



Where Are You?

*Please enter your recipient organization
affiliation in the chat window
(lower left of screen)*

THANK YOU for joining the
**Retaining Employment and Talent after
Injury/Illness Network
Phase 2
Award Orientation**

we will start in a few minutes ...





EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



Retaining Employment and Talent after Injury/Illness Network (RETAIN) Phase 2

FOA-ODEP-21-01

Award Recipient Orientation

May 18, 2021



Polling Question: Who's on the call?

What role do you play in your RETAIN Phase 2 project?

Choose the best answer that reflects your role in RETAIN 2!

1. Authorized Representative - PRIME
2. Project Director/Manager - PRIME
3. Financial Tracking/Reporting - PRIME
4. Sub-Award Official
5. Return-to-Work Coordinator
6. Health Care Provider
7. Employment Services Provider
8. Other Service Provider
9. Employer Partner
10. Performance / Data Analyst

Today's Speakers



▶ **Jennifer Sheehy**, Deputy Assistant Secretary, Office of Disability Employment Policy (ODEP)



▶ **Steve Rietzke**, Division Chief, Employment and Training Administration (ETA),
Office of Workforce Investment



▶ **Jackson Costa**, Social Science Research Analyst, Social Security Administration



▶ **Charles Cox**, Grant Officer, ETA, Office of Grants Management (OGM0



▶ **Meredith DeDona**, Senior Policy Advisor, ODEP



▶ **Chris McLaren**, Senior Economist, ODEP



▶ **David Rosenblum**, Senior Economist, ODEP



▶ **Sheldon Serkin**, Senior Program Specialist, ODEP

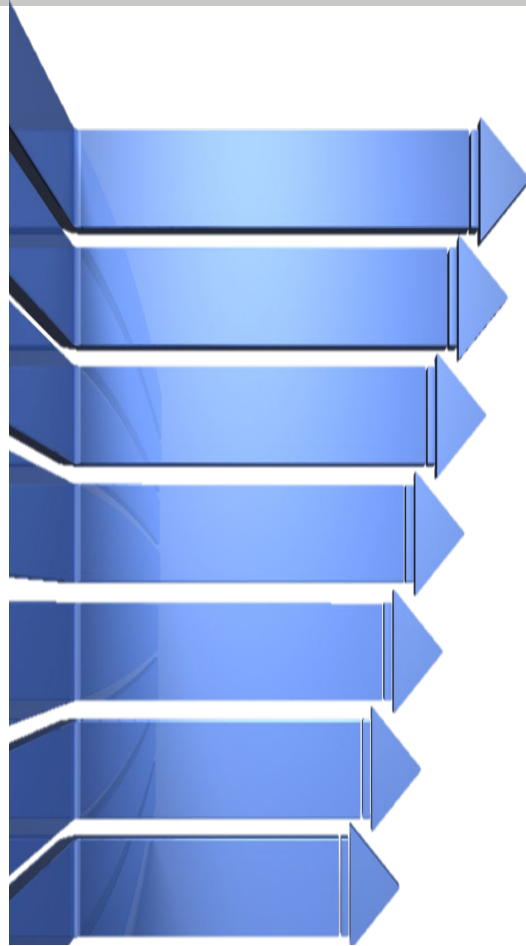


▶ **Andrea Hill**, Grants Management Specialist, ETA, OGM - moderator

RETAIN and the Biden Administration

- ▶ Administration priorities include:
 - ▶ Ensuring an equitable pandemic response and recovery – in terms of both health and the economy
 - ▶ Advancing racial equity and support for underserved communities
 - ▶ Protecting worker health and safety
- ▶ RETAIN has a role to play!

Today's Agenda



Welcome & Introduction

DOL Offices

Technical Assistance

Grant Management

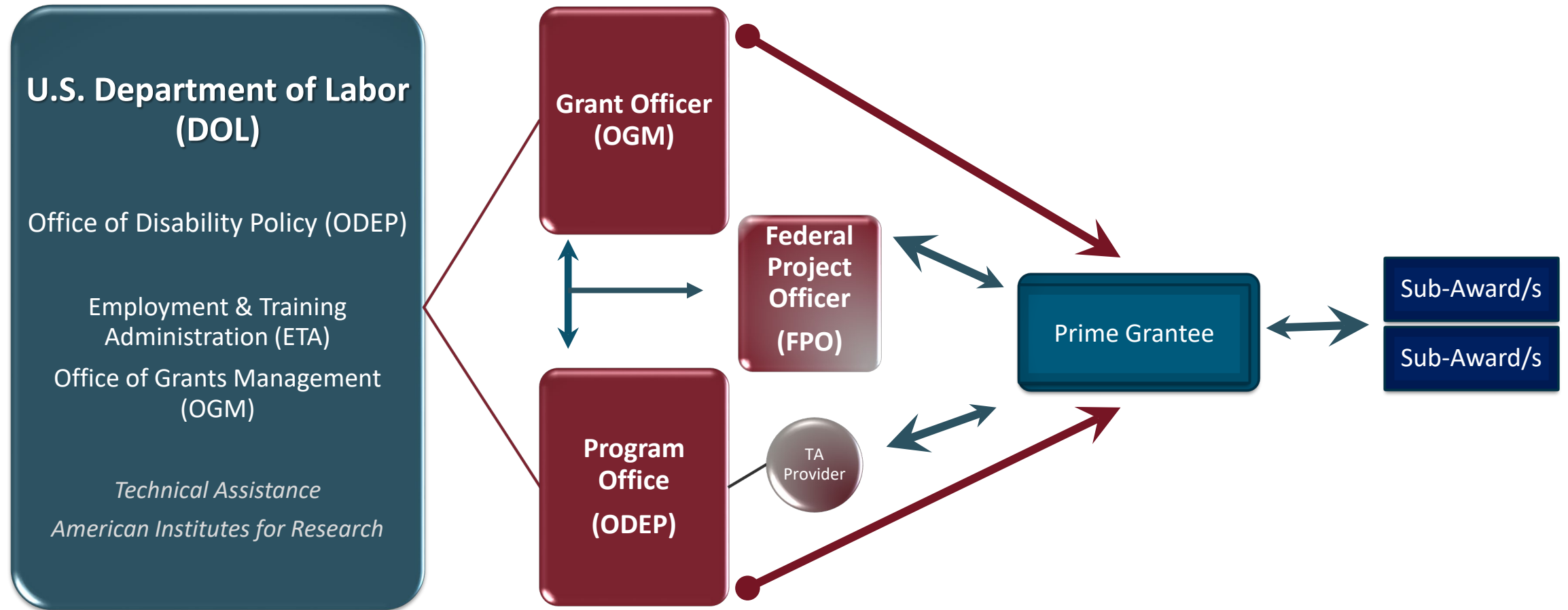
Grant Program Overview

Performance Reporting Requirements

Communication / Next Steps

DOL Offices

Your DOL Team



Grant Officer (OGM)

Your assigned Grant Officer is listed on the Notice of Award page of the Grant Package. Only the Grant Officer can approve changes to the Grant Agreement.



Maintains official grant documents

Grant Officer approves complicated grant modifications: limited changes to SOW, changes in signatory and NICRA, changes in key personnel, budget changes

Support FPO in matters of grants management

OGM staff provide guidance and training on policy issues and fiscal/administrative requirements of the grant.

