

Alaska Department of Labor and Workforce Development Division of Business Partnerships



Denali Training Fund Youth Program

- Denali Training Fund Youth Program
 - Carrie Couey, Program Coordinator
 - Chari Henton, Grants Administrator
- Group Introductions
 - Name & Organization
 - Project Overview
 - Age groups
 - Rural areas served



Introductions

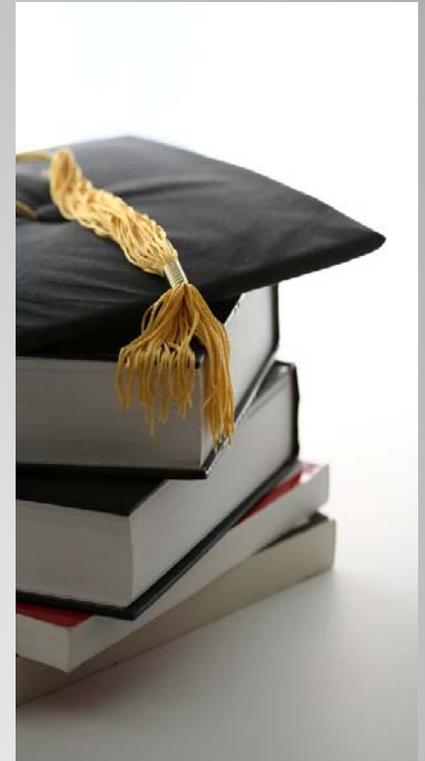


- Funded by the Denali Commission
- Administered by the Department of Labor and Workforce Development, Division of Business Partnerships
- Ensures rural youth 16 to 24 years old have access to basic work, education, and skills training for entry into the workforce

Program Overview

Denali Training Fund Youth Program services are provided through:

- Career Guidance
- Employability Skills
- Work Experience
- Applied Academic Training
- School to Apprenticeship
- Innovative Projects
- Grant Administration (limited to 5%)



Youth Services

- Training project must have:
 - Sustainability / Leverage funds
 - Grantee investment
 - Clearly defined performance goals
 - Measurable outcomes
 - Prepare youth for high growth, high demand industries
 - Demonstrate regional planning and coordination

Funding Priorities

- For Profit and Non Profit Organizations
- Educators
- Industry Trainers
- Community Service Agencies
- Capacity to provide or facilitate training, or identify the contractor/partner with the capacity to provide or facilitate training.

Eligible Entities



PROPOSAL APPROVED

- Provide the services outlined in the scope of the grant agreement
- Meet the goals and objectives outlined in the grant agreement
- Measure the outcomes
- Document the outcomes
- TIP – Set up system to collect data from the beginning

Grantee Responsibilities



Grant Reporting

All grantees must submit quarterly reports

- Required reports include:
 - Progress and financial reports
 - Participant list
 - Success stories with training pictures (action photos)
 - Final Close-out report
 - MIS reporting (coming soon)



All required reports are indentified in your grant agreement.

Reporting Requirements



PROGRESS REPORTS

Forms are supplied by the Division

- Submit completed progress report as an individual document
- Reports are uploaded to Denali Commission database
- Participant list
- Submit photos digitally
 - Identify who is in the photo / training they are engaged in
- Due 15 days after the end of the quarter
- Email reports to Chari Henton



Progress Reports



State of Alaska
 Department of Labor & Workforce Development
 Division of Business Partnerships
 1016 West 6th Avenue, Suite 205
 Anchorage, Alaska 99501
 907-269-4551 \ 907-269-0068 fax



**Denali Training Fund - Youth Program
 Quarterly Progress Report**

Funds for this project are provided by the Denali Commission and the USDOL and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization:	
Name of Project:	
Reporting Period:	
Contact Name:	
Contact Number:	

Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the grant agreement.

Signed by: _____ Dated _____

The performance of this grant will be based upon the success achieved in relation to the goals established and approved by the Alaska Department of Labor, and will be reported in the Grantee's quarterly progress reports. Specific goals and objectives for this project are:

TARGET POPULATION:

Participants served to date: _____

GOALS/OBJECTIVES ACCOMPLISHED TO DATE:
 Please provide the number of participants served to date.

- Goal 1
- Objective 1.1
- Objective 1.2

Goals/Objectives	By 6/30/10	Number Served to Date	Documentation
1 1			
1 2			

NARRATIVE OF SERVICES:
 Provide a brief narrative of services provided this quarter by applicable Goal/Objective.

ACCOMPLISHMENTS: SUCCESS STORIES:
 Provide a narrative of participant successes resulting from participation in your program. Please include photos.

PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD:
 Describe the grant activities you expect to complete during the next quarter.

ON TIME AND ON BUDGET:
 Are the grant activities progressing as planned? Are you within your budget? If not, what is the cause? What is the solution? How can we help?

DEMOGRAPHIC DATA:
 List the number of participants, the age groups, the school the activities took place (list community if not at a school), number of the participants that are in school, the number of participants that are not in school and the training dates.

# OF YOUTH	# OF 16 - 18 YEAR OLDS	# OF 19 - 24 YEAR OLDS	SCHOOL OR COMMUNITY	# YOUTH IN SCHOOL	# YOUTH OUT OF SCHOOL	TRAINING DATES

STATISTICAL DATA:
 Please complete the table below as applicable.

