Introductions

About your Moderators
Courtney Workman
Kisha Toppin

Coffey Consulting, LLC

About YOU!
Grantee Introductions

- Have you previously received a grant from the Dept. of Labor?

- Have you ever managed sub-grantees?

- One thing you are doing really well right now

- One thing that you want help with right now
I've just decided to switch our Friday schedule to Monday, which means that the test we take each Friday on what we learned during the week will now take place on Monday before we've learned it. But since today is Tuesday, it doesn't matter in the slightest.

PENCILS READY!
Agenda

- Selecting the *right* sub-grantees
- Setting Expectations and Preparing for Success
- What you can do NOW
- Grants Management Tips
- Working with DOL and Additional Resources
Selecting Sub-grantees

get the right people on the bus
Selecting Sub-grantees

- Use an outcome mindset and look for complementary strengths
- Scores are important – but so is flexibility
- Determine what’s important and train reviewers to look for that
- Consider a “back-up”
Selecting Sub-grantees

- Allow time to talk with your selected sites and make adjustments
- Address budget concerns
  - Flag unallowable or unreasonable costs
  - Reduce budgets evenly
- Request Program Addendums to clarify any areas of concern (i.e. flow charts, quarterly goals, documentation)
Expectations & Success

- MOU/contract with sub-grantee
  - Restate funding amount and goals
  - Grantee expectations (meetings, reporting, participation in training, etc…)
  - Proper acknowledgement of award
  - Federal requirements
    - CFR Language
    - Signatures
    - DUNS
Expectations & Success

- Conduct Capacity Assessment with sites
- Provide orientation to your model
- Train and re-train on data collection and financial management
- Conduct a site visit
  - Test their service flow from participant perspective
  - Meet their partners
  - Review their policies & procedures
What to do NOW...Internally

- Dissect your award packet!
- Plan for the end at the beginning
- Create a work plan
- Facilitate any national partnerships
- Strategize with finance team
- Create a training calendar
- Create a monitoring plan
What to do NOW…with Subs

- Sign MOUs
- Distribute program manual
- Distribute required forms
- Set reporting schedule
- Do a site visit
- TRAIN, TRAIN, TRAIN
First Six Months of Performance Period

- Host a grantee conference
- Finalize site/program policies and procedures
- Focus, focus, focus on outreach and recruitment
- Monthly conference calls/bi-weekly individual calls
- Data Collection efforts
First Six Months of Performance Period (cont.)

- Become familiar with local laws and how they could impact operations
- Conduct site visits
- Ensure solid MOUs with sub-grantee partners
- Create Year One action plans
- Set dates for on-site monitoring
Year One Action Planning

- Design of action plans
  - Based on capacity assessments
  - Included program components and requirements

- Launched at kick-off meetings
  - Prepared in advance vs. planning session at conference

- Coordinated with site visits
  - Preparation and follow-up
Grants Management Tips

- Work BACKWARDS
- Follow the Data
- Build Trust and Relationships
- Pay attention to $
- Forecast funder needs
- Stick to a Work plan
Working with DOL & Resources

**USDOL**
- National Office
- Leads program design
- Reviews reports
- Oversees training

**FPO**
- Regional Office
- Reviews/approves reports
- Corresponds with GMO
- On-site monitoring

**COFFEY**
- Implements USDOL trainings
- Provides technical assistance
- Offers program guidance
Additional Resources

DOL Youth Toolkit:
http://www.doleta.gov/youth_services/Toolkit-improve.cfm

Strengthening Mentoring Opportunities for At-risk Youth:
http://www.nationalreentryresourcecenter.org/publications/strengthening-mentoring-opportunities-for-at-risk-youth

Balanced and Restorative Justice Practice: Competency Development:

The Policy and Procedure Manual: Managing "By the Book" (by Paul Rao, PhD):
http://www.asha.org/slp/healthcare/policy_procedures/