Program Office Staff

**Support FPOs with
Program Policy
implementation**

**Provide policy
clarification and
guidance**

**Provide technical
assistance (TA)**

**Create peer
learning
opportunities**

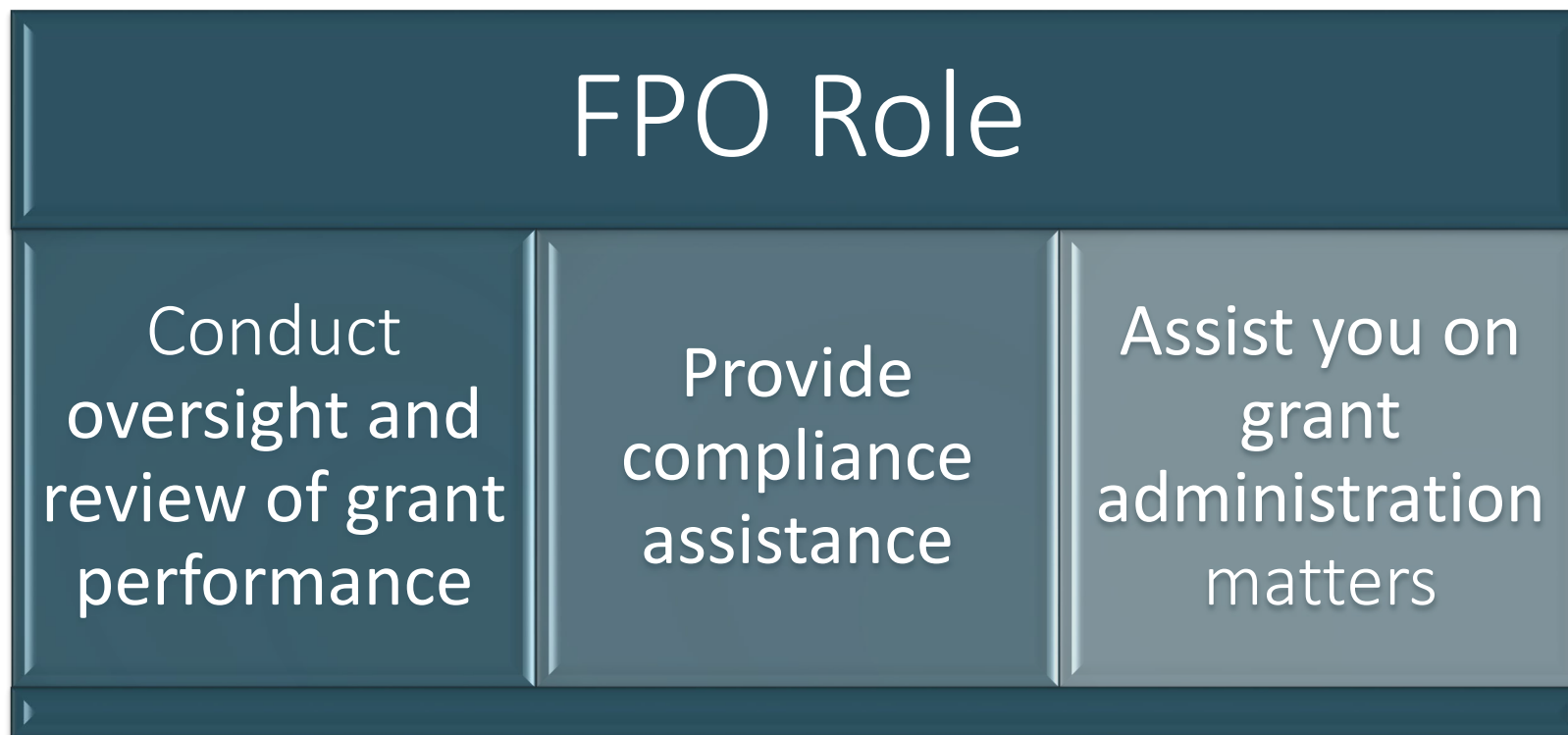
**Collect
performance data**

**Review some
grant
modifications
prior to OGM**

Program Office staff may periodically request information about your grant outcomes for reports to Congress.

Federal Project Officer (FPO)

Your FPO is critical to the success of your grant program.



Sheldon Serkin is the FPO for all RETAIN Phase 2 grants.

Technical Assistance

Chris McLaren



POLL

What are your TWO biggest programmatic concerns going into Phase 2?

If you select "Other", please share your concern in the chat!

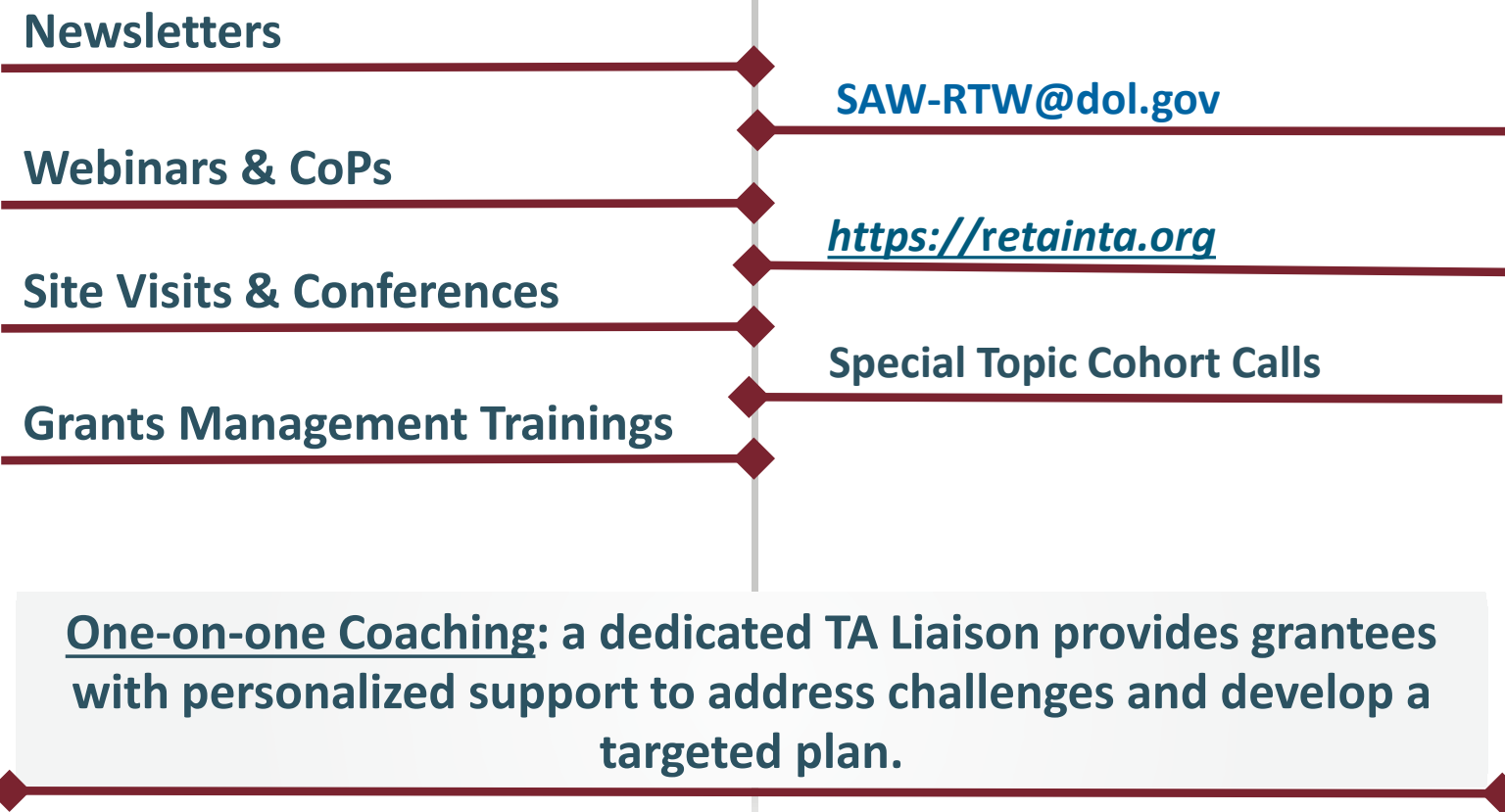
1. Developing new partnerships in program expansion areas
2. Outreach, recruitment, and SAW/RTW strategies for participants
3. Outreach, recruitment, and training strategies for new health care partners
4. Engaging with employers
5. Collecting and using data
6. Participating in the evaluation
7. Other



TA Overview

Grantees will receive technical assistance on core program design elements of this grant through many avenues, including your FPO, the Program Office Team, and the RETAIN TA Provider.