By Quarter	Career Guides Activities & Exploration	Youth Employability Skills	Work Experiences	Academic Training	Apprenticeship and Pre-Apprent.	Total Participants
01/1 - 03/31						
04/1 - 06/30						
07/1 - 09/30						
10/1 - 12/31						

Please note: The data collected in your Quarterly Progress Report provides vital information that can have a direct impact on future funding for our grant programs. Forwarding your success stories and photos as part of our requests is further evidence of how rural youth training is crucial to building a strong workforce for Alaska. Thank you in advance for your cooperation.

New Progress Report

Quarterly progress reports provide information on the goals and objectives you are required to complete under your grant agreement. The financial report must follow the approved budget and relate to the activities listed in the progress report.

QUARTER ENDING	REPORT DUE DATE
September 30	October 15
December 31	January 15
March 31	April 15
June 30	July 15
Final Quarter	45 days after end of quarter

This is a critical part of the performance report.

Quarterly Progress

Types of monitoring: Desk and Onsite

- Monitoring includes program & financial review
 - Review participant files
 - Review progress reporting
 - Program processes and procedures
 - Financial records & reimbursements
 - Adherence to grant agreement requirements

The purpose of monitoring is to address any administrative or program concerns and come up with a corrective action plan.

Program Monitoring



FINANCIAL REPORTS

Forms are supplied by the Division

- Reimbursement requests must be:
 - For expenses incurred and paid for and within the period covered by the grant agreement
 - Submitted in the approved format provided
 - Based upon the grantees accounting system, a financial report generated from the accounting system must be attached.
 - Supported by source documentation
 - For grantee contribution reporting
- Due 15 days after the end of the quarter

Financial Reports



- A written request for a Budget revision is required if there is a change in scope, a change in total funding, or any line item adjustments exceeding 10%
- An approved progress report and current participant list must be on file before a reimbursement request can be processed
- Vendor documentation must be maintained on file with the grantee for a period of not less than 5 years

Additional Requirements

	<u>EDUCATIONAL INSTITUTIONS</u>	<u>STATE & LOCAL GOVERNMENT - INDIAN TRIBES</u>	<u>NON-PROFIT ORGANIZATIONS</u>	<u>COMMERCIAL ORGANIZATIONS</u>
<u>COST PRINCIPLES</u>	OMB A-21 (2 CFR 220) Grants, Contracts & Other Agreements	OMB A-87 (2 CFR 225) Grants, Cooperative, & Other Agreements	OMB A-122 (2 CFR 230) Grants, Contracts, & Other Agreements	48 CFR 31 Contracts
<u>UNIFORM ADMIN REQUIREMENTS</u>	OMB A-110	OMB A-102	OMB A-110	
<u>DOL IMPLEMENTING REGULATIONS</u>	29 CFR 95	29 CFR 97	29 CFR 95	48 CFR 31
<u>AUDIT REQUIREMENTS</u>	OMB A-133	OMB A-133	OMB A-133	29 CFR 96

Cost Principles and Guidance

Allowable costs must be:

- Necessary
- Reasonable
- Allocable – cost directly related to grant
- Authorized in the grant agreement
- Treated consistently
- Adequately documented
- Must receive fair share of benefit

Basic Cost Principles

Unallowable costs include:

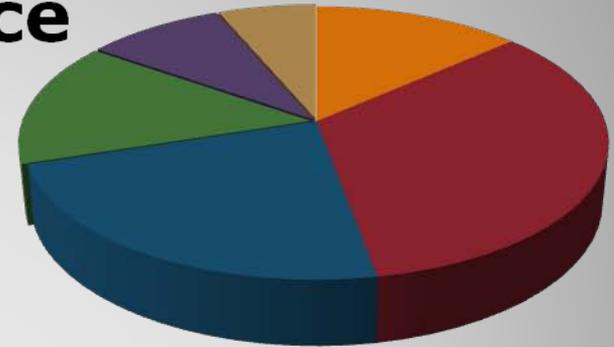
- Lobbying
- Fines and penalties
- Alcoholic beverages
- Entertainment and tips
- Furniture, buildings, equipment or vehicles
- Supplanting of wages for existing positions
- Contributions, donations or fund raising
- Reserves for contingencies

Unallowable Costs



Department of Labor and Workforce Development

Dept of Labor and Workforce Development Programs



- Pipeline Training
- STEP - State Training & Employment Program
- TVEP - Technical Vocational Education Program
- WIA - Workforce Investment Act - Adult & Youth
- Denali Training Fund - Rural Adult & Youth
- Youth First - Career and employment development

Other fund sources: ASESP State Energy Sector Partnership & ARRA American Recovery Reinvestment Act



LOOKING AHEAD

- We're going "green"!!!
- Apply for grants, grant reporting, reimbursement request on-line.
 - HTC Global / EGrAMS
- MIS Training
 - Training will be on-line through Moodle

Future Reporting

- Carrie Couey, DTF Program Coordinator
carrie.couey@alaska.gov – Phone 269-4551
- Chari Henton, DTF Grants Administrator
chari.henton@alaska.gov – 269-3745
- Dept of Labor DBP Policies
<http://www.labor.alaska.gov/bp/policies.htm>
- Office of Management and Budget OMB Circulars
<http://www.whitehouse.gov/omb/circulars>

Contact Information & Resources