



Programmatic Wrap-Up Tip Sheet for America's Promise Grantees

The final months of a grant project are an important time for wrapping up grant activities, meeting deliverables, reporting outcomes, and documenting and evaluating the results of your work. To help make the process easier the America's Promise technical assistance team has developed a "Programmatic Grant Wrap-Up Tip Sheet".

The tip sheet serves as a guide for the various issues that need attention as a grant enters its final stage. This tip sheet should be used as a tool and *does not* supersede any regulations or grant requirements. Additionally, please note that grant program wrap-up is separate from the grant closeout process.

Performance Reporting

Submit final quarterly performance, narrative, and financial reports due no later than 45 days after the end of the last quarter of grant activities. Grantees may submit these reports as early as the day after the grant ends.

- Work with partners to designate a point person to support program reporting until the grant period ends

Special Guidance for your Final Data File:

- For those grantees whose periods of performance have ended, DOL encourages you to exit all the participants in your data file using PIRL 901 Date of Program Exit. The date entered in this PIRL data element for these participants will be the date of the last grant-funded service that they received.
- Per the PIRL reporting guidance, grantees normally wait 90 days after the last grant-funded service to exit participants in the event that future services are provided to the participant. Since the grant has ended, there are no future opportunities for these participants to receive additional services. In addition, grantees will not submit reports in future reporting quarter to exit these participants. Providing their exit date in the final data file that you upload in WIPS will ensure that the

Department can capture the WIOA Indicators of Performance, which are dependent on the date of exit.

Special Guidance for your Final QNR:

- The final QNR you submit as part of the requirement for the last reporting quarter at the end of the grant should include a summary of your grant's progress and achievements for the duration of your grant period. It should summarize project activities, employment outcomes, other deliverables, and related results of the project, and should thoroughly document the training approaches used by the grantee during the entire period of performance.

Record Retention

- It is important to keep a paper trail beyond the life of the grant. Per federal guidelines, grantees must maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. The records include financial, supporting documents, and performance data. See 2 CFR 200.333-.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years. Few helpful tips:
 - Know the record retention policy
 - Designate a point person to be responsible for compiling and designating records for retention
 - Create a chart itemizing relevant records and assign a date when the records expire

Partnerships

The America's Promise Grants were designed with an emphasis on partnerships. It is important to continuously evaluate and adjust those partner roles; especially as the program changes and the grant funding is ending.

- Together, evaluate grant successes, failures, challenges, promising practices, and lessons learned
- Gauge the level of commitment of each employer partner to continue the work beyond the grant
- Consider the need/options for any new agreements before the America's Promise grants ends

Participant Services

Identify outreach strategies to inform your participants about the end of the America's Promise Grants. Discuss with your team to determine how many individuals can still be trained based on available funds and the length and cost of training

- Develop a transition plan for serving currently enrolled participants after the grant has ended. This may include enrolling participants into other programs
- Keep current participants informed of important dates well in advance as activities wind down
- Ask participants to share the story of their accomplishments because of the grant and include these stories in materials used to solicit other funding sources

Staffing Needs

Determine the key positions needed to close out your grant as well as cross-train program employees in preparation for potential staff loss

- Conduct audits more frequently to ensure the collection of program data
- Ensure participant files are updated
- Ensure that staff is aware of any issues that concern the project. Transparency is key!

Sustainability Planning

Identify services, procedures, activities, and partnerships that will continue after the grant ends.

- As you decide which activities will continue, include timelines and an assignment of responsibility and financial obligations for each item
- Determine if your organization's leadership will support your efforts to sustain the project's activities you recommend
- Develop a plan for an effective phase-out of services or activities that will end with the expiration of the grant

Leaving a Legacy

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.

- Gather information from partners, sub-contractors, and participants on the grant's impact (data and statistics along with narrative information)
- Present your participant's successes, performance data, and community impact to the groups your project serves and those in positions to support your work

RELATED RESOURCES

Closeout and Grants Management webinar

<https://h1bap.workforcegps.org/resources/2019/11/04/18/38/H-1B-Grantee-Conference-Closeout-and-Grants-Management>

Sharing Your Program Story

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

Succession Planning

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

Sustainability Planning Checklist

[https://h1bap.workforcegps.org/resources/2019/08/19/18/24/Successful Practices for Sustaining Your Grant](https://h1bap.workforcegps.org/resources/2019/08/19/18/24/Successful-Practices-for-Sustaining-Your-Grant)

For additional information see:

Grant Closeout System (GCS) End User's Manual

https://www.doleta.gov/grants/grant_closeout.cfm