) The Agencies Federally approved Indirect Cost Rate, 2) a 10% DeMinimus Rate or 3) a negotiated rate as agreed upon in contract budget).



# Expenditure Report



## AWARDEE INVOICE/EXPENDITURE REPORT

**AWARDEE:** RJRI Partnership INC  
**AWARDEE ID #:** IG5-00  
**PROJECT BUDGET:** \$100,500.00  
**TOTAL DISBURSED:**

**DATE GENERATED:** January 15, 2023  
**CONTRACT #:** 1  
**PURCHASE ORDER #:**  
**INVOICE #:** **DLT USE ONLY**

ACTIVITY 1 - GREEN REENTRY JOB TRAINING: TBD			
COST CATEGORY	LINE ITEM DESCRIPTION	ENTITY	EXPENDITURES
<b>Activity Costs</b> <i>Activity Management Costs</i>	Personnel (Project Manager)	RJRI Inc	
<b>Activity Costs</b> <i>Activity Management Costs</i>	Personnel (Case Manager)	RJRI Inc	
<b>Activity Costs</b> <i>Activity Management Costs</i>	Insurance	RJRI Inc	
<b>Activity Costs</b> <i>Cash Equivalent(s)</i>	Stipend(s)	RJRI Inc	
<b>Activity Costs</b> <i>Event(s)</i>	Food & Beverage	RJRI Inc	
<b>Activity Costs</b> <i>Outreach / Recruitment</i>	Personnel	RJRI Inc	
<b>Activity Costs</b> <i>Session Costs</i>	Instructor(s)	RJRI Inc	
<b>Activity Costs</b> <i>Session Costs</i>	Food & Beverage	RJRI Inc	
<b>Activity Costs</b> <i>Session Costs</i>	Transportation	RJRI Inc	
<b>Activity Costs</b> <i>Session Costs</i>	Supplies & Equipment ≤\$4,999	RJRI Inc	
<b>Participant Support Costs</b> <i>Direct Assistance Costs</i>	Transportation	RJRI Inc	
<b>Participant Support Costs</b> <i>Direct Assistance Costs</i>	Fees (Registration, Certifications, etc.)	RJRI Inc	
<b>Partnership Administration Costs</b> <i>Operations</i>	Personnel	RJRI Inc	
<b>Sector Investments</b> <i>Outreach / Recruitment</i>	Personnel	RJRI Inc	
<b>Indirect Costs</b>	Indirect Costs	RJRI Inc	

Total Amount Requested:

FISCAL AGENT SIGNATURE	
I certify that the expenditures and documents submitted are true and that disbursement requirements are satisfied.	
Signature	Date

THIS SECTION IS FOR RI DLT USE ONLY			
INITIAL DEPARTMENT REVIEW			
Comments:			
Reviewer Initials:		Date:	
DEPARTMENT APPROVAL FOR PAYMENT			
Comments:			
AMOUNT APPROVED FOR PAYMENT:			
Authorized Signature:		Date:	

Your expenditure report will reflect the activities in your Scope of Work and the approved budget line items for each.

# Sample Lead Sheet



LEAD SHEET				
<b>Partnership:</b>	RSFY YouthWorks Grant			
<b>Lead Applicant:</b>	RI Youth Training Association			
<b>Invoice Number:</b>	RSFY-22-00-CON4			
BUDGET LINE ITEM	Cost Item	Dollar Amount	Document Type	Description / Justification
<b>Instructors</b>	Katie W	\$2,750.00	Payroll Register	35 hours of training in April 2022
	Frank L	\$730.26	Payroll Register	12 hours of training in April 2022
	Beyonce K	\$3,499.00	Payroll Register	42 hours of training in April 2022
	<b>Total</b>	<b>\$6,979.26</b>		
BUDGET LINE ITEM	Cost Item	Dollar Amount	Document Type	Description / Justification
<b>Supplies &amp; Equipment</b>	Staples	\$260.32	Receipt	Classroom Supplies
	WB Mason	\$488.26	Receipt	Classroom Supplies
	<b>Total</b>	<b>\$748.58</b>		
BUDGET LINE ITEM	Cost Item	Dollar Amount	Document Type	Description / Justification
<b>Training Materials</b>	Pearson Education	\$4,700.26	Invoice #651981A	Textbooks for classroom
	<b>Total</b>	<b>\$4,700.26</b>		
BUDGET LINE ITEM	Cost Item	Dollar Amount	Document Type	Description / Justification
<b>Personnel</b>	Leonardo D	\$2,500.00	Payroll Register	4/1, 4/15, 4/30/22 payroll
	Nicki Cage	\$4,000.00	Payroll Register	4/1, 4/15, 4/30/22 payroll
	Peter P	\$3,500.00	Payroll Register	4/1, 4/15, 4/30/22 payroll
	<b>Total</b>	<b>\$10,000.00</b>		
BUDGET LINE ITEM	Cost Item	Dollar Amount	Document Type	Description / Justification
<b>Stipends</b>	Jane Doe	\$500.00	Processed Check	On the job training April 2022
	Alex R	\$500.00	Processed Check	On the job training April 2022
	Michael T	\$500.00	Processed Check	On the job training April 2022
	Michele A	\$500.00	Processed Check	On the job training April 2022
	<b>Total</b>	<b>\$2,000.00</b>		
<b>Total</b>		<b>\$24,428.10</b>		