Grantees are required to participate in all activities outlined in the FOA



Purpose of TA Coaching





Role of TA Providers

FPO Guidance
Clarification of the FOA, including definitions
Statement of work alterations, in close coordination with the Program Office Team
Fiscal questions, including allowable expenditures and budget
Quarterly performance outcomes against target outcomes
Other policy questions, as they arise, in close consultation with the Program Office Team

TA Liaison’s Guidance
Organizational structure: staffing, systems, and processes
Participant outreach and recruitment strategies
Participant services, including RTW coordination, supportive services, and job placement
Training design and implementation
Partner engagement and participant placement



The RETAIN Technical Assistance Provider

- ▶ ODEP is thrilled to have AIR continue providing technical assistance to RETAIN Phase 2 grantees
- ▶ Additional detail on their involvement and support will be provided in each state's programmatic kick-off

RETAIN Phase 2 State Liaisons

- ▶ Kansas: Wehmah Jones
- ▶ Kentucky: Ann Outlaw
- ▶ Minnesota: Julie Jacobson-Vann
- ▶ Ohio: Julie Jacobson-Vann
- ▶ Vermont: Wehmah Jones



Programmatic TA Resources

► RETAIN Online Community— The ROC

The ROC is a virtual platform housing a range of technical assistance (TA) tools and resources. It includes knowledge-sharing opportunities, blog posts, communications tools, podcasts and webcasts, TA resources, and more.

➔ General: retainta.org




General Resources

► WorkforceGPS

Sponsored by the Employment and Training Administration of the U.S. Department of Labor, WorkforceGPS was developed specifically for workforce professionals, educators, and business leaders. Here you will find curated communities of interest, useful webinars and other training resources, promising workforce development practices, and relevant evidence-based research to assist you too as a recipient of workforce related funding.

- ➔ General: www.workforcegps.org
- ➔ The **Disability and Employment** community may have useful resources



My WorkforceGPS ▾ | Resources | ETA Grants | Communities ▾ | Events | Member Directory |

Help | About ▾

Communities offer you the chance to find resources on specific topics, programs, or initiatives--all while engaging with peers on those matters that most interest you.

Agricultural Connection	Evaluation and Research Hub	LMI Central	Veterans' Priority & Military Employment
Apprenticeship	Grants Application and Management	Older Workers	WIOA Partners - for Federal Staff
Apprenticeship State Expansion Grants (ASE)	H-1B America's Promise	Performance Reporting	Workforce Data Quality Initiative
Business Engagement Collaborative	H-1B Ready To Work	Reemployment Connections	Workforce System Strategies
Career Pathways	H-1B Scaling	Reentry Employment Opportunities	Youth Apprenticeship Readiness
College Connections	Apprenticeship Through Sector-Based Strategies	Self-Employment Assistance Center	Youth Connections
Content Manager Help - for ETA	H-1B Skills Training	Short-Time Compensation	Youth Summer Jobs
Customer Centered Design	H-1B Strengthening Working Families Initiative	TA Help - for ETA	YouthBuild
Disability and Employment	H-1B TechHire	Trade Adjustment Assistance for Workers	
ETA Grantee Products	Indian & Native American Programs	Unemployment Insurance	
	ION - Innovation and Opportunity Network		

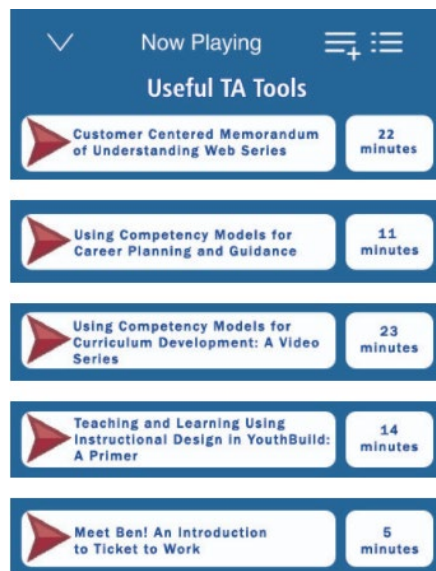


Grant Management-Related TA Resources

▶ SMART Trainings

A Series of grants management trainings look at four central themes woven throughout the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also known as the Uniform Guidance (2 CFR Part 200) and DOL's exceptions to the Uniform Guidance (2 CFR Part 2900).

- ➔ https://grantsapplicationandmanagement.workforcegps.org/resources/2019/12/15/21/50/SMART_3-0_Webinar_Training_Series



▶ WorkforceGPS Playlist – Useful TA Tools

While some are ETA-specific, the WorkforceGPS Playlist is a 30-45 minute compilation of audio and video clips focused on a unified theme, topics, or targeted populations that Prime award and sub-award staff may still find useful. The clips of the playlists come from recorded WorkforceGPS webinars, webcasts, podcasts, Voices of Experience recordings, partner organizations and sister federal agencies, and any other excerpt of a WFGPS audio or video recording.

- ➔ https://grantsapplicationandmanagement.workforcegps.org/resources/2019/12/15/21/50/SMART_3-0_Webinar_Training_Series

Grants Management

Charles Cox, Grant Officer



POLL

What area of grants management are you most interested in receiving additional guidance or assistance?

- 1. Coordination of partnership organizations**
- 2. There's still a pandemic out there!**
- 3. Developing proper written policies and procedures, financial or program**
- 4. Financial tracking requirements of Federal grants**
- 5. Meeting participant enrollment targets**
- 6. Recruiting qualified staff**
- 7. Other – please state**

Transmittal Package



- ▶ **Award Letter**
- ▶ **Cooperative Agreement**

Award Package

Agreement:

- ▶ Notice of Award (NOA)/Signature Page
- ▶ Condition of Award Page/ Compliance Review Notification
- ▶ Terms and Conditions
- ▶ Application for Federal Assistance
- ▶ Budget
- ▶ Statement of Work (SOW)
- ▶ Indirect Cost Rate Agreement (if applicable)

Grant Award Letter

Acknowledgements of Award

Payment Management System

- Information and forms on www.doleta.gov/grants under Manage your Awarded Grant

DOL's on-line Grantee Financial Reporting System: E-Grants

- SF-425
- Information to access system will be provided by the program office

Passwords/PINs are sent separately after supplying the necessary information.

Once you receive this please DO NOT LOSE IT!

Agreement Notice of Award (NOA)

Project Title – *RETAIN Phase 2*

Award Organization's Identifying Information

Federal Award Identification Number (FAIN)

– Grant Number # OD-350XX-21-60-A-XX

Period of Performance – 5/17/21 to 5/16/25

Award Amount – Initial increment \$14,543,706

Uniform Administrative Requirements

Cost Principles

Signatures

Notice of Award Regulations

- **2 CFR Part 200 (Uniform Guidance)**
 - Uniform Administrative Requirements
 - Cost Principles, and
 - Audit Requirements for Federal Awards

- **2 CFR Part 2900**
 - DOL Exceptions to the Uniform Guidance

- **Terms and Conditions of Award**

New Award Details

Incremental Funding

The Recipient is approved for this project up to \$XXX with an initial increment of \$YYY. The initial incremental award is for the current grant period: May 17, 2021 through May 16, 2025.

Release of any amount of additional funds up to an amount which does not exceed the total threshold amount approved for the project, will be based on availability of Federal funds. A decision on any additional increment shall be made by the Grantor at least 30 days prior to the expenditure of current funds or to the expiration date of the current grant period. Nothing in the terms of the grant award requires that the Recipient be provided the maximum threshold approved amount of \$##.##.

The Project Narrative in Attachment A: Statement of Work, which details the full extent of the proposed project, and the currently approved Budget Plan (in Attachments B and C) are subject to the terms of this incremental funding clause unless otherwise amended.

