



Strengthening Working Families Initiative

SWFI 101 Tip Sheet for New Staff

Congratulations on your new role as part of the Strengthening Working Families Initiative (SWFI) team! Here are some tips to help you get started.

Get connected

- Connect with your grant's Federal Project Officer (FPO) and Technical Assistance (TA) coach.
- Review the [SWFI TA guide](#) to see what TA is available to you.
- Email the SWFI mailbox at SWFI@dol.gov to ensure you are listed as the project manager.
- Register for [WorkforceGPS](#) where you can sign up for webinars and access resources.
- Register for the SWFI Community of Practice (CoP) following [these instructions](#), then start contributing to [discussion threads](#) to connect with your peers.

Access resources to help you with strong project management

- Review the [SWFI FOA](#) to understand the intention of the grant.
- Review your original proposal and any approved modifications.
- Read your SWFI program's signed agreements, including agreements with your partners.
- Look at the SWFI [FAQ](#) to address any questions about eligibility, supportive service costs, leveraged resources, and more.

Review information about grants compliance

- Check out the [Employment and Training Administration grantee handbook](#).
- View the [Office of Grants Management webpage](#) for information on managing your grant and financial reporting.
- Find out if there are any evaluation requirements for your grant.

Understand performance management and reporting

- Review the [performance reporting resources](#) on WorkforceGPS, including the [performance reporting handbook](#).



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- Check out some [WIPS tips](#).
- Read your grant's past Quarterly Performance Reports and Quarterly Narrative Reports.
- Compare your progress to your goals for performance.

Think about strategies for recruiting and retaining participants

- Watch this [webinar](#) on outreach and recruitment and read this [take away document](#) to learn about other grantees' recruitment strategies.
- Read this [summary](#) of tips for recruiting participants in advanced manufacturing.
- Review this [tip sheet](#) that describes strategies that SWFI programs can use to maximize participant persistence and completion.

Find out what other grantees have been up to

- Check out SWFI grantees' bright ideas for delivering education, training, and supportive services between [May-July 2018](#), [January-April 2018](#), [April-December 2017](#), and [June 2016-March 2017](#).
- Learn about how other SWFI grantees are [providing child care](#).

Begin planning for sustainability

- Review the [first worksheet](#) on organizing a sustainability planning team and developing a long-term vision and goals.
- Review the [second worksheet](#) on data-driven decision-making.