



H-1B One Workforce Grant

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-on-site grant monitoring responsibilities by ETA.
- Review DOL's [Financial Reporting](#) webpage for information on financial management. Review [ETA's Grants Management Handbook](#).
- 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 on-line learning events.
 - Gives you access to on-line resources.
 - Access past webinar recordings and summaries.