Conditions of Award

▶ Responses are due

- ▶ to your Federal Project Officer (FPO) and Program Office Team within 30 days of receipt of the compliance review package.
- ▶ The only exception is Indirect Cost Rate Agreement – recommend you get that in as soon as possible as you only have a 90-day grace period

Program Compliance Notification

- ▶ Federal Staff are still reviewing your projects
- ▶ Grantees are responsible for
 - ▶ Responding in a timely fashion to any identified clarifications or deficiencies which will be outlined in your notification
 - ▶ Learning how to manage your award in compliance with all Federal Regulations & this grant agreement
 - ▶ Reading the grant agreement
 - ▶ Learning about Federal Regulations and the nuances of your program
 - ▶ Critically looking at your project and being proactive in clarifying items of potential concern with your FPO and Program Office Team
- ▶ Submission of the requested information specified in either the Conditions of Award, or the initial Compliance Review noted therein does not in itself constitute approval by ETA. Should the provided documentation be found satisfactory, the revised information will be incorporated into the grant agreement as an official modification.

Specific Terms and Conditions

- ▶ **Order of Precedence**
- ▶ **Funding Opportunity Announcement (FOA)**
 - ▶ Page 23/52: Sub-awards – Term 12.p
 - ▶ Note that PRIME awardees are accountable for sub-award monitoring, as they are responsible for sub-award performance
 - ▶ Page 32: PII Protection plan
 - ▶ see agreement Term 14.i
 - ▶ Page 44: Intellectual Property Rights
 - ▶ See agreement Terms 14.v, AND 14.w
 - ▶ See also agreement Term 14.a, which addresses a requirement for all DOL funding known as the ‘Stevens amendment’

Quarterly Financial Reporting – Term 14.n

- ▶ Each grantee must submit a **Quarterly Financial Report** (SF-425), due no later than 30 days after the end of a quarter

Report Activities Occurring Between	Quarter End Date	Report Due Date
January 1 – March 31	March 31	April 30
April 1 – June 30	June 30	July 30
July 1 – September 30	September 30	October 30
October 1 – December 31	December 31	January 30

- ▶ Use the Grantee Reporting System to submit QFR (<https://etareports.doleta.gov>)
 - ▶ The form is HTML – a .pdf copy and instructions may be found here <https://www.grants.gov/forms/post-award-reporting-forms.html>
- ▶ **FFATA/FSRS** - <https://www.fsrs.gov/>
 - ▶ All Federal Prime awards are required to report on all sub-awards greater than \$30,000 within 30-days of the end of quarter
 - ▶ reporting of sub-award and executive compensation data is required

Budget and Statement of Work

Budget

- SF-424A
- Budget Narrative

Grantee's original proposal components = initial Statement of Work

- Project Narrative
- Project Work Plan
- Key personnel*
- Performance Outcomes Table
- Documentation of Partnership Commitment

** only first page of redacted resumes included*

Indirect Cost Rate Agreement

- ▶ Only applicable to those claiming indirect costs
- ▶ If grantee is claiming indirect costs but did not provide agreement, placed on 90-day temporary rate
- ▶ Applicants missing indirect cost rate agreements or submitting expired ones limited to lesser of either total claimed indirect costs or 10% of total Personnel budget



Responsible Grants Management

✓ FOA Requirements

- 10% Limitation on incentive spending (FOA p15)
- Collecting data on the required program elements for tracking and reporting performance outcomes of enrolled participants

✓ Be aware this is a **project, with a budget** vs: **operational funds**

- Talk to your accounting department regularly
- Manage to your budget, and your timeline/workplan. If you are not where you projected, determine why, and call your FPO to talk it through, and even requesting any adjustments to your statement of work
- Remember all expenditures must be not only allowable, but allocable, necessary to the successful execution of this grant project, and reasonable

✓ **Educate yourself regarding grants management** – or hire those that already are

- Particularly for those who have elected to sub-award with their program design - there are particular legal requirements for a prime grantee in this situation, and the prime grantee is legally responsible for the organizations they choose to sub-award to.

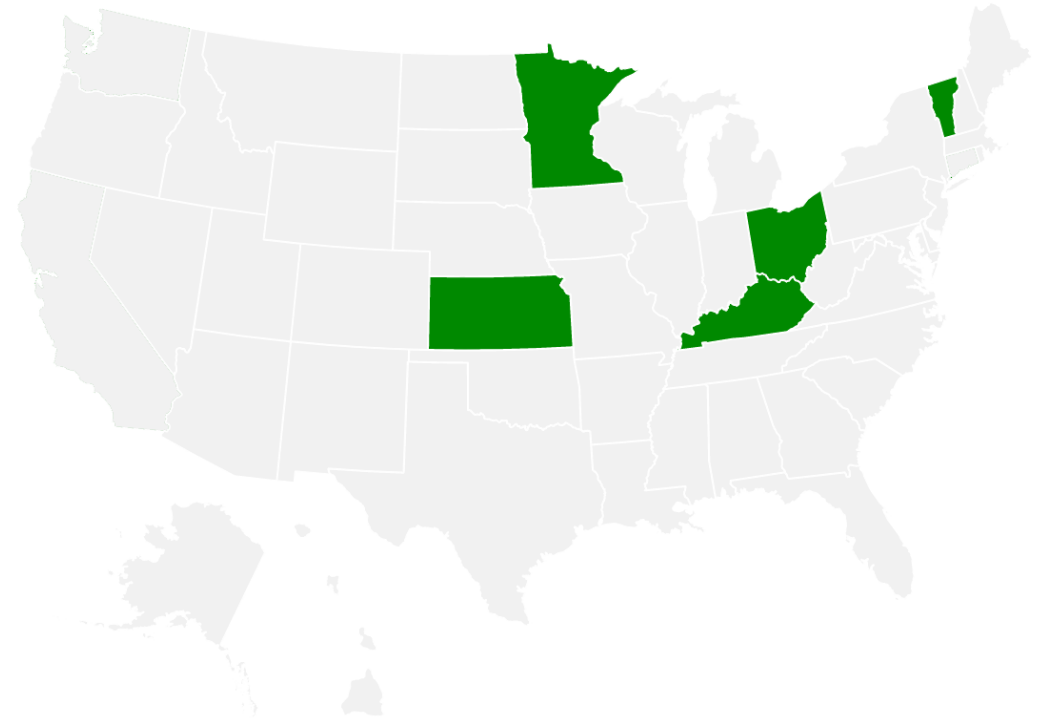
RETAIN Phase 2 Program & Policy Overview

