

America's Promise Technical Assistance Resources

The America's Promise Technical Assistance (TA) Team hosts a [Community](#), formerly known as Community of Practice, website where all current TA materials are posted. The chart below provides a list of all available TA resources that have been created. As new resources are created, they are posted on the Community. The resources are classified by the different types of TA provided.

- Blog Post – an article.
- Brief – a resource that is 5 pages or less and provides an overview of a topic.
- Toolkit – a resource that provides strategies, grantee examples, and related online resources.
- Conference Materials – agendas, highlights, presentations and handouts created for America's Promise conferences.
- Directory – a listing of programs or individuals with contact information.
- Guide – a resource that provides strategies as well as an overview, generally in the 10-page range.
- Handbook – a longer resource with detailed information on a topic.
- Infographic – a visual designed to present data through graphics.
- Tip Sheet – a list of tips or a checklist for grantees to follow.
- Webinar – a presentation created or captured for online viewing.
- Virtual Event – an interactive meeting to facilitate peer-to-peer sharing.

Click on the title of the resource to be taken to the Community page to review and download the files.

TA Type	Title	Topic Area	Description	Date Created or Updated
Conference Materials	2019 H-1B Grantee Conference Highlights	Grantee Conference	Provides highlights from each session of the 2019 H-1B Grantee Conference held November 13-14, 2019 in Washington, DC. The conference was designed to facilitate peer learning, provide training and technical assistance (TA), and to ensure continued success in the implementation and administration of the America's Promise and Strengthening Working Families Initiative (SWFI) grant programs.	January 2, 2020
Conference Materials	2019 H-1B Grantee Conference: Strengthening America's Talent Pipeline: Agenda	Grantee Conference	2019 H-1B Grantee Conference agenda and an agenda-at-a-glance with links to session handouts.	November 13, 2019

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Infographic	2020 America's Promise Grantee Highlights	Stakeholder Engagement	To celebrate the great work that the America's Promise grant program has accomplished grantees were asked to complete a grantee highlights. Several grantees completed a highlight and shared their successes and accomplishments.	January 19, 2021
Brief	Amended ETA-9172 DOL-only Participant Individual Record Layout (PIRL) for H-1B Grants	Performance Reporting	The Amended ETA-9172 DOL Participant Individual Record Layout (PIRL) for H-1B Grants has been updated to reflect the H-1B schema that is effective as of January 10, 2020.	January 10, 2020
Virtual Event	America's Promise: Promising Practices for Participant Retention and Job Placement	Participant Retention Job Placement	In this peer-to-peer, grantees discussed the strategies they are implementing to sustain participant retention and increase job placements. They shared how they overcame obstacles and discussed strategies and practical applications.	May 16, 2019
Brief	America's Promise - Case Studies	Multiple Topics	This page showcases case studies of the America's Promise grantees.	December 6, 2018
Brief	America's Promise - Individual Success Stories	Participant Success Stories	This resource showcases the successes of the America's Promise participants through their individual stories.	December 9, 2020
Conference Materials	America's Promise 2017 Convening Resources	Multiple Topics	2017 America's Promise Convening materials.	November 14-15 2017
Toolkit	America's Promise Apprenticeship Toolkit	Apprenticeship	This toolkit provides strategies to develop and implement an apprenticeship program.	December 6, 2018
Brief	America's Promise Evaluation One Pager	Evaluation	This resource provides highlights about the America's Promise Evaluation.	March 2019
Brief	America's Promise FAQ	Multiple Topics	This document answers some frequently asked questions submitted by America's Promise grantees.	February 2019
Infographic	America's Promise Grantee Infographics 2019	Stakeholder Engagement	Each grantee infographic showcases the accomplishments of the program and the success of the America's Promise Grant Program.	April 26, 2019

