



DOL Nursing Expansion Project Manager's Checklist

This checklist provides recommended tips and resources that can support your success. Please note some resources in this checklist may have been updated since the checklist was developed. Visit the [Nursing Expansion Community](#) to download the most up-to-date key grant documents.

GRANT COMPLIANCE AND PROJECT MANAGEMENT

- ✓ Review the [Nursing Expansion Funding Opportunity Announcement](#).
- ✓ Download the [Nursing Expansion FAQs](#) for policy clarification and share them with your partners.
- ✓ Review your grant award package, which includes the terms and conditions of your award and your statement of work.
- ✓ Important: Review the grant amendment that resolved any conditions of award and revised the program design in your original statement of work.
- ✓ View the [Office of Grants Management webpage](#) for information on managing your grant and instructions about financial reporting:
 - [ETA's Grantee Handbook](#)
 - [Financial Reporting Instructions](#)
 - [SMART Grants Management eLearning Curriculum](#), self-paced lessons designed for individuals managing DOL-ETA grants
 - [Core Monitoring Guide](#), a framework for on-site grant monitoring
 - To learn how Federal Project Officers (FPOs) use the Core Monitoring Guide and what they look for during monitoring visits, check out the [Participant Case File Maintenance](#) and [Monitoring Reviews](#) virtual events held specifically for Nursing Expansion grantees.
 - [Policy Checklist](#)
- ✓ Read signed agreements, including all partner agreements.
- ✓ Revisit the virtual event related to [Cost-Sharing \(Match\) and Leveraged Resources](#) to learn more about the allowability, valuation, documentation and reporting of this grant requirement.
- ✓ Conduct a gap analysis to assess your program's progress of meeting outcomes against your plan. Use the information provided in your Quarterly Performance Scorecards and corresponding [User Guides](#).

PARTNERSHIPS AND TEAM BUILDING

- ✓ Establish new or continue regular meetings for all key staff members involved in grant implementation across your organization and partnerships.
- ✓ Watch the webinar and review the content from the [Working with the Public Workforce System Case Study](#) to hear two examples of grantees that partnered successfully with local Workforce Development Boards.
- ✓ Review the brief on [Powerhouse Partnerships: Community Colleges and Workforce Boards Working Together](#).
- ✓ Are you looking for partnership technical assistance (TA) resources?
 - [The Nursing Expansion – Partnerships and Leveraging Resources](#) page includes a sample subrecipient agreement and information on how to build and grow strong relationships with grant partners.
 - The H-1B TechHire Grant's [Partnership Assessment Tool](#) will help you clearly envision how partnerships with service providers can be maximized, leveraged, and sustained.
 - The H-1B America's Promise grant program developed the [Assessing Partnership Performance](#) toolkit, designed to help evaluate strengths and opportunities for growth in current partnerships with practical tips and useful tools.
 - Convene your employer and industry partners, as well as other stakeholders to ensure their needs are being met by your program. More ideas are found in the [Employer Engagement Resource Guide](#).
 - Aspen Institute's [Reimagining Employer Engagement Toolkit](#) illustrates the progression of engagement between an employer and a workforce organization from recruitment, to first contact, to deepening the relationship.

PARTICIPANT OUTREACH, ENGAGEMENT, AND SUPPORT

- ✓ Review the [Outreach and Marketing strategies](#) Next Level Now put together for the public workforce system.
- ✓ Learn more about allowable outreach methods and strategies through the [Next Level Now's three-part overview series](#) on the content of [TEGL No. 03-23](#).
- ✓ [The Participant Support Lifecycle tool](#) is designed to help you understand your participants' journeys and identify critical moments where participants disengage, as well as opportunities for support along the way.
- ✓ Review these [Participant Outreach, Recruitment and Support](#) resources for proactive activities from grant inception throughout implementation.

- ✓ Funding and resources are limited, so populations most in need receive [priority of service](#).
- ✓ Learn about [Innovative Supportive Services](#) to keep participants engaged in your programs.

