Programmatic and Federal Grant Closeout Webinar
Resources
April 2019

Our H-1B Ready to Work (RTW) Technical Assistance (TA) Team recently facilitated a webinar entitled, *Programmatic and Federal Grant Closeout* in March, 2019. Grantees received tips as they begin to wind down and close out their RTW Training Program. The Grants Management Team was also on hand and presented the "Grant Closeout Process" as well as answered fiscal questions. **See the link for the full recording.**

Programmatic Closeout Highlights:

o   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.

o   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.

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

For additional information see: **H-1B RTW Grant Wrap-up Checklist**
https://h1breadytowork.workforcegps.org/resources/2018/10/22/21/30/H-1B-RTW-Grant-Wrap-up-Checklist

Grant Management Closeout:

Once the grant's period of performance ends, the grant moves to the closeout phase. The grant closeout phase is the period 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.

For additional information see: **Grant Closeout System (GCS) End User's Manual**
https://www.doleta.gov/grants/grant_closeout.cfm

Additional Resources to Use When Closing Your Program

Sharing Your Program Story

As your participants have entered into employment and received industry recognized credentials or certifications, there is a great story to tell and many reasons for telling it. A story that describes the success of your program can be used to sustain your program and highlight the accomplishments to valuable stakeholders. This webinar was delivered to the RTW grantees on May 18, 2017.

This webinar recording:

- Gives you the components of a good "Program" success story
- Shares how to use your data to incorporate into your story
- Helps you identify accomplishments that resonate emotionally with the reader
- Provides examples of "Program" success stories

https://h1breadytowork.workforcegps.org/events/2017/05/17/16/39/H-1B-RTW-Sharing-Your-Program-Story

Succession Planning

Succession planning is critical for an organization's long-term stability and sustainability; it is often overlooked by leaders of workforce development organizations.

This bulletin is intended to help organizations reduce risk of an unsuccessful leadership transition by expanding the pool of capable and skilled leaders. Specifically, it will explore the use of shared leadership, a proven strategy that can maximize the potential of your staff and help your organization meet its obligations.

https://h1bskillstraining.workforcegps.org/resources/2016/05/25/11/19/Resource

Sustaining Your Promising Practices

This webinar was developed for the RTW grantees and was delivered on December 19, 2017. As grantees' training programs wind down, organizations seek ways to continue the vision and mission. This recorded webinar focused on four sustainable strategies: developing a succession plan, program evaluation, maintaining and building partnerships, and funding stability. Also included in the link is a "Sustainability Action Plan." This action plan will help guide the sustainability of your program model.

https://www.workforcegps.org/events/2017/12/01/12/08/H-1B-RTW-Sustaining-Your-Promising-Practices