List all expenses for each line item. Totals need to correspond to each line item category on the Expenditure Report.

This must be included every time you submit an invoice

# DO INCLUDE: Itemized Receipts

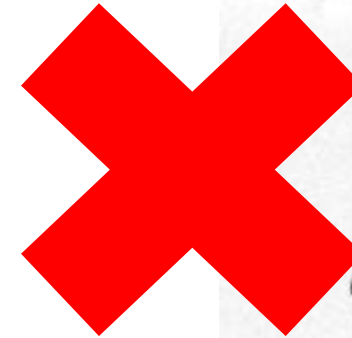


**OFFICE SUPPLY HUT**

-----  
Date/Time: 2009-08-29 10:32 AM  
NYC DCA EL#1371013 EHSD#147238  
Cashier: Sam  
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QTY	ITEM	
1	GLUE STICK CLEARANCE 0476432068904	1.99
1	ROTARY CARD FILE 4329323455094	25.95
1	MAXLIFE CYAN TONER @ 18.49 ea 5422636437387	18.49
1	MAXLIFE DESKTOP LASERJET 2342897237346	149.67
SUBTOTAL		197.10
Tax		18.31
TOTAL		\$215.41

Receipts must include all items purchased.



Your Company  
1234 Any Street  
Any Town, AA 12345-1234  
(555) 222-1234

MASTERCARD SALE

Card #554453030340\*\*\*\*  
Date: 03/13/2002 10:16 PM  
Auth. #025639

SALE TOTAL: \$41.43

X \_\_\_\_\_

----- THANK YOU -----

# DO INCLUDE: Payroll Register Report



**Labor Distribution**      Check Dates: 02/04/2022 to 02/18/2022      Page 2 of 12  
 [Redacted]      Pay Periods: 01/16/2022 to 02/12/2022

Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code	Deduction	Amount
REG	REG	25.00	12.25	306.25	FITW	0.00	MED-R	4.44			
					MED	4.44	SS-R	18.99			
					SS	18.99	RISUI	0.00			
					RI	0.00	RIWD	0.00			
					RISDI-E	3.37					
Total Earnings		25.00		306.25	Total Taxes	26.80	Ttl Employer	23.43	Total Deductions		ER Liab 329.68 EE Net 279.45

Freq: B  
Loc: -448

Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code	Deduction	Amount
REG	REG	45.75	17.50	800.62	FITW	8.40	MED-R	18.48			
HOL	HOL	3.50	17.50	61.25	MED	18.48	SS-R	79.04			
MDOPT	MDOPT	0.00	0.00	50.00	SS	79.04	RISUI	0.00			
PERS	PERS	10.50	17.50	183.75	RI	44.92	RIWD	0.00			
VAC	VAC	10.25	17.50	179.37	RISDI-E	14.03					
Total Earnings		70.00		1,274.99	Total Taxes	164.87	Ttl Employer	97.52	Total Deductions		ER Liab 1,372.51 EE Net 1,110.12

Freq: B  
Loc: -448

Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code	Deduction	Amount
REG	REG	4.75	12.25	58.19	FITW	0.00	FFCRAMC	0.00			
					MED	0.84	FFCRAMPC	0.00			
					SS	3.61	FFCRASC	0.00			
					RI	0.00	FFCRAWC	0.00			
					RISDI-E	0.64	MED-R	0.84			
							SS-R	3.61			
							RISUI	0.00			
							RIWD	0.00			
Total Earnings		4.75		58.19	Total Taxes	5.09	Ttl Employer	4.45	Total Deductions		ER Liab 62.64 EE Net 53.10

