

# Key Next Steps in TAACCCT Grant Implementation

February 21, 2012



# Presenters

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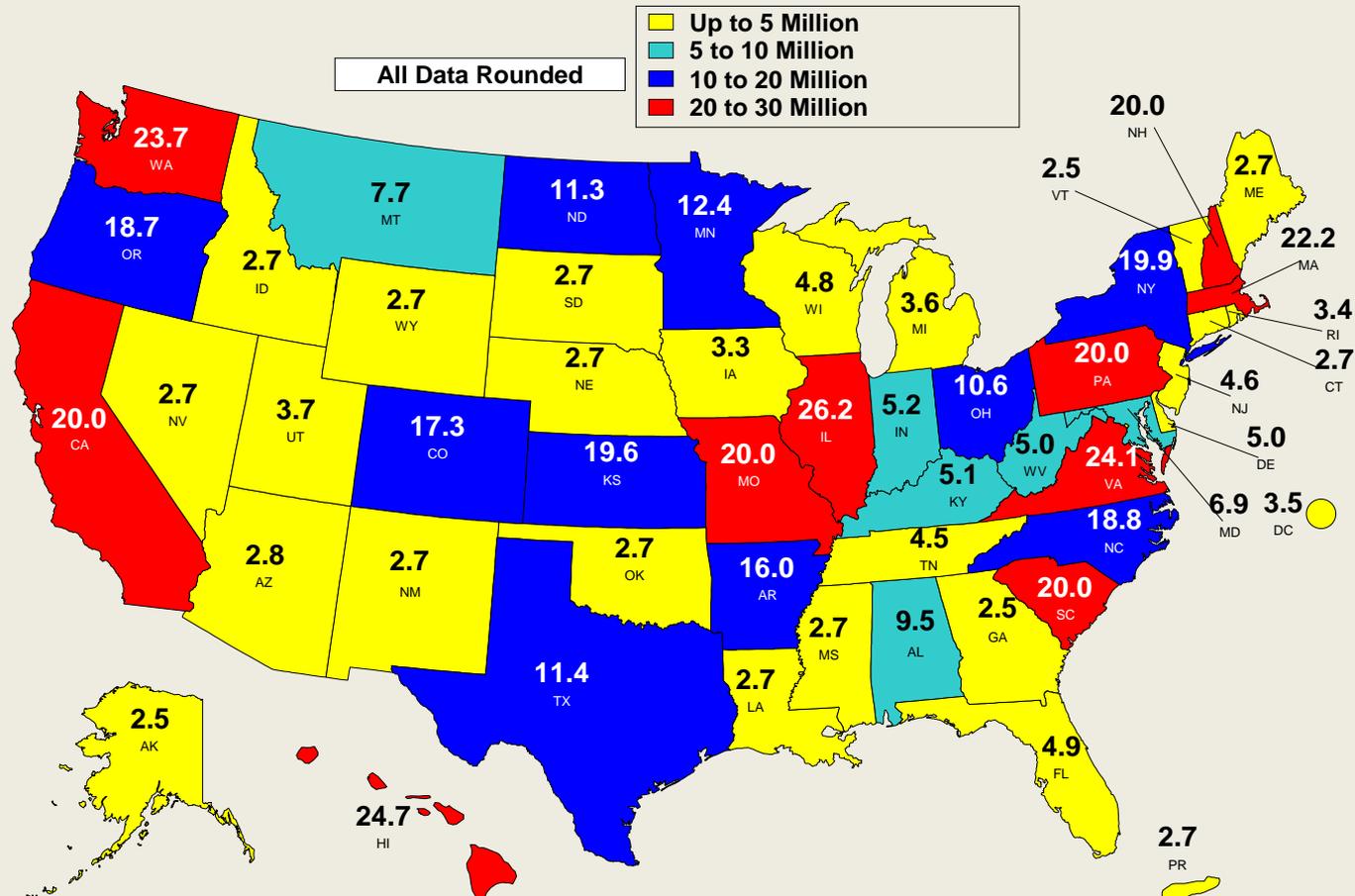
- **Tom Hooper**, Program Manager, Division of Strategic Investments, ETA
- **Donna Kelly**, Grant Officer, Office of Grants Management, ETA
- **Sharon Leu**, Workforce Analyst, Division of Strategic Investments, ETA

