

Items to be Approved by the Office of Family Assistance (OFA)

- Memorandums of Understanding (MOUs)
 - See MOU Review Sheet
- Contracts
 - See Contract and Request for Proposal Review Sheet
- Requests for Proposals
 - See Contract and Request for Proposal Review Sheet
- Key Staff Hiring
 - Definition: The PI/PD and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measureable way, whether or not they receive salaries or compensation under the grant. Therefore staff that is supervisory in nature or making key programmatic decisions will be defined as key staff for HPOG and need approval.
 - Background: If key staff is not specified in the application materials, the grantee must submit that position for hiring approval. If key staff is named in the application this is not necessary.
 - Approval Process: Before the offer of employment is extended, the grantee will upload the following to GrantSolutions as a Grant Note using the naming convention *Key Staff NAME MM YYYY Proposed* (e.g. Key Staff Smith 11 2015 Proposed)
 - A copy of the organization's personnel/ hiring procedures (only for the first hiring approval ever submitted)
 - A written explanation detailing the steps taken by the organization in following that hiring procedures
 - The job description for the key staff position
 - The resume for the proposed person to be hired
 - OFA will note approval for the key staff hiring in GrantSolutions and once OFA has done this, the offer for employment can be extended to that key staff.
 - If this is changing the PI/PD or Authorized Official, then the grantee will need to complete an Amendment in GrantSolutions to have this officially changed on the Notice of Award.
- Dissemination Materials
 - Definition: There are two broad categories of dissemination materials - written documents and electronic media. Written documents include recruitment flyers, newsletters, information sheets, etc. This would also include media releases, newspaper articles, radio/ TV ads, etc. where advanced approval is possible. Electronic media includes things like websites.
 - Background:
 - Written materials must include the following funding and disclaimer statement, along with the HPOG logo: "This document was supported by Grant [number of grant] from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS."

- For instances where space or time is an issue, such as a radio or small newspaper ad, a condensed version of the above may be used (e.g., “Grant funding supported by the Administration for Children and Families and contents are solely the responsibility of the authors.”)
 - Recruitment materials in use by grantees that are part of random assignment, Impact Study, must also include the following statement “HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be selected to participate in these opportunities.”
 - Those grantees must also send marketing/ recruitment materials to the designated local evaluation team lead for approval.
 - Electronic media must also contain the above full funding statement, disclaimer, evaluation statement, and logo, as well as links to the official HPOG website and social media accounts.
 - Social Media Accounts – If you’re creating a Facebook, Twitter or LinkedIn account for your HPOG program, you need to submit these for approval as well. Here are the steps you need to follow:
 - Design your page on Facebook, Twitter or LinkedIn.
 - Please make sure to include the disclaimer(s) in the profile section of these accounts. If the full disclaimer does not fit in the profile section (due to character limits), please link to your organization’s webpage where this information can be found.
 - This means that your office needs to have an HPOG page on their website (see information on electronic media above for more information). If you don’t, please speak with your program specialist about how to meet the disclaimer requirements.
 - Once it is final, submit a Grant Note in GrantSolutions requesting approval of the page, as you would the other types of dissemination information.
 - Your program specialist will go in and make approval.
 - Then, you should include a link to your Facebook, Twitter and/or LinkedIn pages in the Dissemination Section of your PPR. Your Program Specialist will be checking these pages every 6 months as part of your PPR review.
 - Approval Process: Before the item is disseminated to the public, the grantee will upload the document or link to GrantSolutions as a Grant Note using the naming convention *Marketing NAME MM YYYY Proposed* (e.g. Marketing Recruit Flyer 11 2015 Proposed)
 - If the grantee is part of random assignment, the document should also be sent to the designated local evaluation team lead for approval.
 - OFA will note approval for the dissemination material in GrantSolutions and once OFA has done this, the item can be used/ disseminated to the public.
- Incentives/ Gift Cards
 - Background: As noted in the FOA, since grant funds may not be used for the provision of cash payments, OFA will be determining whether a grantee’s use of funds for “incentives” and “gift

cards" is allowable or not on a case by case basis. These policies should clearly describe how obtaining an incentive is closely related to meeting a program milestone (such as completing training and/or obtaining employment) and how it meets with all of the funding restrictions outlined in this section of the FOA. Gift cards may be used for the purpose of providing incentives and/or supportive services (such as gas cards limited to the purchase of gasoline as a transportation supportive service). Gift cards must be restricted from being used for alcohol, firearms, tobacco, or entertainment. All incentives and gift cards must be allowable and reasonable amounts as determined by the Cost Principles found at 45 CFR 75.

