OGM SMART 3.0 Training Summary

Overview

The U.S Department of Labor (DOL), Employment and Training Administration (ETA), Office of Grants Management (OGM) held two in-person SMART 3.0 trainings in the spring of 2019. The trainings were held in Chicago, Illinois on April 23-25, 2019, and in Dallas, Texas on May 29-31, 2019 in which 462 persons attended. A 16 part E-SMART 3.0 series took place from September 24, 2019 to November 19, 2019 and trained over 5,163 persons through the webinar platform available on www.WorkforceGPS.org

This technical assistance initiative supported the continuous quality improvement efforts to provide training to assist grant recipients in measuring key grant management indicators that will improve the effectiveness of their program operations. ETA began this initiative in 2015 and trained 2,552 individuals (non-Federal staff) in 18 locations through 2016. With these two conferences in 2019 and the 16 part E-SMART series, ETA trained over 8,177 individuals from 2015 until 2019 across 20 locations and 16 webinars.

The training focused on:
Strategies for sound grant management that includes:
Monitoring,
Accountability,
Risk mitigation and
Transparency
These four themes are weaved throughout the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also known as the Uniform Guidance (2 CFR Part 200 and 2 CFR Part 2900).

Participants

Grant managers and/or fiscal staff operating an active formula and/or competitively awarded grants by ETA were invited to participate in the trainings. 462 persons attended SMART 3.0.

- ▶ The Chicago event hosted 178 SMART 3.0 attendees.
- ▶ The Dallas event hosted 284 SMART 3.0 attendees.
- ▶ WorkforceGPS.org Webinars hosted 16 webinars with average attendance of 323 persons.

The 508-compliant PowerPoints may be found on WorkforceGPS.org at Resource Page. The modules were presented by subject matter experts from the National and Regional offices of ETA and included the following topics:

1. ETA Grants Management: Overview and Readiness Assessment
2. Financial Management: Procedures and Internal Controls
3. Subrecipient Management and Oversight
4. Uniform Guidance: Cost Principles and Cost Classification
5. Procurement and Contract Administration
6. Budget Management and Grant Modifications
7. Real Property and Leases
8. Payments and Cash Management
9. Complaints, Grievances and Incident Reporting
10. Financial Reporting and Program Income
11. Records Management and Closeout
12. Match and Leveraged Resources
13. Audits and Audit Resolution
14. Personnel Compensation, Systems & Policies
15. Cost Allocation Plans and Indirect Costs

16. Property Management: Supplies, Equipment, and Intangible Property

Grant Management Toolbox

Throughout the SMART 3.0 Training, ETA staff referenced the Grant Management Toolbox. The graphic to the right is a depiction of the Grant Management Toolbox. There are several tools in the Grant Management Toolbox to help FPOs and grantees manage their grants, including:

▸ the Uniform Guidance, 2 CRR Part 200 and 2 CFR Part 2900,

▸ the soon-to-be-published Technical Assistance Guides – the Grant and Financial Management TAG and the Funding the One-Stop Delivery System TAG,

▸ the Core Monitoring Guide,

▸ this SMART 3.0 training and companion modules,

▸ the Grantee Handbook, and

▸ Workforce GPS resources such as the Sample MOU and Infrastructure Toolkit and other resources for specific grant programs.
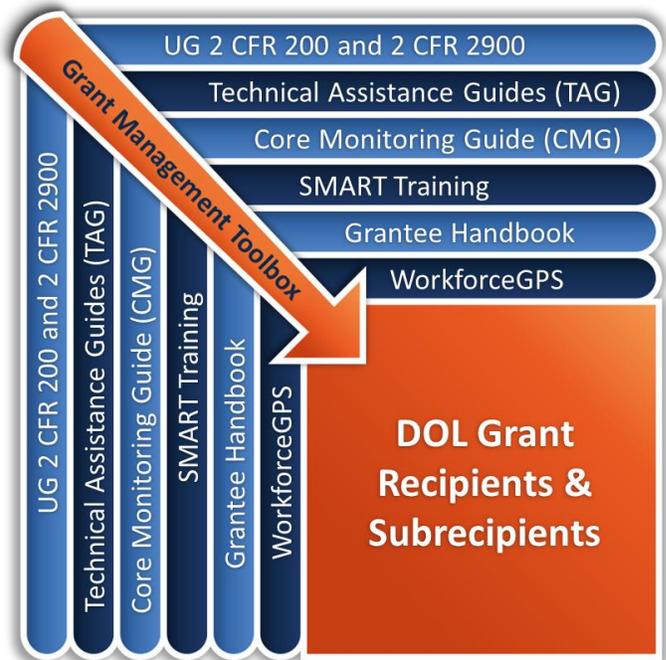
Grant Management Toolbox References in the SMART 3.0 Training

Throughout the SMART 3.0 training, there was content provided that was related to the Grant Management Toolbox. When specific resources were referenced, these icons or tabs were shown along with a link to the resource. Some examples include:

▸ The ETA Grantee Handbook,

▸ the SMART Checklists from the Grant and Financial Management Technical Assistance Guide (TAG),

▸ Core Monitoring Guide Indicator lists and references to chapters relevant to the topic,

SMART Training

Core Monitoring Guide

Technical Assistance Guides

ETA Grantee Handbook

WorkforceGPS Resources

▸   WorkforceGPS - OGM's Grant Application and Management Community page.

