H-1B One Workforce Project Manager’s Checklist

Here are some recommended tips to support your success. Visit the One Workforce Grant Resources page for key grant documents.

GRANTS COMPLIANCE

- View the Office of Grants Management webpage for information on managing your grant and financial reporting.
- Review DOL’s Core Monitoring Guide that provides a framework and starting point for all onsite grant monitoring responsibilities by ETA.
- Review DOL’s Financial Reporting webpage for information on financial management.
- If required, be aware of evaluation requirements for your grant.

STRONG PROJECT MANAGEMENT

- Review the One Workforce FOA and Amendment 1.
- Download the One Workforce FAQs and share them with your partners.
- Read signed agreements, including partner agreements.
- Conduct a gap analysis to assess your program’s progress of meeting objectives and outcomes against your plan.

PARTNERSHIPS & TEAM BUILDING

- Establish new or continue regular meetings for all key staff members involved in grant implementation across your organization.
- Review the Working with the Public Workforce System Case Study and Webinar to hear two examples of grantees that have partnered successfully with their Workforce Development Boards.
- Review the brief on Powerhouse Partnerships: Community Colleges and Workforce Boards Working Together.
- Are you looking for TA resources?
  - The H-1B America’s Promise grant program developed the Assessing Partnership Performance toolkit, designed to help grantees evaluate the strengths and opportunities for growth in their current partnerships with practical tips and useful tools.
  - Convene your employer and industry partners, as well as other stakeholders to ensure their needs are being met by your program. More ideas are found in the Employer Engagement Resource Guide.
  - The H-1B TechHire Grant’s Partnership Assessment Tool will help grantees clearly envision how partnerships with service providers can be maximized, leveraged, and sustained.
  - Aspen Institute’s Reimagining Employer Engagement Toolkit illustrates the progression of engagement between an employer and a workforce organization from recruitment to first contact, to deepening the relationship.

PARTICIPANT OUTREACH, RECRUITMENT AND ENGAGEMENT

- Review recruitment strategies that target those who are may benefit unemployed or underemployed individuals seeking full-time employment, and incumbent workers needing to upskill or reskill to retain employment.
- Funding and resources are limited, so populations most in need receive priority of service.
The “Great Resignation” has changed the employment landscape and job seekers are searching for better opportunities. Here are some ways to engage and support participants given the current economic environment.

PERFORMANCE MANAGEMENT AND REPORTING

- Review the One Workforce Grant Performance Reporting Resources series on WGPS.
  - Performance reporting resources – Part 1
  - Performance reporting resources – Part 2
  - Performance reporting resources – Part 3
- Review grant past Quarterly Performance Reports and Quarterly Narrative Reports.
- Review your organization’s established process for data collection.
- Read through the Performance Reporting Toolkit and Workforce WIPS User Technical Guide.

SUSTAINABILITY

- Sustainability planning is ongoing from the start.
- Identify where your grant fits into your organization’s and key partners’ larger goals.
- Establish a plan to communicate grant progress to key stakeholders.
- Sustainability planning is central to grants management to ensure programs and initiatives continue past the end of the grant lifecycle. Review the Sustainability Action Plan for program sustainability strategies.

MEASURING IMPACT

- While numbers matter, so does how you are measuring your training programs.
- Review the Key Workforce Information, Administrative and Research Data Sources for Evaluation for a basic introduction.
- Apply lessons learned from what your data is telling you.

GETTING CONNECTED

- Connect with your grant’s Federal Project Officer (FPO).
- Email the One Workforce Mailbox OneWorkforce@dol.gov to ensure that you are listed as the project manager or director so that you receive important information from the U.S. Department of Labor Employment and Training Administration.
- Register for WorkforceGPS (WGPS).
  - Allows you to register for webinars and other online learning events.
  - Gives you access to on-line resources.
  - Access past webinar recordings and summaries.