

## TIP SHEET FOR READY TO WORK GRANTS THAT RECEIVED A PERIOD OF PERFORMANCE EXTENSION

### INTRODUCTION

As some Ready to Work (RTW), grantees are continuing their projects beyond the original grant life cycle, it is imperative to make the most of the remaining time. Organizing both the programmatic and financial components to correlate with the end date of the project can be challenging. The following information should be used as a guide for successfully utilizing the time and resources of your RTW project. The information provided in this document is intended to help organize your efforts and the remaining grant schedule. This tip sheet **does not** take the place of DOL/ETA's requirements, or complying with your approved statement of work and approved Budget.

### PARTICIPANT SERVICES

- Determine what services will be offered during the extension period and map out a timeline for services to be completed.
- Discuss with education and training partners how participants will be transitioned from RTW to other programs if they do not complete their training by the end of the extension period.
- Work with participants to develop a transition plan to ensure they can continue their training in the absence of RTW funding, if training continues after the grant ends.
- Conduct follow-up services during this time for those that have completed training. Employment Placement, Retention and Advancement are key outcome measures; all efforts should be made to gather as much information as you can prior to the end of your grant.
- Collect participant feedback on their experience in the RTW program.

### PARTNERSHIPS

- Work with partners to establish a timeline for all remaining grant activities, identify roles and responsibilities, and set deadlines for service completion and data gathering.
- Ask partners to assist with transition planning and referral services for active participants.
- Develop a sustainability plan during your extension period. Review the following:
  - Were objectives met?
  - What worked well and why?
  - What were areas of the grant that needed improvement?
  - How can we use the time remaining to build on what was developed?
  - How can we collaborate on similar projects in the future?

- Did all partners prepare a final summary report of grant activities and outcomes?

## FINANCIAL

- Review your approved budget regularly to ensure you have ample funds to complete the grant and meet outcomes.
- Review existing sub-contracts and ensure that all sub-contractors are on track to expend their funding and meet the outcomes in their Statement of Work.
- Provide technical assistance and guidance if necessary to ensure they can successfully meet their contract requirements.
- Map out monthly budget expenditures and ensure that the funding is in line with the remaining activities of the grant.

## TESTIMONIALS AND SUCCESS STORIES

- Gather and collect testimonials from employers, participants and other key stakeholders. utilize these for future marketing campaigns and employer engagement efforts.
- Plan a grant end recognition event. Invite the local media and highlight the impact RTW has had on businesses, individuals and the community.
- Position your organization to receive future funding opportunities by highlighting the financial impact RTW had on economic and workforce growth in your area.