Meredith DeDona

Funding Overview

DOL awarded \$103,118,509

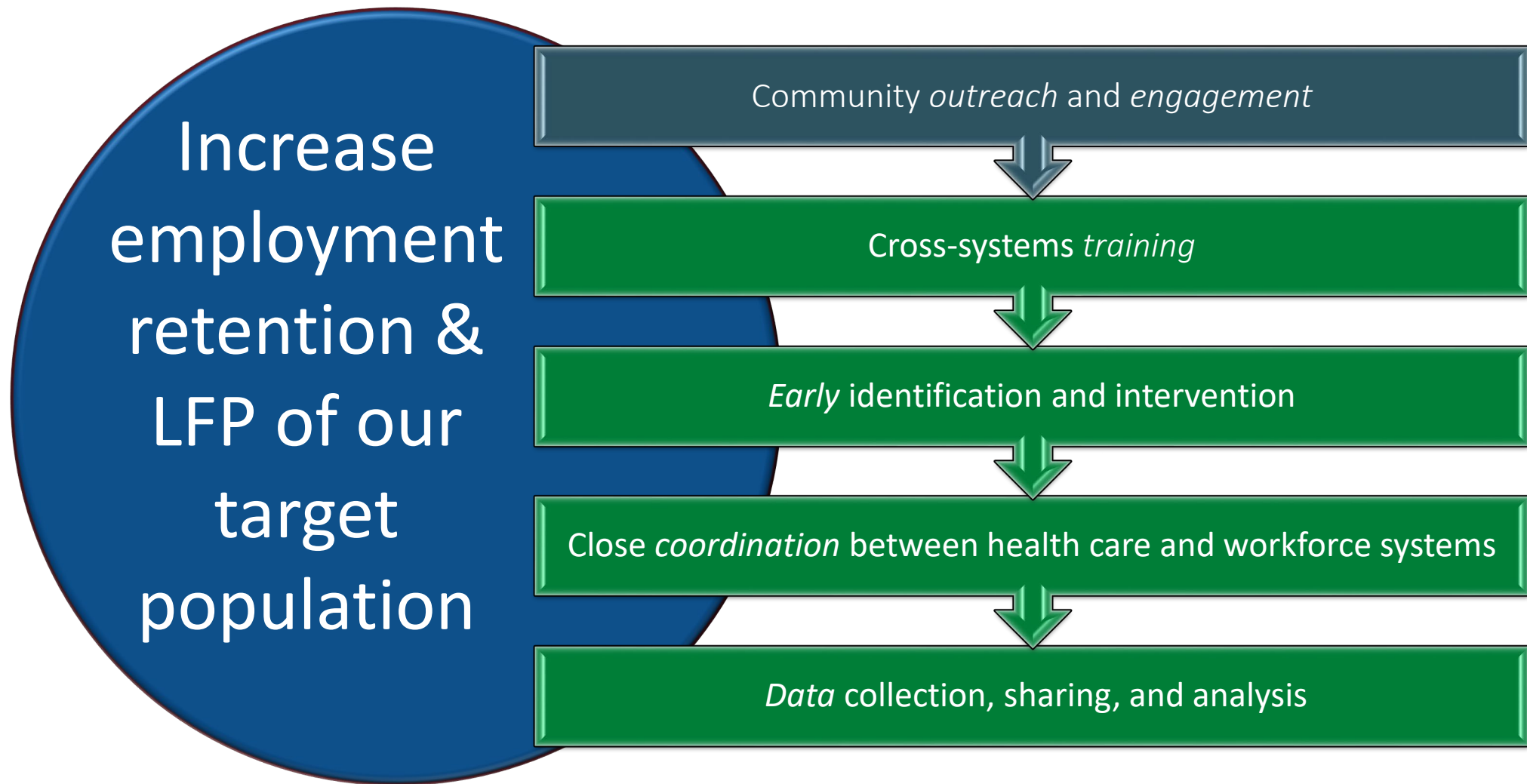
- ▶ 5 Phase I Grantees received Phase 2 funding
 - ▶ Located in Kansas, Kentucky, Minnesota, Ohio, and Vermont
 - ▶ Awards range from \$18.8M to \$21.6M
- Period of performance is 48 months
 - ▶ Grant start date: 17 May, 2021
 - ▶ Grant end date: 16 May, 2025
 - ▶ 6 months start-up, 30 months program operation, 6 months service close-out, 6 months administrative close-out



Two primary goals of RETAIN:

- ▶ To increase employment retention and labor force participation of individuals who acquire, and/or are at risk of developing, a disability that inhibits their ability to work
- ▶ To reduce long-term work disability among project participants, including the need for Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI)

Purpose of Grant



Eligible Participants

To be eligible to participate in the program, participants (*on date of enrollment*):

- ▶ Must be employed, or at a minimum in the labor force, at the onset of the injury, illness, or condition (work-related or non-work-related) for which they are participating in RETAIN; and
- ▶ May not include individuals who have applications for SSDI or SSI benefits pending or who are already receiving such benefits at the onset of the injury or illness.

At least 80% of enrollments must occur within 12 weeks of work disability onset.

Beyond this, you were allowed to propose your own criteria.

The Basics by State

State	Diagnoses	On- or Off-the-Job	Geographic Area	Target Sample Size
Kansas	All	Both	Statewide	4,000
Kentucky	All	Off-the-job	Statewide	3,200
Minnesota	All	Both	Statewide	3,200
Ohio	Musculoskeletal or cardiological injury or illness	Off-the-job	Regions surrounding Youngstown, Toledo, and Cincinnati (8 total counties)	3,500
Vermont	All	Both	Statewide	2,040



RETAIN Leadership Team

- ▶ State entity with responsibility for labor, employment, and workforce development
- ▶ State Workforce Development Board
- ▶ Health care system(s) practicing coordinated care and population health management

Other partners who advance the mission are encouraged to participate, including:

- ▶ Relevant State agencies
- ▶ Business associations or intermediary organizations
- ▶ Health care providers or provider networks
- ▶ Colleges or universities



Required SAW/RTW Strategies

- ▶ *RTW Coordinators* coordinating health and employment service delivery (including the development and implementation of a plan to support the employee in returning to or staying at work)
- ▶ *Recruiting health care providers* to participate in RETAIN and *training* them in occupational health best practices, including alternatives to opioids for pain management
- ▶ *Incentivizing* participating health care providers to use occupational health best practices, or incentivizing other stakeholders to actively participate
- ▶ *Early communication to all stakeholders* to return the worker to the workplace as soon as medically possible.



Required SAW/RTW Strategies (continued)

- ▶ *Workplace-based interventions* (including accommodations such as lighter and/or modified duties, and adjustments to work schedules, tasks, and the physical worksite, if necessary)
- ▶ *Retraining/rehabilitation* for workers who can no longer perform their prior job or find other available suitable alternative work
- ▶ *Tracking and monitoring* the medical and employment progress of participating workers

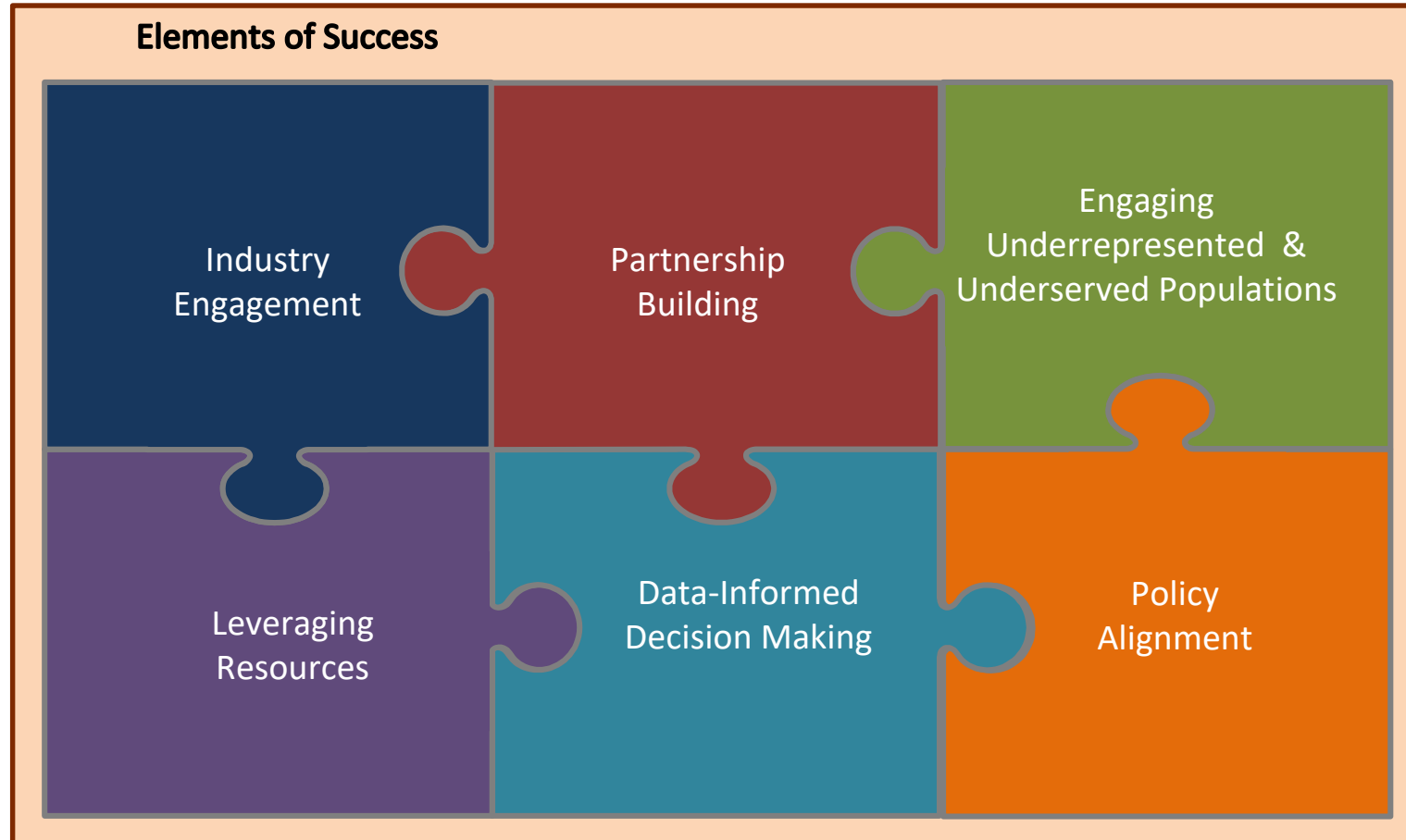


Other Required Project Activities

Participate in our learning community!