Freq: B  
Loc: -448

Code	Earning	Hours	Rate	Amount	Code	Tax Amount	Code	Employer Amt	Code	Deduction	Amount
REG	REG	40.50	12.25	496.13	FITW	0.00	MED-R	7.19			
					MED	7.19	SS-R	30.76			
					SS	30.76	RISUI	0.00			
					RI	0.00	RIWD	0.00			
					RISDI-E	5.46					
Total Earnings		40.50		496.13	Total Taxes	43.41	Ttl Employer	37.95	Total Deductions		ER Liab 534.08 EE Net 452.72

Payroll register lists the staff associated with the grant and the salary earned during the reimbursement period.

Employer payroll taxes and benefits (health, dental etc.) should substantiate fringe.



# DO INCLUDE: Participant Stipends



Personnel	Hours			Earnings				Gross	Statutory Deductions		Voluntary Deductions	Net Pay	Memos
	Reg	O/T	# 3/4	Reg	O/T	# 3/4	# 5		Federal	State/Local			
			RG1 10.83			RG1 116.96		205.20	FIT 5.90 SS 12.72 Med 2.98	S1 RI 7.70 S2 RI 0.00		Check# 175.90	CALC - X - Max Elig/Comp 205.20 CALC - WCM - Workers Comp 5.07
			RG1 8.17			RG1 88.24							
			RG1 22.50			RG1 243.00		243.00	FIT 19.68 SS 15.07 Med 3.52	S1 RI 9.11	CK1 CHECKING 1 195.62	Voucher# eVoucher 0.00	CALC - X - Max Elig/Comp 243.00 CALC - WCM - Workers Comp 6.00
			RG1 7.00			RG1 55.65		55.65	SS 3.45 Med 0.80	S1 RI 2.09 S2 RI 0.00		Check# 49.31	CALC - X - Max Elig/Comp 55.65 CALC - WCM - Workers Comp 1.37

We need to see proof that participants received their stipends. This can be in the form of payroll registers or copies of processed checks.



- ✓ I, \_\_\_\_\_, received an EBCAP stipend check for \$540.00 on 2/13/22
- ✓ I, \_\_\_\_\_, received an EBCAP stipend check for \$540.00 on 2/19/22
- ✓ I, \_\_\_\_\_, received an EBCAP stipend check for \$540.00 on 2/19/22
- I, \_\_\_\_\_, received an EBCAP stipend check for \$530.00 on 2/19/22
- I, \_\_\_\_\_, received an EBCAP stipend check for \$530.00 on 2/19/22
- I, \_\_\_\_\_, received EBCAP replacement checks for \$125.71 and \$157.14 on 2/19/22

Signatures of the participants acknowledging receipt must accompany copies of the checks.

# DO INCLUDE: Incentives



## Real Skills RI Participant Support

Partnership: ABC Skills Partnership	
Lead Applicant: Youth Rocks	
Contract #: RSY-21-05	Pitch #: 3

Fiscal Agent Name: Youth Count Rocks	Fiscal Agent Signature
Fiscal Agent Title: Fiscal Officer	
Email: YCRocks@ABC.com	

Participant Name (Please Print or Type)	Program Start Date	Program End Date	Gift Card #	Description of Incentive or Stipend	Incentive or Stipend Amount	Date Received	Participant Signature
John Doe	6/1/2020	4/30/2021	1234	Walmart Gift Card	\$50.00	9/1/2020	
Jane Doe	6/1/2020	4/30/2021	4567	Walmart Gift Card	\$50.00	9/1/2020	
Student 1	6/1/2020	4/30/2021	7900	Walmart Gift Card	\$50.00	9/1/2020	
Student 2	6/1/2020	4/30/2021	11233	Walmart Gift Card	\$50.00	9/1/2020	
Student 3	6/1/2020	4/30/2021	14566	Walmart Gift Card	\$50.00	9/1/2020	
Student 4	6/1/2020	4/30/2021	17899	Walmart Gift Card	\$50.00	9/1/2020	
Student 5	6/1/2020	4/30/2021	21232	Walmart Gift Card	\$50.00	9/1/2020	
Student 6	6/1/2020	4/30/2021	24565	Walmart Gift Card	\$50.00	9/1/2020	
Student 7	6/1/2020	4/30/2021	27898	Walmart Gift Card	\$50.00	9/1/2020	
Student 8	6/1/2020	4/30/2021	31231	Walmart Gift Card	\$50.00	9/1/2020	
Student 9	6/1/2020	4/30/2021	34564	Walmart Gift Card	\$50.00	9/1/2020	
Student 10	6/1/2020	4/30/2021	37897	Walmart Gift Card	\$50.00	9/1/2020	
Student 11	6/1/2020	4/30/2021	41230	Walmart Gift Card	\$50.00	9/1/2020	
Student 12	6/1/2020	4/30/2021	44563	Walmart Gift Card	\$50.00	9/1/2020	