PERFORMANCE MANAGEMENT AND REPORTING

- ✓ Visit the [Reporting Requirements: Policies and Training](#) page on the Nursing Expansion Community to find essential reporting resources, including:
 - [Key Reporting Resources](#): The Performance Reporting Handbooks, the Participant Individual Record Layout (PIRL), the Performance Reporting Orientation series, and a Performance Resource Crosswalk.
 - [QPR \(Quarterly Performance Report\)](#): The PIRL, The Performance Reporting Handbooks, a sample case management data file, the QPR template, resources to help with data collection and tracking, and performance policy guidance.
 - [QNR \(Quarterly Narrative Report\)](#): The QNR template, instructions for submitting your QNR, sample QNRs, and Instructions for reporting on Outcome #7 (preceptors) for Track 2 grants.
 - [WIPS \(Workforce Integrated Performance System\)](#): Resources for accessing WIPS and tutorials and troubleshooting tools.
 - [Grant Performance Outcomes](#): Dedicated resources to help you connect your quarterly reporting with your grant's performance outcome targets. Includes several one-page graphics to help visualize how data elements are related to QPR performance outcomes.
- ✓ Review the revised [H-1B PIRL 2025](#) schema, which is the approved list of data elements grantees are required to collect. It also contains the validation rules the WIPS uses to check data files for errors.
- ✓ Learn about how to appropriately document and validate the participant data you report in **Training and Employment Guidance Letters (TEGLs)**:
 - [TEGL No. 14-18](#), Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL and [Attachment 1: H-1B Grants](#)
 - [TEGL No. 23-19, Change 3](#), Guidance for Validating Required Performance Data Submitted by Grant Recipients of DOL Workforce Programs
- ✓ [Data Collection and Tracking Technical Assistance](#) focuses on collecting and tracking participant and performance data in preparation for reporting to DOL.
- ✓ The [Performance Reporting Orientation Series](#) is a five-part series to provide an overview of key concepts and processes related to quarterly performance reporting.
- ✓ Review past Quarterly Performance Reports and Quarterly Narrative Reports for your grant program.

- ✓ Review your organization's established process for data collection.

CERTIFICATION AND PLACEMENT

- ✓ Learn about [Credentials: What they are, where to find them, and what counts for performance](#) through this webinar and corresponding resources.
- ✓ Review [TEGL No. 25-19: Understanding Postsecondary Credentials in the Public Workforce System](#) to better understand the key elements of credentials and identifying credentials that help individuals acquire the skills needed for quality in-demand jobs.
- ✓ Use the [Post Secondary Credential Attainment Tool](#) to assess qualities that help you learn what credentials can be offered under the grant.
- ✓ Review the [Participant Employment and Placement Resources](#) collected for the H-1B One Workforce grant program.

SUSTAINABILITY

- ✓ Sustainability planning is important from the start of the grant. Start by identifying where your grant fits into the larger goals of your organization and key partners.
- ✓ Sustainability planning is central to grants management to ensure programs and initiatives continue past the end of the grant lifecycle. Review the [sustainability resources](#) and develop sustainability strategies.

MEASURING IMPACT

- ✓ While numbers matter, so does how you are measuring your training programs. Review the [Key Workforce Information, Administrative and Research Data Sources for Evaluation](#) for a basic introduction.
- ✓ Turn your data [From Metrics to Meaning](#) and apply lessons learned from your data.

GETTING CONNECTED

- ✓ Connect with your grant's Federal Project Officer (FPO).
- ✓ Email the [Nursing Expansion Mailbox \(NursingExpansion@dol.gov\)](#) to ensure that you are listed as a point of contact so that you receive important information from the U.S. Department of Labor Employment and Training Administration.
- ✓ Register for [WorkforceGPS](#) (WGPS).
 - Allows you to register for webinars and other online learning events.
 - Gives you access to online resources and recordings from past webinars.