

Region 3 Discretionary Training Forum April 26– 29, 2011

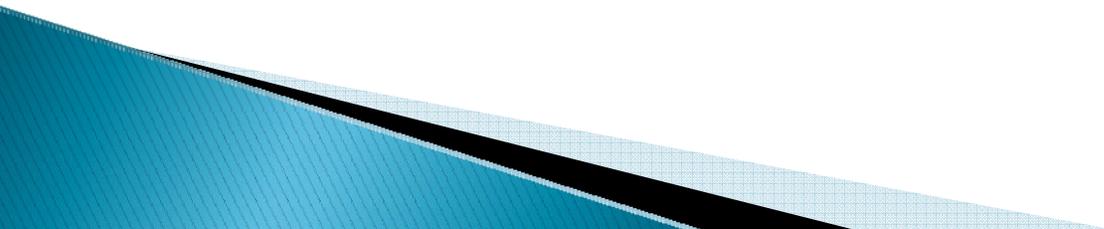
Community–Based Job Training Initiative

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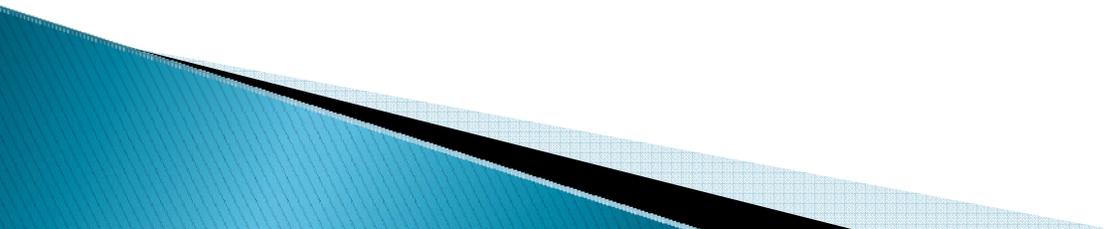
CBJTI Regional Resource Lead

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Session Agenda

- ❖ Introduction
 - ❖ Peer Networking By State
 - ❖ Peer Networking By Target Industry
 - ❖ Networking Worth Sharing
 - ❖ Your Identified TA Needs
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Community-Based Job Training Initiative

- ❖ Initiative began in 2005, to strengthen the role of community colleges in promoting the U.S. workforce's full potential.
 - ❖ The primary purpose of the CBJTI is to build the capacity of community colleges to train workers to develop the skills required to succeed in high growth/high demand industries.
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Community-Based Job Training Initiative (CJTI)

Sixty-eight grants awarded in Region 3

Alabama – 13

Georgia – 10

Mississippi – 5

South Carolina – 2

Florida – 19

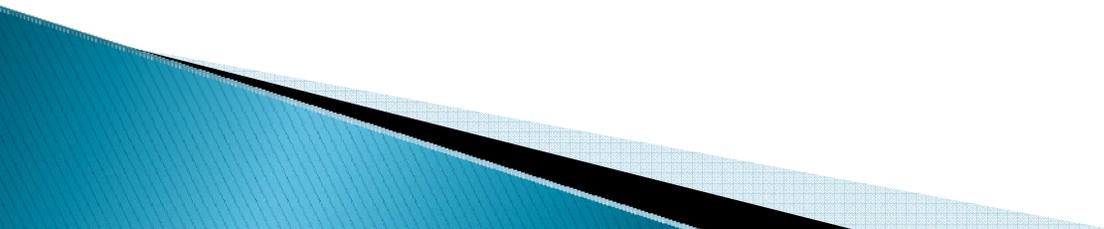
Kentucky – 8

North Carolina – 3

Tennessee – 8

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YOUR IDENTIFIED TECHNICAL ASSISTANCE NEEDS

- ❖ MODIFICATIONS
 - ❖ MONITORING REVIEWS
 - ❖ QUARTERLY REPORTS
 - ❖ DOCUMENTATION
 - ❖ PRODUCTS AND DELIVERABLES
 - ❖ SUSTAINABILITY
 - ❖ CLOSEOUT
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MODIFICATIONS

- ❖ Change to the Statement of Work
- ❖ No-Cost Extension
- ❖ Budget Modification
- ❖ Equipment Purchase

Changes to the grant agreement may NOT be implemented until official written notification of approval is received from the Grant Officer.

As much advance notice/discussion with FPO as possible.

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MONITORING REVIEW

- ❖ Purpose – to provide necessary technical assistance, determine level of compliance with regulations and financial requirements, and assess performance level.
- ❖ Generally conducted once in the life of the grant
- ❖ Use Core Monitoring Guide
- ❖ Agenda developed jointly

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QUARTERLY REPORTS

- ❖ **ETA 9130 Quarterly Financial Status Report (On-line)**
 - Administrative Expenses
 - Sub-contracts and Un liquidated Obligations
- ❖ **ETA 9134 Quarterly Performance Report (On-line)**
 - General Quarterly Reporting Forms & Instructions
 - Data Report and Narrative Report
- ❖ **Final Report**
 - Last report is final report

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DOCUMENTATION

- ❖ ETA not prescriptive, except in broad terms.
- ❖ *If it is not documented, it did not happen.*
- ❖ Performance At Work (PAW)
A voluntary Access-based Management Information System available free of charge. After populating participant information, PAW calculates most of the data elements required on the ETA-9134.

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PRODUCTS AND DELIVERABLES

- ❖ A product is any tangible document that is produced to accomplish the goals of the grant.
 - ❖ Products can be competency models and career ladders; curriculum materials and course materials; outreach materials; program management and implementation tools; or reports and databases.
 - ❖ Products are developed with grant funds not leveraged dollars
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PRODUCTS AND DELIVERABLES

- ❖ HG and CB Product Tip Sheet – describes the process of identifying, creating, and submitting grant products.
- ❖ Product Identification Form – provides a template for the grantee to complete as they identify their products.
- ❖ Example Product Identification Form – provides an example of a completed and submitted Product Identification Form.

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PRODUCTS AND DELIVERABLES

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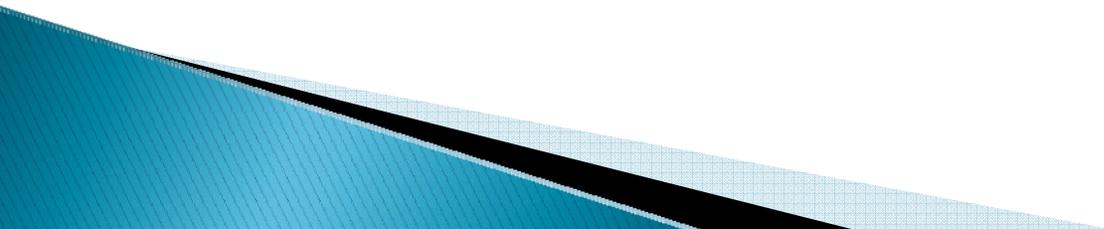
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CLOSEOUT

- ❖ The Grant Closeout System has been developed to automate the grant closeout processing, deliver electronic closeout forms, and standardize closeout form certification.
- ❖ Closeout package will be sent electronically from the Office of Grants and Contract Management, Closeout Unit.
- ❖ Closeout package must be submitted to the Closeout Unit electronically, no later than 90 days from the expiration date of the grant.

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SUSTAINABILITY

- ❖ Build and cultivate partnerships
 - ❖ Respond to local workforce needs
 - ❖ Integrate into standard course offerings
 - ❖ Know your local education systems and funding
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ADDITIONAL DISCUSSION POINTS

- ❖ The floor is yours
- ❖ Questions?