- ▶ Conduct Continuous Quality Improvement
- ▶ Join and get involved in TA activities
- ▶ Collaborate with other Phase 2 states
- ▶ Participate in the independent evaluation

Success Factor Framework



Performance Reporting

David Rosenblum

The Benefit of Reporting

Recipients

- ✓ Be able to adjust to changing conditions by making data-driven decisions
- ✓ Continuously improve program design to better meet the needs of participants
- ✓ Demonstrate grant outcomes to investors and partners
- ✓ Provide accountability and transparency of activities, finances, and performance
- ✓ Illustrate Return on Investment (ROI) to employer partners
- ✓ Build additional strategic partnerships and leveraging resources which leads to
- ✓ Sustainability of the project and partnership

Department of Labor

- ✓ Identify TA needs to better assist grantees
- ✓ Assess program improvement
- ✓ Report the success of high profile programs to Congress, Administration, OMB, GAO, etc.
- ✓ Provide accountability and transparency of activities, finances, and performance
- ✓ Inform the design of future grant investments
- ✓ Demonstrate the impact of these grant investments
- ✓ Capture effective program design models and service delivery strategies.

Quarterly Reporting

Each grantee must submit both a programmatic and a financial Quarterly Report

- ▶ Due no later than 30 days after the end of a quarter
- ▶ *Templates and training will be provided*

Report Activities Occurring Between	Quarter End Date	Report Due Date
January 1 – March 31	March 31	April 30
April 1 – June 30	June 30	July 30
July 1 – September 30	September 30	October 30
October 1 – December 31	December 31	January 30

Your 1st reports are due no later than July 30, 2021, covering activities from the start of POP through June 30, 2021.

Reporting Requirements

- Each grantee must submit reports, due no later than 30 days after the end of a quarter.
 - The due date remains the same even if it falls on a holiday or weekend

Quarterly Progress Report (QPR)	QPR Appendix A	Quarterly Financial Report (QFR)
<ul style="list-style-type: none">▶ Details key milestones and achievements attained each quarter▶ Describes challenges encountered	<p>Collecting and reporting this information will:</p> <ul style="list-style-type: none">■ Help grantees track progress across key program areas■ Summarize program activity■ Inform CQI	<p>Covered in the Grant Agreement Term 14.n</p> <ul style="list-style-type: none">• Utilizes the SF-425• Details financial activity during the quarter• Instructions are available at grants.gov

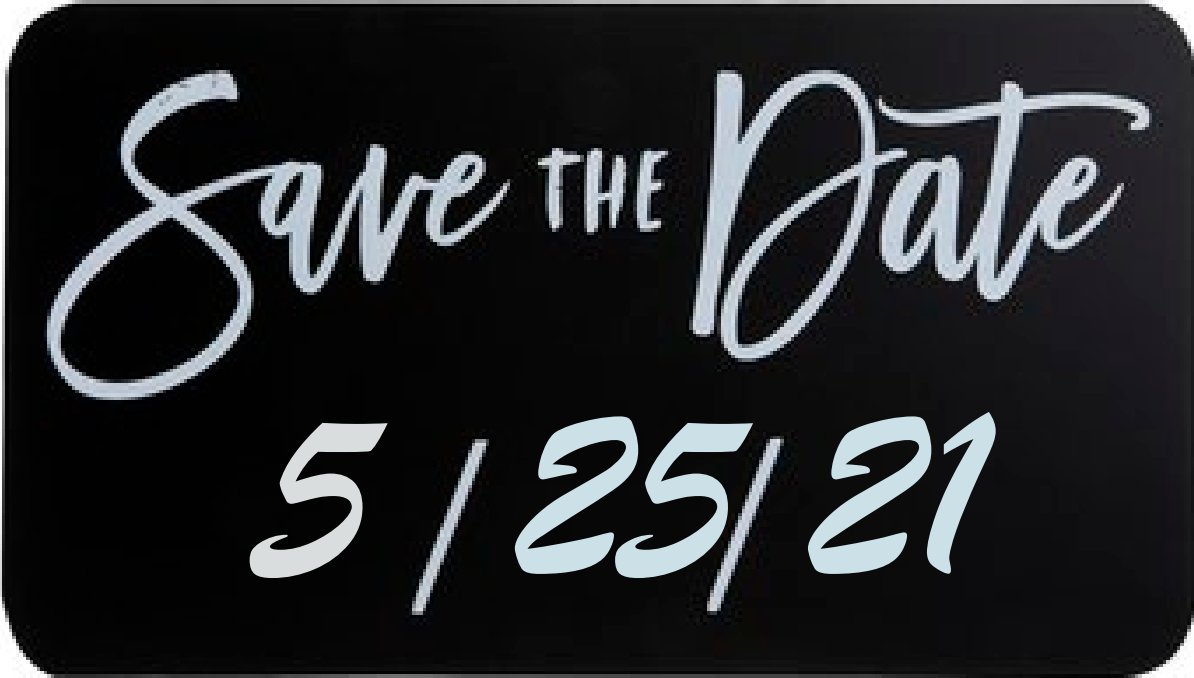
Reporting for Phase 2

- ▶ New QPR template
- ▶ Revisions to QPR Appendix A
 - ▶ Meeting on May 25, 2021 to discuss changes and solicit feedback
- ▶ If your Phase 1 no cost extension POP is still underway, remember:
 - ▶ You must track and report both activities and expenditures separately for each phase
 - ▶ Participants enrolled in Phase 1 may not transition into Phase 2 or be re-enrolled into Phase 2 at a later date
- ▶ Reminder: Your Program Team is learning alongside you & we encourage you to be candid in your QPRs.
 - ▶ This will result in any policy developed based on RETAIN being more appropriate to real world circumstances and thus more effective.



Data Element Reporting Discussion

**LEARN ABOUT
PROPOSED CHANGES TO
QPR APPENDIX A &
PROVIDE FEEDBACK!**



Modifications

Andrea Hill

Grant Modifications

- ☐ What is a modification?
- ☐ Why do a modification?
- ☐ What are modification indicators?
- ☐ FPO Modification Analysis
 - Reasonable
 - Performance
 - Best interest of the government

What is a Grant Modification?

Mechanism to Change the Terms of the Grant Agreement

Why do a Modification?

