



# Grant Implementation and Expectations

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION

**ARRA GREEN JOB AND HEALTH  
CARE / EMERGING INDUSTRIES  
NEW GRANTEE POST AWARD  
FORUM**

JUNE 15-16, 2010 | SAN FRANCISCO, CA

Essential Elements  
&  
Concepts in Managing Your Grant

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June 15, 2010



# Key Concepts in Grant Management

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- ✿ Communication
- ✿ Documentation
- ✿ Special Requirements
- ✿ Policy & Procedures
- ✿ Tracking Program Activity



# Communication -- Key to Effective Grant Management

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- ✿ Setting up/Maintaining Effective Communication
- ✿ Upon Receipt of the Grant
- ✿ During Implementation
- ✿ For Reporting
- ✿ As Fiscal and Programmatic Issues Arise
- ✿ Alternative and Back-Up points of communication
- ✿ Communication with and among Partners

# Expectations Regarding Documentation

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- ✿ Management Information Systems
- ✿ What's necessary, what's useful?
- ✿ Why program and fiscal staff must interact on MIS and data?
- ✿ Participant Files – what does DOL look at anyway?
- ✿ Compliance



# Special Requirements

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- ✿ Know or learn your Grant Responsibilities and Obligations
- ✿ What did you agree to?
- ✿ What's in the large/fine print?
- ✿ Fiscal & Programmatic Requirements
- ✿ Other Requirements Specific to your Grant



# Policy and Procedures: DOL's Expectations

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- ✿ Why Have Policies and Procedures?
- ✿ Fulfill Financial & Administrative Requirements
- ✿ Safeguard Federal Funds
- ✿ Facilitate Consistent Service Delivery
- ✿ Provide a Framework for Grant Operations



# Tracking Your Progress

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- ✿ Are my Outcomes Consistent with my Goals?
- ✿ What Milestones must I Reach and When?
- ✿ Are my Resources Sufficient to Achieve Mission?
- ✿ Are Grant Dollars Aligned to Expected Outcomes?



# Performance Matters

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- ✿ Constantly improve the quality of your program.
- ✿ Set up internal measures to test if program is on target to meet goals outlined in workplan.
- ✿ Establish effective working relationships with fellow grantees to exchange best practices for dissemination.



# Measuring Performance

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“Measuring performance is the first step to managing performance. If you can’t measure something, you can’t control it. If you can’t control it, you can’t improve it.”

James Harrington