

America's Promise Project Managers Checklist

Congratulations on your new role as an **America's Promise Project Manager or Director**!

Here are some recommended tips to support your success. Visit the [**WorkforceGPS Community of Practice**](https://h1bap.workforcegps.org/) for all key grant documents.

# GETTING CONNECTED

* Connect with your grant’s Federal Project Officer (FPO) and Technical Assistance (TA) coach.
* Email the **America's Promise Mailbox (**[**americaspromise@dol.gov**](mailto:americaspromise@dol.gov)**)** to ensure that you are listed as the project manager or director so that you receive important information from the Department of Labor Employment and Training Administration.
* [Register for **WorkforceGPS** (WGPS).](https://www.workforcegps.org/register)
  + Allows you to register for webinars and other on-line learning events.
  + Gives you access to on-line resources.
  + Access past webinar recordings and summaries.
* Connect with the [**WGPS America's Promise Community of Practice (CoP).**](https://h1bap.workforcegps.org/)
  + View the [Users Information Guide](https://h1bap.workforcegps.org/resources/2018/01/17/15/31/H-1B-AP-CoP-User-Information-Guide) to learn how to make the most of the CoP.
  + Create a member profile.
  + Receive e-alerts on topics important to you.
  + Contribute to discussion threads and connect with peers.

***The America’s Promise CoP***

***connects you to the program and performance resources you need.***

STRONG PROJECT MANAGEMENT

* Review the [**America's Promise FOA**.](https://doleta.gov/grants/pdf/FOA-ETA-16-12.pdf)
* Review your original proposal and any approved modifications.
* Read signed agreements, including partner agreements.
* Conduct a gap analysis to assess your program's progress of meeting objectives and outcomes against your plan.
* View the [**America's Promise Program Implementation Promising Practices**.](https://h1bap.workforcegps.org/sitecore/content/global/events/2017/07/13/09/09/America-s-Promise-Best-Practices-in-Program-Implementation)

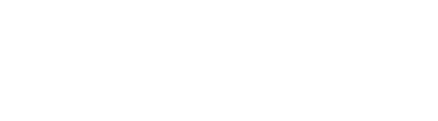
# SUSTAINABILITY

* 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.
* Read the [**Maximizing Return on Investment by Leveraging Momentum**](https://taaccct.workforcegps.org/blog/general/2016/10/03/16/21/Blog-Post_Sustainability_Maximizing-ROI_by_Leveraging_Momentum) blog for helpful tips.
* Review this [**Sustainability Toolkit**,](https://strategies.workforcegps.org/resources/2017/06/05/20/23/TAACCCT-Sustainability-Toolkit) which offers universal strategies applicable for America’s Promise grantees.
* Download the [**America's Promise FAQs**](https://h1bap.workforcegps.org/resources/2017/11/30/14/57/America-s-Promise-FAQ) and share them with your partners.

# GRANTS COMPLIANCE

* Review DOL’s [**Core Monitoring Guide and Financial Supplement**](https://www.internal.doleta.gov/omas/Documents/UI-State-Adm-CMG-Financial-Supplement-FINAL.pdf) that provides a framework and [starting point for all on-site grant monitoring](https://www.workforcegps.org/events/2015/04/01/11/46/Orientation_Universal_Design_Learning_Meeting_TAACCCT_Requirements) responsibilities by ETA.
* View the [Office of Grants Management webpage](https://doleta.gov/grants/award_management.cfm) for information on managing your grant and financial reporting.
* Be aware of evaluation requirements for your grant.

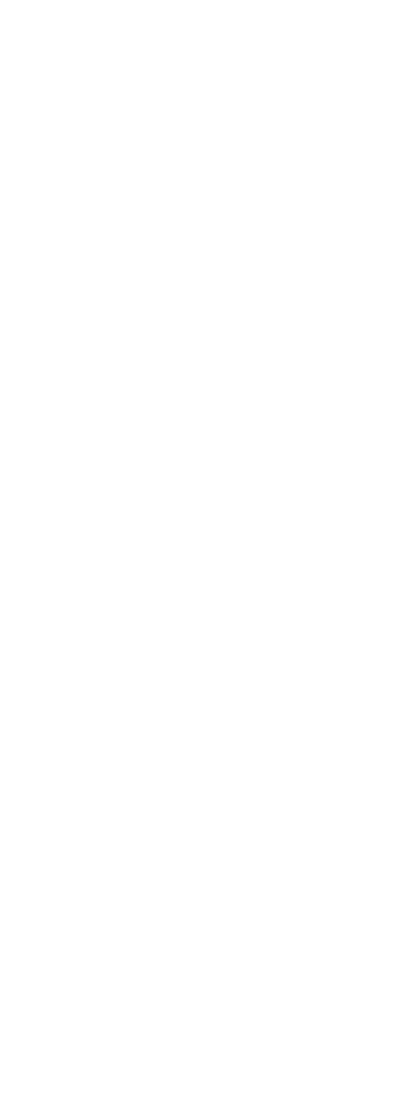
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EFFECTIVE ENGAGEMENT OF YOUR TARGET POPULATION