➤ Change of Scope

{Very rare & only minor changes will be considered}

➤ Budget Realignment

➤ Program Design

- ✓ Service Area
- ✓ Change in Partners
- ✓ Key Personnel Changes

FPO Modification Analysis

➤ Grant Quality

- ✓ Services
- ✓ Staffing

➤ Grant Efficiency

- ✓ Timely
- ✓ Cost Effective

➤ Grant Performance

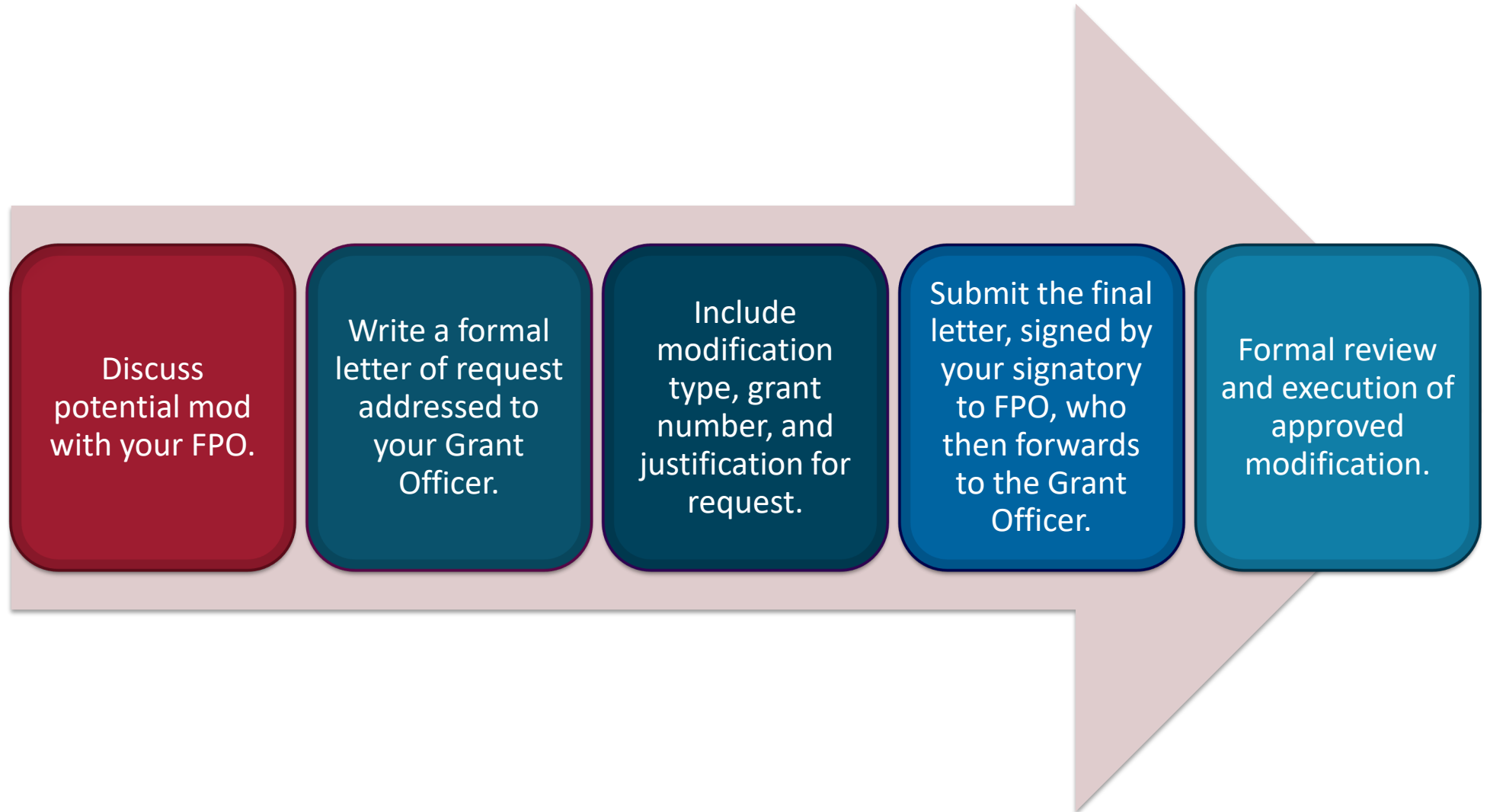
- ✓ Enrollments
- ✓ Expenditures

➤ Benefit to the Government's Goals for the Grant Program

Required Documentation for Modification Requests

- ▶ *Must* be submitted on Organization's Letterhead
- ▶ *Must* be signed by the Authorized Representative
- ▶ Provide the *purpose*
- ▶ Why it's *necessary*
- ▶ How the change will *benefit* the program
- ▶ Appropriate *documentation* to support Modification

Modification Process



POP QUIZ!

You would like to expand your target geographic area beyond what your application proposed.

Which answer provides the best response that describes the process for submitting a Grant Modification?

A

Sign MOUs with the organizations in the expanded area, and begin enrolling participants.

C

Reach out to your FPO to discuss the need for your request.

B

Write a formal letter of request to the Grant Officer which provides a justification. Have the Authorized Representative sign and submit the request.

D

Verify that existing partners have capacity to serve additional participants tell them to go ahead enrolling participants in the new area.

Communication

Sheldon Serkin

Grantee Roles

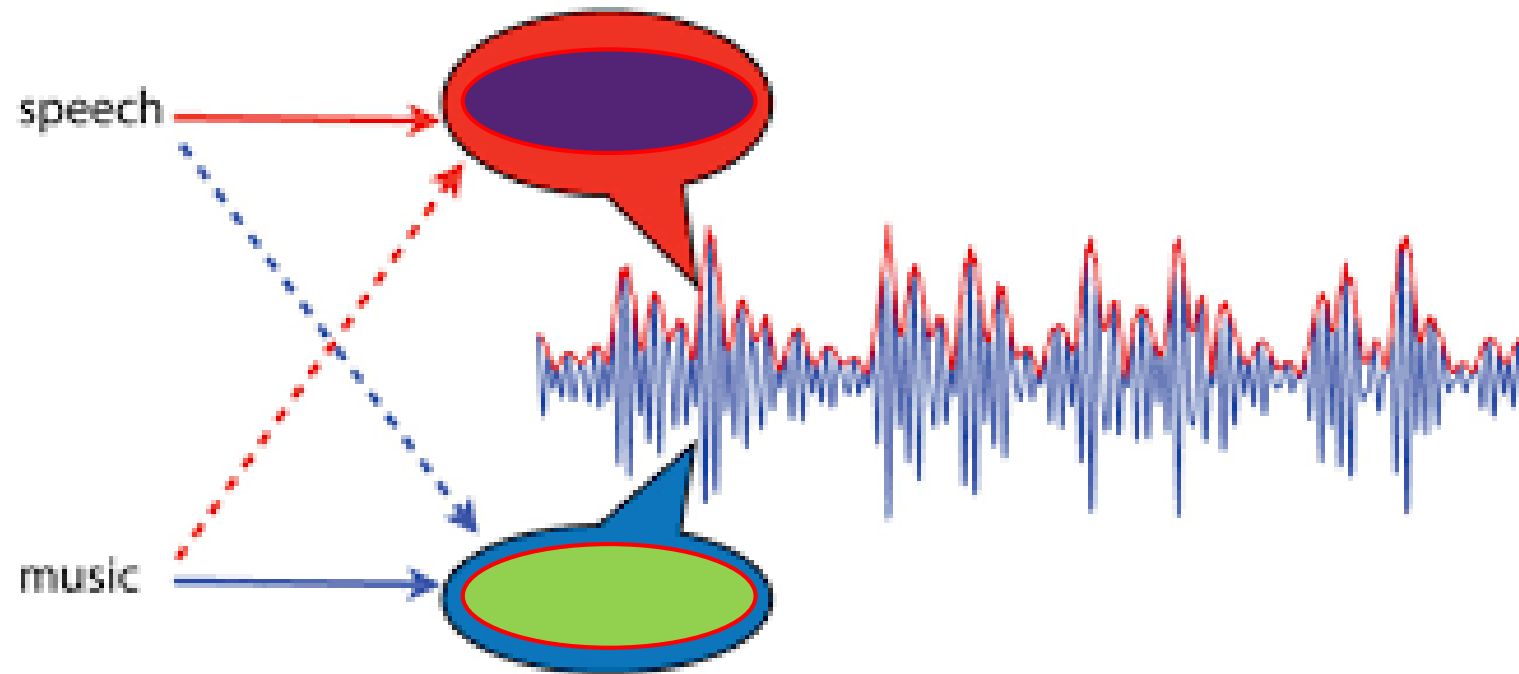
Role of Authorized Representative and Point of Contact

- ▶ Receives official communication from DOL
- ▶ Is responsible for sharing information with project team and consortium members



- ★ Any time the personnel identified on the SF-424 changes, please remember to contact your Federal Project Officer (FPO) **to initiate a grant modification**
- ★ Any time the key personnel identified in your grant agreement changes, please remember to contact your Federal Project Officer (FPO) **to initiate a grant modification**

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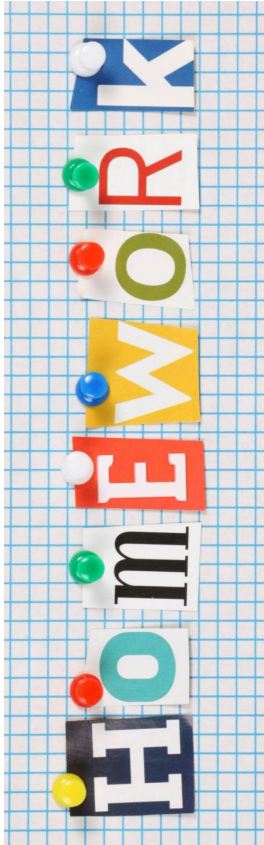


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Help us Help You!!