# Today's Agenda

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- Explain the role of the ETA Offices that will support your grants
- Review the current status of your grants
- Review key technical assistance resources that have been developed for your grants
- Provide information on reporting requirements
- Review major grant implementation items

# TAACCCT Grantees



TAACCCT

TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING GRANT PROGRAM

# National Program Office Role

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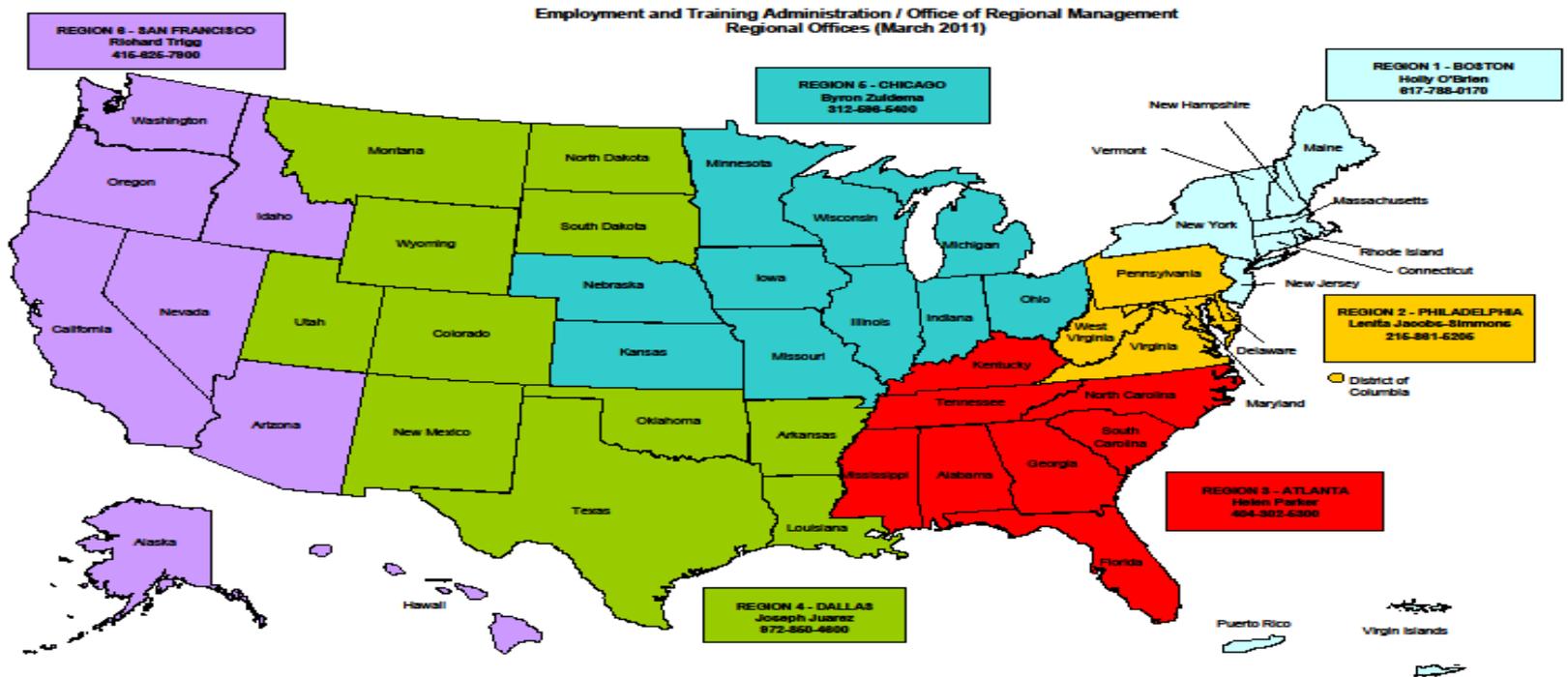
- The National Program Office has several functions:
  - Provides Technical Assistance and Policy
  - Leads Performance Management Activities
  - Coordinates product submissions and dissemination
  - Review some statement of work changes proposed by grantees