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Toolkit	America's Promise Grantee Templates	Multiple Topics	This resource highlights templates and documents that America's Promise grantees have found valuable within their organization. These templates were collected from grantees in an effort to archive resources that other programs may find useful.	May 29, 2020
Infographic	America's Promise National Infographic	Summary	This document illustrates the America's Promise program and highlights the targeted industries, program goals, targeted populations, and partnerships.	September 24, 2018
Webinar	America's Promise Program: New Grant Program Director/Manager Orientation	Multiple Topics	The purpose of this targeted virtual chat was to provide new America's Promise grant directors and managers with on-boarding resources and information on the America's Promise program.	September 14, 2018
Brief	America's Promise Success Factors	Success Factors	These success factors identify key areas that America's Promise grantees can focus on to be successful.	November 28, 2018
Brief	America's Promise TA Menu	Technical Assistance	This TA Menu describes the America's Promise technical assistance available to grantees. Updated annually.	March 21, 2019
Toolkit	America's Promise Toolkit - Leveraging Assets and Programs	Program Management	This toolkit helps America's Promise grantees develop strategies for leveraging organizational assets and programs.	January 2, 2019
Webinar	America's Promise: Apprenticeships in Action	Apprenticeships	This webinar provided an overview of apprenticeships and their importance in today's workforce as well as highlight the role of the U.S. Department of Labor, Office of Apprenticeship. An America's Promise grantee, who offers an apprenticeship program, shared lessons learned.	July 30, 2020
Webinar	America's Promise: Innovative Supportive Services	Supportive Services	This webinar presented examples of innovative supportive services that America's Promise grantees are providing to their participants in order to keep them engaged in the program.	October 30, 2018
Toolkit	Assessing Partnership Performance	Partnerships	This toolkit is designed to help you evaluate the strengths and opportunities for growth in your current partnerships with practical tips and useful tools.	July 31, 2020
Webinar	Assessing Your Progress at the Mid-Point of Your America's Promise Grant- Part Two	Success Factors	This webinar provided a follow-up on grantee progress and implementation as gleaned from the mid-point assessment.	March 7, 2019

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Webinar	Assessing Your Progress at the Mid-Point of Your America's Promise Grant - Part One	Success Factors	This webinar gave grantees the opportunity to assess their program's progress as they moved into Year 3 and discuss how they might have had to adjust or update their implementation plans to meet the current industry need.	January 24, 2019
Brief	Better Together- Career and Guided Pathways	Career Pathways	This brief is part of a series highlighting lessons from this convening as well as new research. You'll learn what's working, what isn't, and collaboration opportunities for states to provide better career pathways.	September 2018
Webinar	Building Strategic Alliances between College and Workforce Boards	Partnerships	This webinar is part of a series showcasing strategies and resources developed by community colleges that are of broad interest to educational institutions engaged in career-focused education and training.	June 6, 2018
Conference Materials	Don't Just Say it, Show it! Using Program Results to Build Stakeholder Relationships	Stakeholder Engagement	2019 H-1B Grantee Conference session: This session introduced different techniques to demonstrate program results and outcomes in a visual format that can be used for outreach to stakeholders.	November 13, 2019
Conference Materials	Effective Employer Engagement Showcase	Stakeholder Engagement	2019 H-1B Grantee Conference session: Grantees shared effective strategies for engaging employers.	November 14, 2019
Webinar	Effective Partnerships between Community College and Workforce Development Board	Partnerships	This webinar showcased America's Promise grantees that have a strong relationship between the community college and workforce development board. Grantees shared their strategies for building and maintaining their partnership and how they overcame challenges along the way.	May 28, 2020
Webinar	Employer Panel: Industry Trends in Staffing Needs	Job Placement	This employer panel focused on current trends, needs, and strategies that grantees can use to place their participants in appropriate positions.	June 19, 2018
Webinar	H-1B America's Promise Data-Driven Decision Making: Using Data for Strategic Planning	Performance	This webinar shared how performance data can inform program design as part of a process improvement strategy to assess challenge areas, identify opportunities for improvement, and apply course-corrections to make your grants more effective.	April 24, 2019
Handbook	H-1B Grants Performance Reporting Handbook & WIPS Reporting Guidance	Performance Reporting	The H-1B Grants Performance Reporting Handbook and Workforce Integrated Performance System (WIPS) Reporting Guidance provides performance reporting guidance and instructions for H-1B America's Promise, Strengthening Working Families Initiative (SWFI), and TechHire Partnership (TechHire) grants.	August 2019
Directory	H-1B Performance Reporting Resources for TechHire, SWFI and America's Promise Grants	Performance Reporting	This resource page is the go-to site for all things related to performance reporting for H-1B TechHire Partnership (TechHire), H-1B Strengthening Working Families Initiative (SWFI), and H-1B America's Promise grants.	September 4, 2019

