Job Corps Scholars Grantee Town Hall

An internal training session for Job Corps Scholars grantees by the FPO.

November 4, 2021

Reminders

1. **Work plan/timeline that has 80 participants completing CTT by December 2022.**

   January 2022-December 2022: CTT Completion
   January 2023-June 2023: Employment Counseling and Qualified Placements
   June 2023-September 2023: Close Out Activities

2. **Access and apply all of the information provided in training sessions, FOA, Uniform Guidance, resources, etc.**

3. **Maximize the TA Coach expertise on implementation strategies**

4. **Contact FPO:**

   - *With compliance questions, modification requests, technical assistance needs*
   - *Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.*
   - *Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.*

Agenda

1. **Purpose of Monitoring**

2. **Provide the Available Tools and Resources**

3. **Outline the Communication Timelines**

4. **Identify the Expectations Before, During, & After Monitoring Review**

5. **Share a Real Experience**
   Julie Parks from Grand Rapids Community College

6. **Q&As**

Per [2 CFR 200.329](#), the non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved.

Purpose of Monitoring

➤ Evaluate the project's compliance with mandatory federal regulations and the grant agreement;

➤ Assess the grant's progress to date in achieving required benchmarks for project outcomes;

➤ Assess the grant's compliance with program requirements; and

➤ Provide technical assistance to grant staff.

Grantee Resources for Monitoring Information

➤ **Grantee Handbook**

https://www.doleta.gov/grants/docs/ETA_Grantee_Handbook.pdf

➤ **Core Monitoring Guide:**

https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/2018_Core_Monitoring_Guide.pdf

"Frustration only happens with lack of communications and lack of expectations."

FPO Communication Goals

▸ Establishes positive relationships

▸ Makes grantee feel at ease

▸ Ensures productive monitoring

▸ Clarifies pre-review and EDMR review questions

▸ Provides opportunity for technical assistance

▸ Supports development of evidence-based monitoring report

▸ Prevents surprises

Communication Timeline

- PRIOR:
  - 60 days – Initial Email with Proposed Dates
  - 30 days – Official Notification Letter
  - ASAP - Schedule Meeting with FPO
  - 10 days – Upload Source Documentation

- Monitoring Review for Identified Dates per Agenda

- AFTER:
  - 45 days – Official Monitoring Report
  - Schedule Monthly Status Meetings with FPO
  - Up to 12 Months – Resolve 70% of Findings
  - Before the end of the grant – Resolve 100% of Findings

Identify the Expectations Before, During, & After Monitoring Event

THREE COMPONENTS OF AN ON-SITE REVIEW

On-site monitoring reviews typically include the following three components:

Pre-monitoring, Review and Preparation

- Request for documentation
- Review of documents
- Develop an on-site monitoring plan

On-Site Monitoring Review

- Host an entrance conference
- Provide technical assistance as needed
- Identify findings, areas of concern, or positive practices
- Collect supporting evidence for findings
- Conclude with an exit conference

Post-Visit Activity

- Develop and issue a written monitoring report
- Maintain a working file
- Resolve findings

Actions BEFORE the Monitoring Review

➢ **Initial notice and date identification**

➢ **Formal written notice**

    ➢ **Hold informal meeting to discuss expectations and answer any questions about the review.**

➢ **Agenda**

➢ **Planning tool**

➢ **Upload Requested Source Documentation to Max.gov**

BEFORE - Example of Identifying Dates Email

<College Name>'s Job Corps Scholars grant is slated for monitoring in FY2022. Below are the proposed monitoring dates. Please let me know as soon as possible if there are any serious conflicts for these dates.

I anticipate that we will meet 4-6 hours per day during the monitoring event for the following dates:

- Monday, <Month, Date>, 2021 (Entrance Conference – reference page 23 of the Core Monitoring Guide)
- Tuesday, <Month, Date>, 2021
- Wednesday, <Month, Date>, 2021
- Thursday-Friday <Month, Dates>, Document Upload and Review
- Monday, <Month, Date>, 2021 (Exit Conference – reference pages 28-29 of the Core Monitoring Guide)

You will receive an official scheduling letter with the agenda and documentation request 30 days in advance of the monitoring event which will allow you ample time to gather and provide any requested documentation.

BEFORE - Monitoring Examples

➢ **Formal written notice**

➢ **Agenda**

➢ **Planning tool**

Actions DURING the Monitoring Review

➢ Entrance Conference

➢ Interviews: Group and Individual

➢ Daily Communication (share findings and concerns, seek clarification, provide TA)

➢ Source Document Review

➢ Technical Assistance

➢ Exit Conference

What happens during the monitoring review?

➢ FPO collects and processes information through investigative interviewing techniques and iterative questioning to determine the root causes for low performance outcomes and non-compliance with programmatic, administrative, or fiscal requirements;

What does the FPO Do DURING the review?

➢ FPO identifies "findings" and issues "corrective actions" that fix the cause of the identified condition and prevent it from happening again

➢ FPO will support potential compliance issues with copies of source documents that support the potential finding

➢ FPO creates and maintains a monitoring file that supports all findings, areas of concerns, and promising practices

	SYMPTOM: Incorrect Financial Report	SYMPTOM: Low Enrollment Performance
① Why?		
② Why?	Misclassified administrative costs	Late start on recruitment efforts
③ Why?	CONDITION: Administrative cost is classified and account for in accounting system, but not reported on ETA 9130.	CONDITION: Failed to establish critical partnership with recruiting organization listed in SOW
④ Why?	Experienced reporting staff retired 6 months ago. New staff with no experience hired 2 months ago.	Original Project Manager had relationship with recruiting partner but resigned after 2 months.
⑤ Why?	CAUSE: No reporting procedures, no recent training, no backup staff who understand requirements.	CAUSE: New project Manager was unaware of SOW commitment to partner with recruiting organization.

What happens AFTER the monitoring review?

➢ If necessary, FPO will perform more in-depth research on issues

➢ **5 days**: FPO briefs ETA management on the results of the monitoring review

➢ **6-29**: Draft monitoring report

➢ **30-40**: Submit draft to ETA management

➢ **41-44**: Prepare final monitoring report

➢ **45**: Official monitoring report is received by grantee

➢ **12 Months**: Grantee will resolve at least 70% of findings/FPO will provide TA, as needed

➢ **Before end of grant**: 100% of findings need to be resolved by Grantee

What is in the monitoring report?

- Evidence-based monitoring report that includes:
  - findings with the following logic elements:
    - **Condition:** What is the specific problem or violation?
    - **Citation:** Uniform guidance; FOA; etc.
    - **Criteria:** What standard or requirement is being used to evaluate the condition?
    - **Cause:** What is causing the condition?
    - **Correction Action:** What action is required to eliminate the cause and thus correct the condition?
  - promising practices (workforce development practices and strategies that are replicable, scalable, and evidence based)

What happens AFTER the monitoring review?

➤ Grantee will

  ➤ Respond to monitoring report findings within 30 days

  ➤ Resolve findings per the corrective action plans

  ➤ Schedule monthly status meetings with FPO

➤ FPO will

  ➤ Provide technical assistance

  ➤ Maintain a working file

  ➤ Confirm resolution of findings

Real Experience

Julie Parks
Grand Rapids Community College

Primary Point of Contact for the Grant Program

➢ Angela Dayton, Job Corps Scholars Federal Project Officer (FPO)

 ➢EMAIL: Dayton.Angela@dol.gov

 ➢PHONE: 312-596-5491

★Any time the main point of contact/program manager for your grant changes, please remember to contact the Federal Project and Program Office by email to JobCorps@dol.gov

Q & A