Strengthening Working Families Initiative

SWFI Wrap-up Tip Sheet

Congratulations! You've made it to the homestretch! The final months of a grant project are an important time to wrap up grant program activities, document and report outcomes, assess the results of your work, implement sustainability plans, and reassign staff to other activities. As you wrap up grant activities, keep in mind that direct staff time cannot be charged to grants after the period of performance ends.

This tip sheet highlights what needs your attention as your SWFI grant enters its final stage. Grant program wrap-up is separate from the formal grant closeout process; this tip sheet *does not* supersede any regulations or grant requirements.

How is grant closeout different than grant wrap-up?

The closeout phase begins when the grant's period of performance ends. During the closeout phase, your Closeout Grant Officer and Federal Project Officer (FPO) review the grant's status to ensure that all of the required work under the grant is complete and that all outstanding financial and administrative obligations have been met. The official closing of the grant only occurs after Employment and Training Administration (ETA) personnel determine and certify that all required grant obligations and responsibilities are complete.

A Grant Closeout Specialist will provide additional details about the closeout process at least 15 days before the end of your grant's period of performance. **The Grant Closeout Specialist will be your primary point of contact during the closeout process. If you have any questions about the closeout process before it begins, please contact your FPO.**

For more details on grant closeout, please review the Grant Closeout FAQ, Grantee End User Manual, and Grant Closeout System.

Performance reporting

- Ensure SWFI participant data are updated, including contact information and program outcomes. Review data more frequently as you approach your grant end date to ensure that your team has collected as much program data as possible before the grant ends.

- Submit your final data file and your final quarterly performance, narrative, and financial reports. These are due no later than 45 days after the end of the last quarter of grant activities. **You may submit these reports as early as the day after the grant ends.**

- Follow Department of Labor (DOL) guidance for your final data file:

  o Only grant-funded activities should be reported. Any outcomes that occur after your grant end date should not be included in your final data file.

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- o DOL typically advises programs to exit participants 90 days after the participant's last grant-funded service to make sure the participant is no longer receiving services. However, when a grant ends, there are no future opportunities for participants to receive additional services and no future reports on which grantees can report participant performance. DOL therefore encourages grantees to exit all participants in their final data file using PIRL 901 Date of Program Exit. You do not need to indicate a reason for exit for these participants; in PIRL 923 Other Reasons for Exit you may indicate 00. Following this process ensures that all of your participants can be counted in the WIOA outcome measures in Section C of your QPR; many of these measures rely on exit dates for your participants. **In your final file, use the grant end date as the exit date for all participants who are not exited already.**

- Follow DOL's guidance for your final quarterly narrative report (QNR):

  - o Include a summary of your grant's progress and achievements over your entire grant period. Summarize project activities and deliverables, training approaches, and outcomes.

  - o If you developed a case study with your SWFI TA coach, it may be a useful resource for completing your final QNR.

> **Email the SWFI helpdesk at SWFI@dol.gov with any questions about performance reporting or wrap-up.**

- Review DOL's guidance on record retention:

  - o Federal guidelines require grantees to maintain all records pertaining to grant activities for at least three years from the date of submission of the final expenditure report. This includes financial and performance data as well as supporting documents. See 2 CFR 200.333-.337 for more specific information, including when the records must be retained for more than three years. A few helpful tips:

    - Know the record retention policy.

    - Designate a point person to be responsible for compiling and designating records for retention.

    - Create a chart itemizing relevant records and assign a date when the records expire.

    - Develop a plan for securely destroying expired records.

Participant services

- Determine how many individuals can still be trained based on available funds and the length and cost of training. Keep in mind that **grant funds cannot be spent on participant services after your grant end date.**

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- Develop and implement a transition plan for serving currently enrolled participants after your SWFI grant ends. This may include enrolling participants into other programs. Be sure to share resources that may be available to current and graduated participants after SWFI ends.

- Develop and implement outreach strategies to let your participants know that SWFI is ending. Keep current participants informed of important dates well in advance as grant activities wind down.

- Ask participants to share stories of their accomplishments because of your SWFI grant and include these stories in your SWFI case study and other materials used to secure other funding sources.

Partnerships

- Decide when and how to share your plan and timelines for the end of the SWFI program with partner agencies, including the end of new participant enrollment and collection of outcomes data.

- Determine who will be informed at partner agencies, and who from the SWFI program staff will provide the information.

- Together, evaluate grant successes, failures, challenges, promising practices, and lessons learned.

- Gauge the level of commitment of each partner to continue the work beyond the grant.

- Consider the need/options for any new agreements before your SWFI grant ends.

Sustainability

- With your SWFI team and partner agencies, finalize services, procedures, activities, and partnerships that will continue after the grant ends. Modify sustainability plans if needed to meet any changing circumstances.

- For each activity or service that will continue after the end of your SWFI grant, identify timelines, responsible staff and partners, and resource requirements.

- Review alternatives, if appropriate, to terminating services or activities. Are there new opportunities for sustaining certain activities and services that your SWFI team can leverage?

Selected resources
- SWFI Promising Practices: Child Care and Workforce System Integration and Program Sustainability
- Using Sustainability Worksheets To Make Progress On Sustainability
- Case Study Template: A Sustainability Tool

- Develop a plan to effectively phase-out services and activities that will end on the last day of the grant.

Staffing needs

- Make sure that your SWFI team is aware that the grant is ending and share plans for sustaining or ending grant activities and services. Transparency is key!

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- Identify which staff are needed to close out your grant. Cross-train SWFI team members and develop plans for transitioning them to other programs.

- Celebrate your SWFI team's accomplishments! Build staff enthusiasm for wrapping up grant activities and moving on to new programs.

Leaving a legacy

As your participants have entered into employment and received industry recognized credentials or certifications, there is a great story to tell and many reasons for telling it. A story that describes the success of your program can be used to sustain your program and highlight your accomplishments to stakeholders.

- If you have not yet completed your SWFI case study, work with your SWFI TA coach to complete it soon.

- Thank partners, community members, and leaders for supporting SWFI, and make sure they know whom to contact if they have questions or need additional support in the future.

- Gather information from partners and participants on the grant's impact (data and statistics along with narrative information) to include in your case study and other products.

- Present your participants' successes, performance data, and community impact to the groups your project serves and those in positions to support your work.

Related resources

The SWFI Community of Practice (CoP) site is packed with resources for SWFI grantees. On this site, you can access an array of tools and resources, see upcoming events, share information about your program, and engage in discussions with other grantees. These tools and resources can help you during wrap-up activities and beyond the end of your SWFI grant.

Selected resources include:
- Blog post about sharing evidence of your program's success with potential funders through case studies

- Case studies from SWFI grantees

- Blog posts on strategies for team-based problem solving, engaging SWFI participants after training, and reporting program outcomes. All blog posts can be found here.

- SWFI Bright Ideas Briefs SWFI grantee best practices on adjusting operations in a public health emergency and supporting sustainability and systems integration, child care, employer partnerships, program design and practices, and training and education. Links to all Bright Ideas briefs are available in the brief linked above.