When you are providing evidence of purchases when it comes to incentives, you must provide list of participants with the dollar value for each item given (i.e. gift card, bus pass, check etc.) Program Manager must sign and attest to distribution of items. We also need a receipt for gift cards, bus passes purchased.

# DO INCLUDE: The Business Reason for all Food Purchases

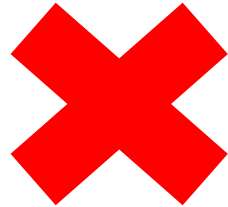


Description:	Acct. #	Job Code	Amount:
Food for Works Wonders participants during work experience @ Store Front	[REDACTED]	GWB	\$30.18 ✓

Provide the business reason (as well as an agenda and list of participants if possible) for all food purchases.



# Be Aware: Service Performance Dates



One Orms Street  
 Providence RI 02904  
 Phone 401.553.0422 Fax 401.553.0486

e-mail: iocfemia@marrlottprovidence.com

Bill To:

f  
 s  
 (

**DATE:** January 12, 2022  
**NVOICE #** 21962-35521  
**FOR:** Banquet

DESCRIPTION	AMOUNT
Event 12/07/2021	\$132.61

Be aware of service performance dates. DLT cannot provide reimbursement for services that take place outside of the contract period.

**DO:** Pro-rate the expense to only include services occurring within the contract period.



## Real Jobs RI

### AWARD CONTRACT FOR APPROVED WORKFORCE SOLUTION

**AWARDEE #:** IG5-00

**CONTRACT #:** #1

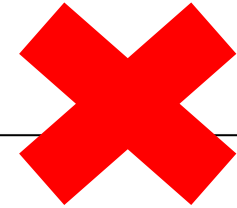
**EFFECTIVE DATE:** 1/01/2023

**CONTRACT REF #:** IG5-00-CON1



**END DATE:** 6/30/2023


**CONTRACT GRAND TOTAL:** \$100,500.00


# Invoice Submission



April Invoice IG5-00-CON1

 Ackerman, Stephen (DLT)  
To  Invoice, DLT

 APRIL Invoice IG5-00-CON1.pdf  
10 MB

Start your reply all with: [Received, thank you.](#) [Thank you!](#) [Got it, thanks!](#)  Feedback



Good Morning!


Attached is my invoice for April 2023.


Thank you!


Grantee


IG5-00-CON1 Invoice


 Ackerman, Stephen (DLT)  
To  Invoice, DLT


 Image.jpeg  
3 MB


 Invoice 121.docx  
15 KB

 Payroll Expense.pdf  
38 KB

 Receipts Document 2.pdf  
2 MB

 Employee payroll.pdf  
40 KB

 Expenditure Report Template.docx  
41 KB

Start your reply all with: [Received, thank you.](#) [Thank you!](#) [Got it, thanks!](#)  Feedback

Good Morning!

Attached is our April Invoice!

Thank you,  
Grantee

Invoices must be submitted as a single PDF Document.  
Invoices sent as multiple attachments WILL be returned.



QUESTIONS?

## Contact Information

Alfred Dizon

Administrator

401-302-0052

[Alfred.Dizon@dlt.ri.gov](mailto:Alfred.Dizon@dlt.ri.gov)

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Stephen Ackerman

Assistant Administrator

401-462-8729

[Stephen.Ackerman@dlt.ri.gov](mailto:Stephen.Ackerman@dlt.ri.gov)

# State Monitoring

Office of Planning, Integrity, and  
Compliance

# Background

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- Rhode Island General Laws § 42-102-7 requires that the Governor's Workforce Board (GWB) "provide for fiscal and accounting controls to monitor and audit grants and awards."
- The Department of Labor and Training serves as the administrative and fiscal agent for the GWB.
- OPIC within DLT is presently responsible for monitoring of federally-funded programs on behalf of the GWB.
- It is administratively efficient and prudent that OPIC also conduct monitoring of state-funded workforce development programs as well.
- Monitoring is the review and evaluation of grantees to ensure that funds are used in compliance with contractual agreements and consistent with the intent and design of the program.

