



U.S. Department of Labor
Employment and Training Administration
Region 2 - Philadelphia

Discretionary Grantee Conference

Planning, Tracking and Delivering your Project

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Making Your Project Yield Good Jobs for Everyone



Accountability:

Planning, Delivery, Tracking, and Sustainability

- Planning effective program management of the grant
- Tracking activities in compliance of ETA requirements
- Service delivery and outcomes should conform with the original plans set forth in the grant agreement

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Planning

- Are you familiar with your implementation plan?
- Have you identified benchmarks?
- Is your staff aware of the goals and objectives outlined in the grant agreement?
- Have you coordinated project oversight and start-up responsibilities?
- Have you involved your fiscal staff?

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Planning

- How do you plan to recruit?
- How do you plan to serve?
- Have you developed an organizational chart identifying program and fiscal staff?
- Who will be responsible for project staff recruitment and selection?

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Planning

- Timeline should be consistent with original plans
- Identify key staff who will be involved in the project
- Secure a facility to provide direct services
- Manage partnerships with stakeholders
- Outreach strategy
- Collaborate with local workforce investment services and utilizing existing resources
- Develop a clear sustainability plan
- Identify the steps that are necessary to accomplish goals and objectives

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Delivery

- Hiring Instructors to facilitate training
- Purchasing equipment to deliver training
- Creating curriculum to deliver training
- Ensuring customers will have access to supportive services
- Involving the community

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Delivery

- Organize supportive services for participants with partners
- Follow-up with participants after training is completed



Tracking

- How will you organize a process to maintain, track, and report program data?
- How will participant data be collected?
- Who will be responsible for collecting and analyzing participant data?
- Where will project records be maintained and secured?



Tracking

- Identify population and/or services
- Monitor the results of activities and services
- Be prepared to communicate successful and unsuccessful results
- Complete an overall evaluation plan of your outcomes

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Sustainability Plan

- What strategy and/or process is in place to phase-out the project?
- How will participants complete their service strategies when project period ends?
- How will the project be sustained?
- What components are being proposed for project sustainability?
- What organizations or entities are involved in helping to sustain the project?

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Sustainability Plan

- Create a self-sustainability plan to include how you will obtain future funding
- Create a self-sustainability plan demonstrating how the program will continue after the federal grant funding ends

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Closing

Accountability

Planning

Tracking

Delivery

Sustainability

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