TA Type	Title	Topic Area	Description	Date Created or Updated
Directory	H-1B Performance Reporting Resources: Policy Guidance	Performance Reporting	This page offers performance policy guidance resources for H-1B TechHire Partnership (TechHire), H-1B Strengthening Working Families Initiative (SWFI), and H-1B America's Promise grants.	October 18, 2018
Directory	H-1B Performance Reporting Resources: Technical Assistance	Performance Reporting	This page offers performance reporting technical assistance for H-1B TechHire Partnership (TechHire), H-1B Strengthening Working Families Initiative (SWFI), and H-1B America's Promise grants.	November 16, 2018
Guide	H-1B Performance Reporting Tutorial: Preparing Data Files for WIPS	Performance Reporting	This resource is one of a series of technical assistance pre-recorded tutorials that will support H-1B TechHire Partnership (TechHire), H-1B Strengthening Working Families Initiative (SWFI), and H-1B America's Promise efforts for H-1B Performance Reporting and submitting data files in the WIOA Workforce Integrated Performance System, or WIPS.	December 1, 2017
Toolkit	H-1B Performance TA: Sample Case Management and Data File	Performance Reporting	This Performance Reporting TA Resource is designed to assist H-1B TechHire Partnership (TechHire), H-1B Strengthening Working Families Initiative (SWFI) and H-1B America's Promise grantees with examples and instructions for data file preparation that are necessary to report quarterly performance data into WIPS.	October 15, 2018
Tip Sheet	H-1B Training Activities and Outcomes Diagram	Performance Reporting	This resource provides an overview of the H-1B PIRL data elements that are used to record training activities and credential attainment outcomes for H-1B participants.	October 15, 2018
Tip Sheet	H-1B WIPS TIPS	Performance Reporting	This tip sheet was compiled to address some Frequently Asked Questions (FAQs) regarding WIPS. It is intended for H-1B TechHire Partnership (TechHire), H-1B Strengthening Working Families Initiative (SWFI) and H-1B America's Promise grantees.	October 15, 2018
Webinar	Implications of Substance/Opioid Misuse and Addiction for the Workforce Development System	Supportive Services	This webinar discussed Federal efforts to support communities in addressing substance abuse, and in particular opioid misuse and addiction and its impact on participants and employer partners as well as on workforce service delivery.	October 18, 2018
Tip Sheet	Industry Roundtables: Lessons Learned and Innovative Strategies	Multiple Topics	This tip sheet provides some highlights of what was discussed during a series of small group calls. Grantees shared promising practices and strategies to address challenges and opportunities in expanding regional workforce partnerships, leveraging and aligning resources, upskilling incumbent workers, and retaining participants until job placement.	August 9, 2019

