

Earmark Grants

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Regional Training Forum

- Meet with your FPO
- Learn more about DOL grant requirements
- Provide you with guidance and technical assistance for grant management and operations
- Network with other Earmark Grantees
- Take back ideas to make your grant program even better!

Getting to Know You



What would you like to get out of this session?



Earmark Grants in Region 3 - 2010

20 Earmark Grants

AL - 1

FL - 6

GA - 1

KY - 4

MS - 7

NC - 1



Earmark Grants in Region 3 - 2009

19 Earmark Grants

AL - 2

FL - 6

KY - 1

MS - 6

SC - 3

TN - 1





Earmark Grants in Region 3

- 2000 – 2
- 2001 – 11
- 2002 – 12
- 2003 – 16
- 2004 – 13
- 2005 – 24
- 2006 – 0
- 2007 – 0
- 2008 – 12
- 2009 – 19
- 2010 – 20



Role of Federal Project Officer (FPO)

- Main point of contact
- Conduit for all formal Grantee-ETA communications
- Advises & assists on paperwork sufficiency
- **Technical Assistance** – directs grantee to resources available
- **Oversight** – monitors your grant(s) & reviews quarterly reporting



Philadelphia Earmark Center (PEC)

- National Program Office for Earmarks
- Reviews proposals submitted through Regional office
- Resolves issues regarding “legality” or allowable activities
- Provides policy guidance and technical assistance



Where do the Funds Come From?

- Directed by Congress to fund certain workforce development projects and initiatives
- Appropriated under the annual Fiscal Year Labor, Health and Human Services, and Education Appropriations Act
- Authorized under Section 171, Pilot, Demonstration & Research Projects, of the Workforce Investment Act of 1998



The main difference between earmark grants and other ETA grants is that earmark grants are awarded without the usual competition among eligible grantee organizations.



A major WIA requirement for grantees, both competitive and noncompetitive, is the submission of an *acceptable* written proposal that outlines how requested Federal funding would be used.



Only after a proposal is received, reviewed, and approved by the National Grant Officer does an organization become an official ETA grantee benefiting from a Federal grant.

ETA proposals must meet the standards of both WIA and OMB regulations.

Earmark grant proposals should include:

- Provision for direct services to individuals
- Evidence of coordination with the local workforce delivery system
- Quantified Performance Outcomes
- An Evaluation Component
- Detailed & itemized budget

Submit a grant proposal that complies with:

- Conference Report
- WIA Section 171 – P, D, & R Projects
- WIA Section 181 – Req. & Restrictions
- OMB Rules and Regulations
- Reference Book One: The Essential Guide for Writing an Earmark Grant Proposal
- Reference Book Two: A Guide to Financial & Grant Management Requirements for Earmark Grants

What is the Process for Receiving the Grant Award?





Factors that Delay Award process:

- Unallowable activities/unallowable costs
- Inconsistencies with timeline and Period of Performance (POP)
- Start date should be at least 60 to 90 days from FINAL proposal submission
- Vague outcomes
- Incorrect amount of total award amount
- Incorrect budget calculations



Factors that Delay Award process:

- Charges exceeding salary limitation
- Incorrect use of indirect costs vs. administrative costs
- Incorrect DUNs # on SF-424
- Legal Name of Applicant on SF-424 inconsistent with conference report
- Missing original signature of authorized representative



Resource materials available at:

<http://www.doleta.gov/regions/Reg02/Pages/Pecoe.cfm>



Resource materials:

- ❑ Earmark Conference Reference Materials
- ❑ Reference Book One
- ❑ Reference Book Two
- ❑ Application for Federal Assistance (SF-424)
- ❑ Grant Budget Worksheets (SF-424A)
- ❑ Earmark Proposal Template
- ❑ Earmark Final Report Template
- ❑ Earmark Grant Post-Award Guide



Topics for Discussion



Topics for Discussion:

Successes / Best Practices

Challenges



Topics for Discussion:

Modifications

- Equipment Purchases



Topics for Discussion:

Quarterly Reports

EARMARK GRANT QUARTERLY NARRATIVE REPORT

1. GENERAL GRANT INFORMATION

Grantee Name: _____

Project Name: _____

Grant Number: _____ Quarterly Report Period: _____

Name of Person Submitting Report: _____ Phone: _____

2. GRANT GOALS AND ACCOMPLISHMENTS

Work Plan/Time Schedule/Deliverables: Insert the work plan from the grant and provide an update on the status of each identified task/objective

OBJECTIVES	TASKS	YEAR I				YEAR II				HOW MEASURED	STATUS
		1	2	3	4	1	2	3	4		

3. PERFORMANCE MEASURES

Provide the following information for all performance measures identified in the grant.

Name of Performance Measure	Expected Level of Performance	Accomplishments To-Date

4. VARIANCE FROM PLAN AND CORRECTIVE ACTION

If performance has varied from plan, state the reasons for the variance and corrective action taken or planned to address the variance. Please note that some variances such as significant changes to the statement of work, staffing or budget line items may require a modification to the grant.



5. TECHNICAL ASSISTANCE NEEDS

Discuss any assistance needed to address performance issues.

6. OTHER COMMENTS (Optional)

- *Describe any best practices and any success stories, articles, awards, public announcements, or other news about the project. If available, please attach with your report.*
- *Add any comments, if you wish.*



Topics for Discussion:

Monitoring Review



Topics for Discussion:

Sustainability



Topics for Discussion:

Final Report



Topics for Discussion:

Close out

Questions?