# Learn about managing your [DOL ETA grant award](https://www.doleta.gov/grants/award_management.cfm).

# PARTNERSHIPS & TEAM BUILDING



**Strategies for Participant Outreach and Recruitment**

*Peer-to-Peer Chat (request Powerpoint from AmericasPromise@dol.gov)*

Review recruitment strategies specific to the three targeted populations: underemployed, unemployed, and incumbent workers.

[“A Good Outreach Strategy Starts](https://h1bap.workforcegps.org/blog/Grantee-Features/2017/11/22/11/55/Grantee-Feature-City-of-Springfield-Ozark-Region-Workforce-Development-Board) [with Knowing Who You Serve.”](https://h1bap.workforcegps.org/blog/Grantee-Features/2017/11/22/11/55/Grantee-Feature-City-of-Springfield-Ozark-Region-Workforce-Development-Board) Read about how the City of Springfield Ozark Region Workforce Development Board utilizes a multi- faceted approach for successful outreach. They gather information about the demographic, geographic, and psychographic characteristics of the individuals interested in their program. They analyze this information to identify trends. They develop an understanding of current applicants, including their average age, gender, employment status, location, education level, and income. By analyzing the data gathered, the organization is able to know who is resonating with their marketing strategies, and more importantly, who is not. This allows them to better craft their messaging moving forward. ([read entire blog](https://h1bap.workforcegps.org/blog/Grantee-Features/2017/11/22/11/55/Grantee-Feature-City-of-Springfield-Ozark-Region-Workforce-Development-Board))

* + Establish new or continue regular meetings for all key staff members involved in grant implementation across your organization.
  + Convene your employer and industry partners as well as other stakeholders to ensure their needs are being met by your program. Ideas can be found in the [Employer Engagement Resource Guide.](http://skilledwork.org/wp-content/uploads/2015/01/EmployerEngagement.pdf)
  + Review the [Working with the Public Workforce System case study](https://taaccct.workforcegps.org/resources/2015/06/17/00/31/Working_with_the_Public_Workforce_System_Case_Study) and [webinar](https://www.workforcegps.org/events/2016/05/10/12/23/Working_With_the_Public_Workforce_System) to hear two examples of [grantees that have partnered successfully with t](https://www.workforcegps.org/events/2015/01/15/10/59/The_Bilt_Model)heir Workforce Development Boards.
  + Review the brief on [Powerhouse Partnerships: Community Colleges and Workforce Boards Working Together](https://careerpathways.workforcegps.org/resources/2018/05/07/17/04/Powerhouse-Partnerships).
  + Learn more about Effective Employer Partnerships through the [America’s Promise Peer-to-Peer chats](https://h1bap.workforcegps.org/events) on Sustaining Employer Relationships.

# PERFORMANCE MANAGEMENT AND REPORTING

* + Review the [performance reporting resources](https://h1bskillstraining.workforcegps.org/resources/2017/06/08/12/17/H-1B_Performance_Reporting_Resources) on WGPS.
  + Review [grant past Quarterly P](http://www.skillscommons.org/)erformance Reports and Quarterly Narrative Reports.
  + Review your organizations established process [for data collection.](https://www.doleta.gov/regions/reg02/documents/OSID%20Conference/Resource%20-%20Core-Monitoring-Guide.pdf) Read through the [WIPS Tips](https://h1bap.workforcegps.org/blog/Tips-and-Information/2018/03/27/19/45/H-1B-WIPS-Tips) blog.

# MEASURING IMPACT

* + While numbers matter, so does how you are measuring your training programs. Review the America’s Promise webinar on [Measuring Impact](https://h1bap.workforcegps.org/events/2018/05/30/17/05/Measuring-the-Impact-of-Adult-Education-and-Training-Programs) for a basic introduction.
  + Apply lessons learned from what your data is telling you.

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