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Webinar	<u>Innovations Leading to Career Success Webinar Series</u>	Multiple Topics	This TA series showcases strategies and resources of broad interest to community colleges and others engaged in career-focused education and training. Topics include career pathways, developmental education using competency-based education, affordable learning solutions, sustaining innovation, and apprenticeship.	February 2018
Webinar	<u>Managing Change to Maintain Grant Implementation Success</u>	Sustainability	In this webinar, presenters shared warning signs that signal changes are coming and what steps grantees can take to minimize the impact of those changes along with strategies to plan for change before it occurs.	September 23, 2019
Toolkit	<u>Measuring Program Impact Toolkit</u>	Program Management	This toolkit outlines strategies employed by grantees to measure the return on investment or impact of their grants.	October 31, 2018
Webinar	<u>Measuring the Impact of Adult Education and Training Programs</u>	Training Design	This webinar helped the grantees evaluate the effectiveness of their training programs so that they can adjust, accordingly. The webinar presented tools grantees can use to measure the effectiveness of their efforts and then how to make changes to address any weaknesses or challenges.	May 22, 2018
Brief	<u>Nudging to STEM Success</u>	Case Management	A behavioral "nudging" campaign at four community colleges improved student persistence rates, according to the report Nudging to STEM Success released by Jobs For the Future and the technology company Persistence Plus.	September 12, 2019
Brief	<u>Open Licensing and Intellectual Property Resource</u>	Intellectual Property	This resource explains the DOL requirements around open licensing and intellectual property, including requirements to open license all grant-funded work under the Creative Commons Attribution (CC BY) license and where to go to get additional information.	February 6, 2019
Tip Sheet	<u>Peer-to-Peer: Participant Tracking and Placement Strategies</u>	Participant Tracking	Grantees shared promising practices, and strategies to address challenges and opportunities in tracking participant placements after program completion. This tip sheet includes strategies about relationships with employer partners to capture placement data and employment status and the use of incentives.	March 13, 2020
Virtual Event	<u>Peer-to-Peer: Sustaining Employer Relationships, Advanced Manufacturing</u>	Partnerships	The purpose of this peer-to-peer chat was to address issues and trends unique to the Advanced Manufacturing industry which are relevant for the grantees' projects.	April 19, 2018
Brief	<u>Peer-to-Peer: Sustaining Employer Relationships: Health Care</u>	Stakeholder Engagement	Key takeaways from the peer-to-peer session on Sustaining Employer Relationships with a focus on the Health Care industry.	March 27, 2018

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Brief	Peer-to-Peer: Sustaining Employer Relationships: Information Technology	Stakeholder Engagement	Key takeaways from the peer-to-peer session on Sustaining Employer Relationships with a focus on the Information Technology (IT) industry.	April 5, 2018
Brief	Performance Data Progress Indicator Tool	Performance and Reporting	This resource is an example of a performance data indicator tool that can help you track progress and inform data-driven decision-making.	April 23, 2019
Conference Materials	Performance Trends and Program Accomplishments	Performance and Reporting	2019 H-1B Grantee Conference session: This session reviewed the performance trends for both the H-1B America's Promise and SWFI programs with data from the June 30, 2019 quarter.	November 14, 2019
Tip Sheet	Programmatic Wrap-Up Tip Sheet for America's Promise Grantees	Program Management	This tip sheet serves as a guide for the various issues that need attention as a grant enters its final stage. This tip sheet should be used as a tool and does not supersede any regulations or grant requirements.	November 16, 2020
Tip Sheet	Promising Practices for Participant Retention and Job Placement	Participant Retention Job Placement	This tip sheet provides strategies and tips to sustain participant retention and increase job placements.	June 13, 2019
Webinar	Promising Practices in Program Implementation	Enrollment	This webinar provided program implementation strategies and tips that will help ensure successful program implementation as you work on your outreach and enrollment efforts. T	July 31, 2017
Toolkit	Quarterly Narrative Report for H-1B America's Promise, SWFI and TechHire Grantees	Performance Reporting	The Quarterly Narrative Report directions document provides step by step instructions on "How to Submit a Quarterly Narrative Report (QNR) in WIPS."	November 1, 2018
Toolkit	Resources for New Grant Staff	Multiple Topics	This page provides a list of resources and information for new grant staff to help them get started with the America's Promise grants program.	June 27, 2019
Webcast	Return on Investment Spreadsheet Demonstration	Sustainability	This webcast demonstrates how to use the Return on Investment spreadsheet, which calculates the monetary cost of the program compared to the monetary benefit of participants in earned wages. It also addresses the value and importance of sharing this information with stakeholders and community partners.	October 5, 2020
Directory	Skills Commons	Multiple Topics	The US Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program has created a free and open online library called SkillsCommons containing free and open learning materials and program support materials for job-driven workforce development.	August 2018

