



## **TECHNICAL ASSISTANCE AND SUPPORT FOR REENTRY EMPLOYMENT OPPORTUNITIES (REO) ADULT AND YOUTH GRANTEEES**

Project Director: Bernie Antkowiak

Period of Performance: June 27, 2015 – June 26, 2016

The U.S. Department of Labor (DOL), Employment and Training Administration (ETA) contracted with Coffey Consulting to develop and deliver a comprehensive technical assistance and training (TA/T) strategy to support grantees awarded grants administered by the Office of Youth Services. Coffey has provided similar work since 2012 where the goal is to ensure that grantees have the support to help them successfully implement projects in accordance with the statements of work contained in their grants.

The Coffey TA/T team is headed by a project director with leadership experience in running state and local workforce development programs plus managing DOL contracts since 2007. Most staff and consultants, located across the nation, have been working for Coffey between 5 – 10 years—they are a team! Team members routinely plan, refine and deliver fast turnaround events (such as new grantee orientations, conferences, peer-to-peer meetings), bulletins, webinars, virtual meetings, and conference calls while employing leading edge technology to deliver the greatest value to DOL and its grantees.

Following a recent highly successful grantee conference DOL official stated “... a success in no small part due to the hard work and professionalism demonstrated by the Coffey team. The ability of the Coffey team and its coaches to keep DOL grantees focused and engaged in critical activities was exceptional. This ability undoubtedly spoke to the level of commitment that each coach brought to the process. Thank you for pulling together a team of individuals second to none.”

We successfully handle complex projects by continually honing our expertise and working collaborative with multiple USDOL staff members and officials responsible for oversight of grantee organizations funded through multiple USDOL initiatives. Communications are frequent and include phone calls, email messages, reports, and in-person meetings.

Through careful management of resources Coffey was able to address DOL’s special project needs identified after the period of performance had begun. Activities included such things as developing a draft strategic plan for Federal Bonding, assisting DOL with planning and delivery of Federal Bonding’s 50 Anniversary event, and assisting in bringing organization, structure, and direction for the Federal Bonding Program. Accomplishments included the institution for the first ongoing forum and training for Federal Bonding State Coordinators.

- Crafting an Effective Memorandum of Understanding (MOU) 10/19/2016  
<http://coffey.adobeconnect.com/p7xrh4czus/>
- Federal Bonding – Listen and Learn Session 4/21/2016  
<http://coffey.adobeconnect.com/p4o2rn29hko/>
- RExO Motivational Interviewing – Youth 4/10/14  
<http://coffey.adobeconnect.com/p5a1mes5tf1/>
- RExO Skills Credentials 5/01/14
- <http://coffey.adobeconnect.com/p4jgk95h5oq/>