Responsible Grants Program Management



✓ **Each Team member should educate her/himself regarding applicable Federal grants management rules and regulations**

- ▶ State Worker's Compensation laws
- ▶ The Uniform Guidance for Grants and Contracts including parts A-E at 2 CFR 200
 - ▶ Including DOL exceptions to the Uniform Guidance 2 CFR 2900



<https://www.ecfr.gov/>

- ▶ Standard recognized general accounting principles
- ▶ Records retention policy
- ▶ PII protection policies
- ▶ look into some of the many professional associations or grants management certification programs

✓ **If you don't know where to go or what to do, ask**

- ▶ FPO, TA Liaison, Program Office Team, TA Resources galore, DOL website

Communication Plan



If you...	Contact:
Are the Prime awardee lead	FPO (always cc SAW-RTW@dol.gov)
Are a member of a grant project/sub-award	The Prime lead for your grant
Have questions about <u>performance</u> reporting	SAW-RTW@dol.gov with a copy to the FPO
Have questions about <u>financial</u> reporting	FPO
Have a question about the independent evaluation	Your evaluation liaison



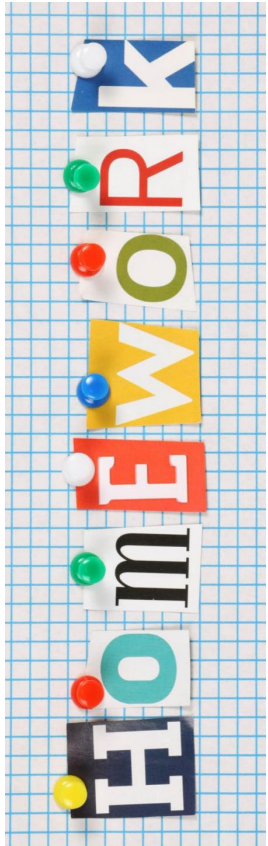
Any Questions?



Next Steps

Meredith DeDona

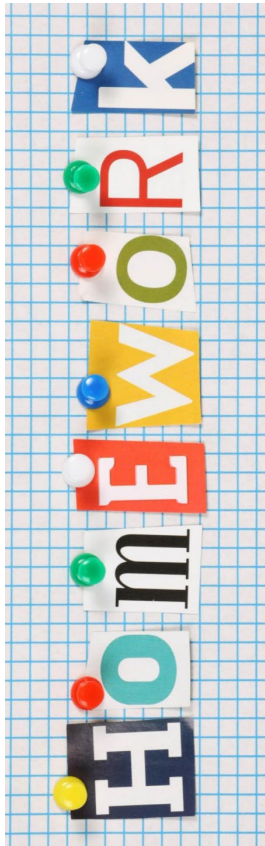
Next Steps



- ☐ Have the entire awardee team read the agreement
- ☐ Respond to Conditions of Award in your Grant Award Package, as appropriate
- ☐ Review the Performance Reporting Requirements
- ☐ Watch for the performance training invitation
- ☐ Review the DOL Fiscal Training Tutorials (next page)

Next Steps

Get Started On Your Fiscal/Admin Online Training Series



Title	Description	Link
Cost Allocation and Cost Allocation Plans (CAPs)	This module covers the terms and requirements of the Uniform Guidance in relation to the allocation of costs to federal grants, and developing and using a Cost Allocation Plan (CAP). It distinguishes between the different types of costs and how each is allocated.	https://www.workforcegps.org/resources/2016/03/23/12/52/Cost_Allocation_and_Cost_Allocation_Plans-CAPs
Indirect Costs and Indirect Cost Plans	This module covers the requirements of the Uniform Guidance and begins by distinguishing indirect from direct costs. The module distinguishes between the different types of federally approved rates, and explains when and how to apply for a federal rate.	https://www.workforcegps.org/resources/2016/03/23/14/07/Indirect_Costs_and_Indirect_Cost_Plans
Policies and Procedures for Federal Award Recipients	This module identifies the requirements of the Uniform Guidance in establishing written policies and procedures that promote sound management practices and effective management controls.	https://www.workforcegps.org/resources/2016/03/23/14/58/Policies_and_Procedures_for_Federal_Award_Recipients
Procurement and Performance-Based Contracts	This module focuses on the updated procurement standards in the Uniform Guidance . The presentation will begin with a focus on the changes to definitions in the new Uniform Guidance.	https://www.workforcegps.org/resources/2016/03/24/09/34/Procurement_and_Performance-Based_Contracts
Personnel Compensation, Labor Distribution, and Payroll Reports	This module reviews the Uniform Guidance standards for allowable personal services and fringe benefit costs, and the methods for distributing payroll and fringe benefit expenses.	https://www.workforcegps.org/resources/2016/03/23/14/50/Personnel_Compensation_Labor_Distribution_and_Payroll_Reports

Uniform Guidance: 2 CFR 200, and 2 CFR 2900

State-specific Kick-off Meetings—*Stay Tuned!*

- ▶ The Program Office Team will be in touch to schedule a programmatic kick-off meeting with each state
- ▶ These meetings will include the RETAIN TA Provider and details about their role in Phase 2
- ▶ Additional topics may include:
 - ▶ Re-introductions and review of partner roles
 - ▶ Aspects of your proposal
 - ▶ Meeting schedules



Grants Management Resources:

► Grant Reporting

A very general overview of grant reporting requirements for Federal awards

⇒ <https://www.grants.gov/web/grants/learn-grants/grant-reporting.html>

► SMART Trainings

A Series of grants management trainings look at four central themes weaved throughout the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards also known as the Uniform Guidance (2 CFR Part 200) and DOL's exceptions to the Uniform Guidance (2 CFR Part 2900).

⇒ https://grantsapplicationandmanagement.workforcegps.org/resources/2019/12/15/21/50/SMART_3-0_Webinar_Training_Series

► WorkforceGPS Communities -

A Collection of resources and trainings pertaining to the workforce system, workforce related grants and programs

⇒ General: www.workforcegps.org

► Financial Links - OGM

Payment Management System links

⇒ <https://www.dol.gov/agencies/eta/grants/management/payment-information>

► Uniform Guidance Overview

Brief overview of the UG, and DOL exceptions, with links to additional UG resources

⇒ <https://www.dol.gov/agencies/eta/grants/resources/uniform-guidance>

► TEGl-39-11: ETA Guidance on the Handling and Protection of Personally Identifiable Information (PII)

⇒ https://wdr.doleta.gov/directives/attach/TEGL/TEGL_39_11_Acc.pdf

Contact Information:

Grant Number

OD - _____



RETAIN Demonstration Projects

SAW-RTW@DOL.gov

Authorized Representative



If this person
changes – contact
your FPO to
request a
modification

DOL Coop Program Contact



Federal Project Officer (FPO)



Sheldon Serkin

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202-693-4930

TA Coach



Thank You!



Need help? Email: Support@workforceGPS.org