# DOL/ETA Grant Officer

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- The Grant Officer performs official grant duties:
  - Maintains official grant documents such as modifications, no-cost extensions, and other relevant documents
  - Approves all equipment purchases over \$5,000
  - Approves all statement of work modifications

# ETA Regional Offices



**TAACCCT**

TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING GRANT PROGRAM

# Current Status of the TAACCCT 17 Grants

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- The TAACCCT 17 grants have been active since October 1, 2011
- TAACCCT 17 grantees have been finalizing SOWs and accompanying materials
- Some SOWs have been reviewed by FPOs and sent to the Grant Officer for review and approval, while others are still in progress
- Once approved, grantees should begin implementing activities in their SOW immediately

# TAACCCT Technical Assistance

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- ETA has developed a series of trainings related to financial and administrative management and performance reporting
- These trainings have been recorded and are available electronically on the [www.workforce3one.org](http://www.workforce3one.org) web site.
- Please access all these recordings as soon as possible, and watch for more trainings!
- Ask your FPO about Regional TA events too!

# Reporting Requirements

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- TAACCCT grantees are required to submit reports to ETA in order to comply with the reporting and record keeping requirements of the grant
- These reports are:
  - Quarterly Progress Reports
  - Annual Performance Reports
  - Quarterly Financial Report (ETA-9130 Form)

# Quarterly Progress Report

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- Each grantee must submit a Quarterly Progress Report (QPR)
  - Status updates on key grant activities in each quarter
  - Updates on the progress and implementation measures specified in each grant Statement of Work
  - Challenges and successes

# Quarterly Progress Reporting Schedule

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<u>Calendar Qtr</u>	<u>Period Covered</u>	<u>Due</u>
1	Oct 1-Dec 31	February 14
2	Jan 1- Mar 31	May 15
3	Apr 1-Jun 30	August 14
4	Jul 1- Sep 30	November 14

\*Should the due date of the reports fall on a Saturday or Sunday, the report is due the Friday before.

# Annual Performance Report

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- Each grantee must submit an Annual Performance Report (APR)
  - Longer-term outcomes of all grant-funded participants
  - Longer-term outcomes of participant cohorts by program and corresponding comparison cohorts

# Annual Performance Reporting Schedule

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<u>Year</u>	<u>Period Covered</u>	<u>Due</u>
1	Oct 1, 2011-Sept 30, 2012	Nov 14, 2012
2	Oct 1, 2012-Sept 30, 2013	Nov 14, 2013
3	Oct 1, 2013-Sept 30, 2014	Nov 14, 2014

\* Should the due date of the reports fall on a Saturday or Sunday, the report is due the Friday before.

# How Grantees Will Submit Performance Reports

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- Reporting tool still under construction
- Technical instructions will be available on the ETA performance website:  
[www.doleta.gov/performance](http://www.doleta.gov/performance)

# Building Data Collection into Your Existing Processes

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- Decide early (during the start-up phase) which staff members will be responsible for collecting each piece of information based upon their existing roles and relationships with students, how the information will be stored, and how it will be gathered for reporting purposes each year.
- Determine where information is gathered and by whom to think through this process

# Steps in the Reporting Process

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- Collect
  - What information should be collected?
  - Who will collect it?
  - When will it be collected?
  - How will it be collected?
- Compile
  - Derive counts for each outcome based on participant records
  - Develop report for submission to ETA
- Check
  - Gut check
  - Double-check numbers entered
  - Look for logical errors

# Major Grant Implementation Items

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- FPO is POC for all grantees; go to them with all questions
- Quarterly Financial and Progress Reports Were Due **2/14/12**
- Grantees should ensure they have access to the Payment Management System
- If grantees have temporary indirect cost rates, they should get final approved rates within the timeframes in their grant agreements