

COMMUNITY PROJECTS

Serving the *community*



Congratulations on receiving a Community Projects grant from the United States Department of Labor, Employment and Training Administration! Before you get started, here are some items we think you should know:

Grant Application--As part of the acceptance of the award, grantees will formally submit a grant application. Requirements of the application will be articulated in the Training and Employment Guidance Letter (TEGL) and will include a statement of work and financial documentation. Following submission, ETA staff will review the application against TEGL requirements and provide technical assistance to revise the application materials accordingly.

Conditions of Award--Within 90 days of grant award, grantees will be required to respond to Special Conditions of Award through a grant amendment that will require edits to the grant award.

Policies and Procedures--Grantees are required to have certain fiscal and programmatic policies. If you do not already have written policies, you will be required to create them.

Programmatic and Financial Performance Reporting--Grantees must submit quarterly programmatic (1) and financial (1) performance reports through designated reporting systems. Grantees must maintain active access to these systems to meet timely reporting requirements.

Pre-Award Costs--Each grant has a period of performance which is articulated in the grant agreement. During this time, grantees can charge the grant for allowable costs. Costs incurred prior to the start of the official grant period of performance *cannot* be applied to the grant.

Adherence to Federal Law, Regulations, and Policy Guidance--Grantees are required to comply with Federal law, regulations, and policy guidance. Grantees will be reviewed for compliance through periodic monitoring and oversight, including an on-site monitoring review at least once in the life cycle of the grant. These reviews include the submission of grant programmatic and financial documentation, in depth interview, and program observation.

Grant Amendments--Any changes to the grant require formal prior approval.

**Acknowledgements*



We recognize that this is both an exciting and stressful time. We are excited for you to embark upon this new duty, but we also understand the apprehension regarding the vast responsibility that taking on this grant opportunity brings. Our Federal Project Officers (FPO) will help you every step of the way. They are a resource you should utilize as much as possible.

If you feel incapable of taking on this responsibility, it is your right to decline the opportunity. Please reach out to cpgrant.programoffice@dol.gov for more information.

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Please note: Timelines are may differ by project. Not included in this image are recurring grant activities and requirements such as quarterly programmatic and fiscal reporting and technical assistance interventions.