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Virtual Event	Success Factors for America's Promise Grantees	Success Factors	This webinar introduced America's Promise grantees to the success factors which are used to help grantees gauge their progress to a successful program and will help inform future technical assistance products.	December 14, 2018
Webinar	Success Factors for America's Promise Grantees	Success Factors	This webinar introduced America's Promise grantees to the success factors which are used to help the grantees gauge their progress to a successful program and will help inform future technical assistance products.	December 14, 2018
Conference Materials	Success Factors: What to Work on in Year 4?	Success Factors	2019 H-1B Grantee Conference session: In this session grantees discussed their progress and challenges in the context of the America's Promise Success Factors.	November 13, 2019
Webinar	Successful Practices for Sustaining Your America's Promise Grant	Sustainability	This webinar will help you work through the key steps of planning for sustainability by encouraging you to think about which aspects of your program could be sustained with current resources and provide strategies and tips on succession planning.	August 21, 2019
Tip Sheet	Sustainability Planning Checklist	Sustainability	This checklist provides examples and strategies in four important areas of sustainability planning: (1) Sustainability and succession planning, (2) Clarifying the vision for your program moving forward, (3) Evaluating current partnerships and developing new ones, and (4) Determining what resources are needed to sustain your project and building funding stability.	August 19, 2019
Webinar	Telling Your Story: Communicating Impact and Effectiveness to Stakeholders	Stakeholder Engagement	The purpose of this webinar was to provide learning strategies to explain the value of your program at any stage of the grant lifecycle.	September 25, 2018
Toolkit	The Aspen Institute's "Reimagining Employer Engagement Toolkit"	Stakeholder Engagement	This toolkit is structured to mirror the progression of engagement between an employer and a workforce organization from recruitment, to first contact, to deepening the relationship.	August 29, 2019
Brief	The Business Case for Hiring Nontraditional Jobseekers	Participant Enrollment	This H-1B TechHire Partnership (TechHire) technical assistance resource explores the many opportunities and benefits grantees should consider when working with employer partners to hire graduates who represent the nontraditional jobseeker.	September 9, 2019
Webinar	The Role of Partnerships in Sustainability Planning and Implementation for America's Promise Grants	Sustainability Partnerships	This webinar presented strategies and tips to determine future roles and responsibilities for partners that will help sustain the America's Promise program after grant funding ends.	March 31, 2020

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Toolkit	Tips for Advisory Board Engagement	Stakeholder Engagement	This toolkit provides strategies to strengthen Advisory Board engagement and retention.	February 6, 2019
Tip Sheet	Tips for Tracking Job Placement	Job Placement	This toolkit helps America's Promise grantees learn about strategies for tracking participants' employment status and provides a list of online resources.	October 15, 2019
Tip Sheet	Tips to Enhance Participant Retention	Participant Retention	This tip sheet provides strategies to increase participant retention and improve completion rates that lead to employment in their field of study.	September 20, 2018
Conference Materials	Using Work-based Learning Strategies to Support H-1B Career Pathways	Training Design	2019 H-1B Grantee Conference session: This session focused on a range of work-based learning (WBL) strategies including challenges and solutions related to using those strategies to engage employers in WBL.	November 13, 2019
Toolkit	Women in Sustainable Employment (WISE) Pathways	Program Management	The WISE site offers resources, tools, and strategies to engage women in high demand career pathways where they are currently underrepresented.	January 24, 2019
Toolkit	Work-Based Learning Policy Toolkit	Training Design	This toolkit provides resources for work-based learning that combines instruction at a worksite with classroom learning. The focus of the toolkit is on paid work-based learning during employment for out-of-school youth and disadvantaged adults.	January 8, 2018
Conference Materials	You're Hired! Getting Participants to the Finish Line	Job Placement Participant Tracking	2019 H-1B Grantee Conference session: Panelists shared strategies and tips about job placement and tracking, and participant retention.	November 14, 2019