## Attendee Feedback and Comments

After each day of training, the attendees were given the opportunity to provide their overall feedback of the day, including providing feedback on general satisfaction of the training and feedback on each specific training module.

Overall Feedback

Attendees were asked to rate their overall satisfaction of the training as it relates to the questions listed below. The rating scale was based on if they strongly agreed, agreed, disagreed, strongly disagreed, or wished to provide no comment (N/A).

1. The information and objectives were delivered clearly and effectively.
2. I was given an opportunity to share my comments on discussion topics.
3. Today's content increased my knowledge on topics.
4. The materials distributed were helpful.
5. 80% of webinar attendees would recommend this training to their coworkers.

The chart below shows the overall satisfaction of both the Chicago and Dallas events.
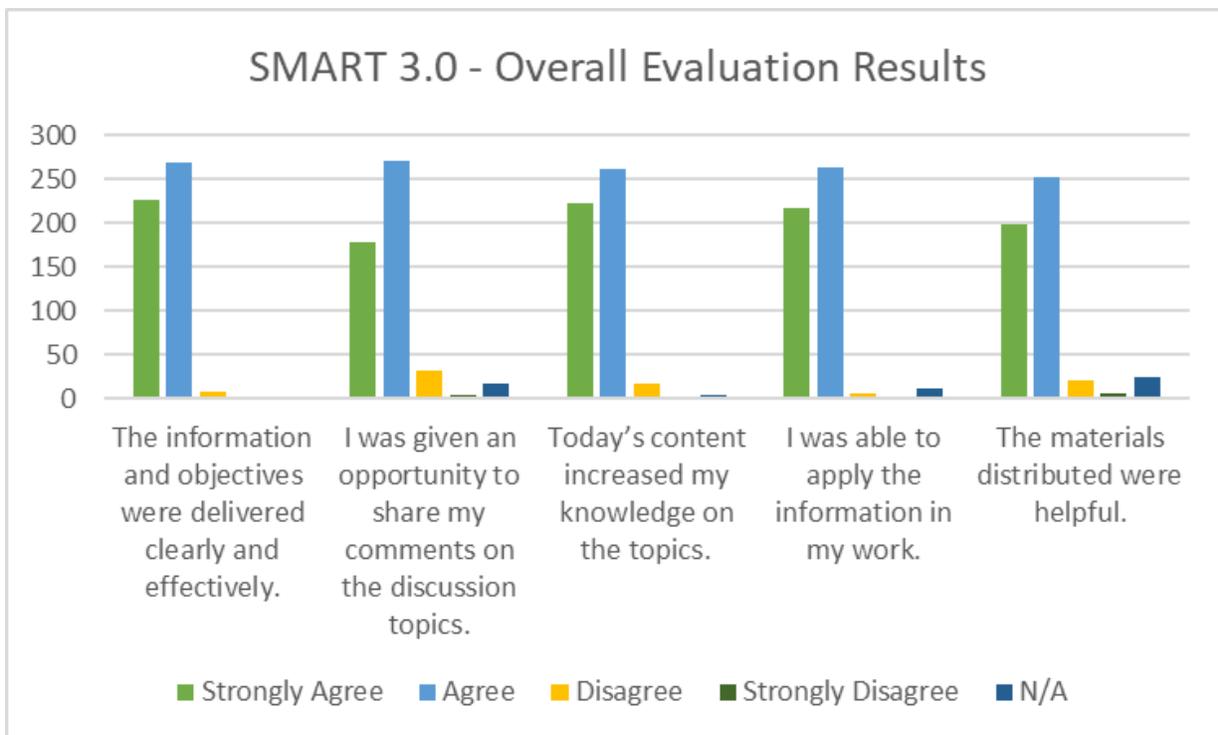
Specific comments regarding general satisfaction of the event included:

What did you find <u>most</u> valuable?

▶   Knowledge on where to find supporting materials for various DOL guidelines.
▶   The slides with regulation references are wonderful. The Reference documents and web links are a great tool that will prove extremely helpful to many in our organization!
▶   EXCELLENT Gathering - Knowledgeable speakers with valuable expertise. I really appreciated the time allotted to each session. The topics were broken out into appropriate chunks for the time allotted. The expertise of the speakers!! All bring valuable insight and have great information to share.