- Approval Process: Before the organization implements an incentive/ gift card policy, the grantee will upload the policy containing the following items to GrantSolutions as a Grant Note using the naming convention *Incentive Policy MM YYYY Proposed* (e.g. Incentive Policy 11 2015 Proposed)
 - Incentive attainment milestones tied closely to meeting program milestones, such as completing training, obtaining employment, and retaining employment.
 - Incentive items to be awarded tied closely to program outcomes and support of participants such as scrubs, watches, items needed for a job or class, utility or gas cards
 - If gift cards are used, a statement confirming the gift cards will be restricted from being used for alcohol, firearms, tobacco, or entertainment is needed in the policy. Also, the type/store and amount of the gift card will need to be noted.
 - The process or forms for awarding the incentive items and how incentive items will be purchased or stored to assure proper use.
 - OFA will note approval for the policy in GrantSolutions and once OFA has done this, the policy can be implemented.
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- **Gas Cards**
 - Background: Same as information found with Incentive/ Gift Cards
 - Approval Process: Before the organization implements the use of gas cards as an incentive or supportive service, the grantee will upload the policy containing the following items to GrantSolutions as a Grant Note using the naming convention *Gas Card Policy MM YYYY Proposed* (e.g. Gas Card Policy 11 2015 Proposed)
 - How students get gas cards – whether it is based on class attendance, part of an incentive plan, part of a supportive service, etc. There should be a written policy that both the staff and participant understand.
 - How the amounts of the cards are determined – could be preset by supportive service policy or by miles driven or number of classes to attend
 - How often students are given the cards, that students will sign for receipt of the cards, if receiving the cards is based on class attendance, or other proper use of the cards, etc.
 - OFA will note approval for the policy in GrantSolutions and once OFA has done this, the policy can be implemented.
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- **Medical Care Supportive Services**
 - Background: The FOA states “As noted above in section 2005(a)(4), in proposing supportive services related to the provision of medical care, or for room and board, applicants must show how it is an integral but subordinate part of the HPOG-funded program.” In some cases, physicals, immunization, and testing are barriers to entry into health care employment due to the

- cost. Without having a physical, up to date immunization records, and TB testing, participants cannot be employed in a health care field.
- Approval Process: Before the organization implements the use of such supportive service, the grantee will upload the policy containing the following items to GrantSolutions as a Grant Note using the naming convention *Service Policy MM YYYY Proposed* (e.g. Service Policy 11 2015 Proposed)
 - Explanation of the support proposed, provider organization, and average cost
 - How it is an integral but subordinate part of the HPOG-funded program
 - Confirmation statement that funds for the supportive service will be paid directly to a third-party vendor
 - OFA will note approval for the policy in GrantSolutions and once OFA has done this, the policy can be implemented.
- Room and Board Supportive Services
 - Background: The FOA states, “As noted above in section 2005(a)(4), in proposing supportive services related to the provision of medical care, or for room and board, applicants must show how it is an integral but subordinate part of the HPOG-funded program.” For example, student housing may be needed during a boot camp, orientation type training where all-day training attendance is mandatory and participants cannot commute on a daily basis without much hardship. This housing is also temporary in nature and crucial to program success.
 - Approval Process: Before the organization implements the use of such supportive service, the grantee will upload the policy containing the following items to GrantSolutions as a Grant Note using the naming convention *Service Policy MM YYYY Proposed* (e.g. Service Policy 11 2015 Proposed)
 - Explanation of the support proposed, provider organization, and average cost
 - How it is an integral but subordinate part of the HPOG-funded program
 - Confirmation statement that funds for the supportive service will be paid directly to a third-party vendor
 - OFA will note approval for the policy in GrantSolutions and once OFA has done this, the policy can be implemented.
- On the Job Training (OJT) Plan
 - Background: The FOA states, “As noted above in section 2005(a)(3), grant funds may not be used to provide wages to participants. However, grant funds can be utilized to pay employer partners for training services provided by the employer at their sites for program participants, also known as on-the-job training (OJT).”
 - Approval Process: Before the organization implements the use of OJT, the grantee will upload the contract containing the following items to GrantSolutions as a Grant Note using the naming convention *Contract OJT MM YYYY Draft* (e.g. Contract OJT 11 2015 Draft)
 - Please reference the Contract Review Sheet for needed elements.
 - Additionally, contracts with employer partners must identify the title of the occupation, skills and competencies to be learned, how training will be provided, reimbursement rate, the length of training, and anticipated start date.

- OFA will note approval for the contract in GrantSolutions or send needed edits. Once OFA has approved the draft contract, the grantee can execute the contract. This signed contract should then be uploaded to GrantSolutions as a Grant Note using the naming convention *Contract OJT MM YYYY Signed* (e.g. Contract OJT 11 2015 Signed).
- Addition of New Healthcare Occupational Trainings
 - Background: The healthcare occupations that were proposed in the grant application documents, and agreed upon by OFA, are the occupations that are considered approved for training participants. Programs are only allowed to train those healthcare occupations. Programs are allowed to add other healthcare occupational trainings as new labor market needs are identified, as long as those occupations are part of an articulated career pathway. Programs can add those healthcare occupational trainings, and offer training, after receiving approval from OFA.
 - Approval Process: Before the organization can train for a new healthcare occupation, the grantee will upload a justification containing the following items to GrantSolutions as a Grant Note using the naming convention *Add Occ NAME MM YYYY Proposed* (e.g. Add Occ Surgical Tech 11 2015 Proposed)
 - The most pertinent Standard Occupational Classification (SOC) code for the healthcare occupational training.
 - How the proposed healthcare occupation training is preparing students for one or more specific employer or industry recognized credential or degree (which can include a license, third-party certification, postsecondary educational certificate or degree, or a Registered Apprenticeship certificate).
 - A description, narrative or diagram, of the career pathway for the healthcare occupation.
 - Labor market information, including employment rates, projected employment rates, and number of job openings.
 - Real-time labor market trends, including job posting volume, and educational or experience requirements.
 - Occupational wage data, including the median wage and wage ranges.
 - Estimated average starting wages within the proposed service area.
 - Verification from local employers regarding their needs and expectations.
 - Local training capacity including the provider and length of training.
 - Estimated number of participants that will begin the occupational training and an indication of if this addition would require other workplan projection changes.
 - OFA will note approval for the new healthcare occupation in GrantSolutions. Once OFA has done this, the new occupation with vendor information can be input into PAGES and training can be offered to participants for that occupation.