

Elements of a Grant Assistance Plan

This is a template; not all items may be required.

- A. Description/Assessment of the current situation and problem
 - a. Strategies and tactics
 - i. Review strategies currently in use to address local needs
 - ii. Assess effectiveness of current practices
 - iii. Consider successful strategies from other local areas
 - b. Stakeholders: Who's included, who's missing
 - c. Spending
 - i. Are all opportunities being leveraged
 - ii. Review eligibility (barriers/concerns)
 - iii. Cost per participant
 - iv. Spending detail (allocations, allowable cost, training vendors, etc.)
 - d. Performance/Outcomes
 - i. Ensure expectations are in line with federal and state guidance
 - ii. Run appropriate reports consistently to identify actual status
 - iii. Confirm strategies in use target specific outcomes being measured
 - iv. Analyze and ensure data integrity
 - v. Compare actual status to planned status, i.e. enrollments, allocations, etc.
 - vi. Consult with CDLE key staff to address concerns early

- B. Strategies and elements to be applied as interventions and solutions to the problem, at a minimum:
 - a. Convene stakeholders
 - i. Provide comprehensive report of program status to include details on enrollments, expenditures, etc.
 - ii. Ensure proper players are at the table (i.e. corporate knowledge with local and state perspective)
 - iii. Brainstorm strategies
 - iv. Develop action items (assign tasks as needed)
 - b. Short-term and long-term strategies and tactics with specific dates and measurable objectives
 - i. Incorporate information from stakeholder meeting into planning process
 - ii. Implement best practices from partners with similar programs
 - iii. Develop and implement plan with stakeholder approval
 - iv. Consider cross regional/organizational partnerships
 - v. Review impact of State/Local policies (adjust when appropriate)
 - vi. Develop tracking tools (Charts, Tables, etc.)
 - c. Regular meetings of project management team
 - i. Local grant coordinator, **State** grant coordinator, CDLE Regional Liaison, and Management
 - ii. Create, track and adjust strategies and tactics to address what's working and what's not working
 - iii. Local area provides weekly performance and fiscal update
 - iv. Continue to improve process/plan until goals are met
 - v. Share best practices with interested parties