# Different Types of Monitoring by OPIC

- **Federal Program Monitoring** (Required of Federal Grant Subrecipients)
  - Ensure compliance with Federal program rules and regulations
  - Confirm that the organization has the requisite policies and procedures in place
  - Confirm that the organization is using the correct forms and documents
- **Federal Fiscal Monitoring** (Required of Federal Grant Subrecipients)
  - Confirm the financial health and outlook of the organization
  - Confirm that expenses charged to the grant are accurate, allocable, allowable, and approved
  - Confirm that program is fully compliant with the terms and conditions of the funding authority
  - Confirm that the organization has the requisite policies and procedures in place
  - Confirm that the organization is using the correct forms and documents
- **State Program Monitoring** (Typically Contractors, not Subrecipients)
  - Ensure programming aligns with contractual agreements and consistent with the intent and design of the program
- **State Fiscal Monitoring** (Typically Contractors, not Subrecipients)
  - Confirm the financial health and outlook of the organization
  - Confirm that expenses charged to the grant are accurate, allocable, allowable, and approved

# State Fiscal Monitoring Process

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- Grantee is randomly selected and receives Notice of Intent to Monitor at least 30 days in advance
  - *May be selected if a concern is raised*
- OPIC Fiscal Staff conducts fiscal monitoring of one randomly-selected invoice, including review of
  - Grantee fiscal documents
  - Grant-funded expenses
  - Methods of cost allocations
- OPIC Fiscal Staff prepares a written final report of the findings after the completion of the engagement; final report includes a summary of compliance findings (if any) and corrective action requirements
- OPIC send the report to the grantee, with copies to the Executive Director of the Governor's Workforce Board and DLT Business Affairs
- Grantee must respond to any findings within 30 days of report receipt

# State Program Monitoring Process

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- Grantee is randomly selected and receives Notice of Intent to Monitor at least 30 days in advance
  - *May be selected if a concern is raised*
- OPIC Program Staff conducts program monitoring of one randomly-selected activity contract, including review of
  - Contract documents
  - Scope of work
  - Program Performance/Outcome data
  - Participant data
  - Participant interviews
- OPIC Program Staff prepares a written final report of the findings after the completion of the engagement; final report includes a summary of compliance findings (if any) and corrective action requirements, may include “areas of concern”
- OPIC send the report to Governor’s Workforce Board staff
- GWB must work with Grantee and respond to any findings within 30 days of report receipt



## Contact Information

**Pauline Abetti**

Assistant Director of Planning & Program  
Development

[Pauline.Abetti@dlt.ri.gov](mailto:Pauline.Abetti@dlt.ri.gov)



# **Marketing & Communications Support**

# Program Promotion

- The Marketing & Communications (MarComm) Team at DLT is happy to assist all program partners with recruitment efforts related to active programs/activities.
  - Promotional materials can be shared on Social Media channels, through email campaigns to unemployed workers, and posted to our website.
  - Email materials to [DLT.Marketing@DLT.RI.GOV](mailto:DLT.Marketing@DLT.RI.GOV) and cc your Program Advisor
- Follow up on Socials if you aren't already:
  - **FB:** RhodelslandDLT
  - **X:** @RI\_DLT
  - **Instagram:** ri\_dlt
  - **LinkedIn:** Rhode Island Governor's Workforce Board | Rhode Island Department of Labor & Training

# Program Visits

- Opportunities for the DLT Director and staff to see programs in action & meet program participants
  - Helps program partners/participants understand DLT's commitments & priorities
  - An opportunity to connect with the community and challenge preconceived notions about DLT and/or state government agencies
  - Highlight the impact of your programs on participants and the larger RI workforce ecosystem.
- Consider opportunities to have participants interviewed, photographed, and included in videos – discussing their experience and impact on their long-term career goals.
- Visit briefings will be shared ahead of each visit to overview who will be in attendance and the purpose of the visit.
- Work with your Program Advisor to determine the best date for a visit.
- A visit can be a chance to see training in action, a roundtable with participants, or a celebration ceremony. We are open to all options and want to work with you to showcase the critical work of you and your teams!



**Questions?**

