H-1B READY to WORK
Getting the Ready-to-Work Back to Work

GRANT WRAP-UP CHECKLIST FOR READY TO WORK GRANTS THAT ARE ENDING

INTRODUCTION

RELATED RESOURCES

Additional information about ending your RTW grant, includes strategies for transitioning participants, budget, strengthening employer partnerships, and leaving a legacy as the grant winds down, is available in the July 2018 webinar for RTW grantees on Strategies and Tips to Wind down Your Grant Program.

Congratulations! You've made it to the homestretch! The end of your grant period of performance is just around the corner and you have accomplished a lot, but there is still programmatic work to be done and other goals to achieve. The final months of a grant project are an important time for wrapping up grant program activities, meeting deliverables, reporting outcomes, documenting and evaluating the results of your work, and shifting financial and human resources to other activities. To make the process easier, the Ready to Work (RTW) Technical Assistance Team developed the RTW Grant Wrap-Up Checklist. The purpose of the checklist is to provide a guide for the various issues that need attention as a grant enters its final stage. This checklist should be used as a tool and **does not** supersede any regulations or grant requirements. Additionally, please note that grant program wrap-up (detailed below) is separate from the grant closeout process (see insert of page 2)

And for grantees that have received an extension, it's never too early to plan for the end! Check out the Period of Performance Extension Tip Sheet, which provides strategies to utilize your additional time for maximum impact. It includes tips for boosting enrollment, completing follow-up, addressing program sustainability, and completing other important tasks during your grant extension period.

PLANNING FOR THE END

- ■ Develop a realistic plan for finishing your grant strong that defines roles, responsibilities, timelines, and communication strategy
- ■ Elements to consider include staffing and participant issues as well any difficulties with communities and partnerships.

PERFORMANCE REPORTING

- ■ Submit final quarterly performance, narrative, and financial reports as due no later than 45 days after the end of the last quarter of grant activities. Grantees can submit final quarterly performance, narrative, and financial reports as early as the day after the grant ends. Be sure that the performance and narrative report submitted in HUB includes:
  - o Quarterly and cumulative information on the grant activities;
  - o A summary of project activities, employment outcomes and other deliverables, and related results of the project;

o   A thorough documentation of the training or labor market information approaches used by the grantee;

o   Participant records to support the aggregate data submitted.

CLOSING OUT RTW GRANTS

Once the grant's period of performance ends, the grant moves to the closeout phase. The grant closeout phase is the period of time in which your Closeout Grant Officer, in cooperation with your Federal Project Officer (FPO), reviews the grant's status to ensure that all of the required work under the grant is complete and that all outstanding financial and administrative obligations have been met. The official closing of the grant only occurs after Employment and Training Administration (ETA) personnel determine and certify that all required grant obligations and responsibilities are complete.

Additional details about the closeout process will be provided at least 15 days before the end of your grant's period of performance. A Grant Closeout Specialist from ETA's National Grant Closeout Unit will send electronic copies of the closeout notification and the grant closeout system end-user manual to your grant's Authorized Signatory and/or to any other contacts provided for quarterly financial reporting purposes. Once your organization receives the closeout notification, you are expected to submit all required closeout documents via the on-line grant closeout system within 90 days of the grant's expiration date and send them by e-mail to your assigned Grant Closeout Specialist.

The Grant Closeout Specialist will be your primary point of contact during the closeout process. If you have any questions about the closeout process before it begins, please contact your FPO.

PARTICIPANT SERVICES

■   Determine how many individuals can still be served and the last day new participants can be enrolled into the program, based on available funds and the length and cost of training.

■   Create a plan to inform current participants about the end of the RTW program.

■   Develop a transition plan to other programs for serving currently enrolled participants after RTW has ended.

■   Identify outreach strategies to inform potential participants about the end of RTW, or other plans to cover the remaining costs of training.

PARTNERSHIPS

■   Decide when and how to share your plan and timelines for the end of the RTW program, including the end of new participant enrollment.

■   Determine who will be informed at partner agencies, and who from the RTW program staff will provide the information.

■   Consider the need/options for any new agreements for RTW participant follow-up activities.

PROGRAM SUSTAINABILITY

■   Identify services, procedures, activities, and partnerships that will continue after the grant ends.

- Develop a sustainability plan that states which activities will continue and include timelines and an assignment of responsibility and financial obligations for each item.

- Develop a plan for an effective phase-out of services or activities that will end with the expiration of RTW.

- Meet external partners to review and receive approval of plans for the continuation or termination of RTW activities.

  - o   Obtain feedback on plans

  - o   Review alternatives, if appropriate, to terminating services or activities. How can we collaborate on similar projects in the future?

  - o   Gather information from partners, sub-contractors and participants on the impact RTW has had (data and statistics along with narrative information)

> **RELATED RESOURCES**
>
> For more information on sustainability, check out the RTW webinar on Sustaining Your Promising Practices!

COMMUNICATION

- Notify program staff, participants, employer partners, training providers, and other stakeholders informing them that the grant will be ending.

  - o   Keep everyone informed of important dates well in advance as activities wind down.

  - o   Inform your organization's staff of plans for institutionalizing (transferring or absorbing) grant activities or duties.

Thank partners, community members, and leaders for supporting RTW, and make sure they know whom to contact if they have questions or need additional support in the future.

EVALUATION AND CELEBRATION

- Assess and communicate measures of your program's impact.

- Gather, review, and document feedback from program staff, participants, partners, and others that have an interest in your RTW program.

- Evaluate grant successes, failures, challenges, promising practices, and lessons learned.

- Celebrate your success!