

Dear Round 4 TAACCCT Grantees:

This is to remind you of several important deadlines that are fast approaching and to point you to some resources that may help you meet them.

1. Final Third-Party Evaluation is due no later than **September 30, 2018**

The TAACCCT Round 4 SGA/DFA PY-13-10 requires that all grantees submit "...a final evaluation report due at the end of the grant period of performance." *See TAACCCT Round 4 SGA V.D. Program Evaluation Component (page 76)*. Accordingly, your Third-Party Evaluation is due no later than September 30, 2018. **Extensions will not be possible.**

Guidance for producing your evaluation report can be found here: <https://www.taacccteval.org/taaccct-evaluation-reports/>. Please note that the TAACCCT Final Report Guidance has not yet been updated for Round 4, but no major changes are anticipated. Also, the site now includes the June 2017 Webinar on Developing your TAACCCT Final Evaluation Report (Round 3) which will still be relevant. There is a webinar planned for March of 2018 specific to Round 4 grantees but please feel free to view the Round 3 webinar in the meantime.

We especially encourage you to reinforce with your Third-Party Evaluator the value of using the Recommended Outline for the TAACCCT Final Report Executive Summary. It will benefit you, as the grantee, because you will receive a concise and useful executive summary to share, and it will benefit the TAACCCT National Evaluator to synthesize a summary of evaluations across all grants.

To submit your Third-Party Evaluation, email it to your FPO, TAACCCT@dol.gov, and TAACCCTeval@urban.org no later than September 30, 2018. We request that you also post it to [SkillsCommons.org](https://www.skillscommons.org) as a [Final Program Report](#) material.

2. All course- and project-related materials, including third-party subject matter expert reviews, should be posted to SkillsCommons no later than **September 30, 2018**

The TAACCCT Round 4 SGA/DFA PY-13-10 requires that all grantees will build upon and contribute to the body of Open Educational Resources (OER) and continue to create innovative, technology driven innovations in career training and education. The Department considers curricula, course materials, teacher guides, and other products developed with grant funds as grant deliverables. These items were identified in each grantee's statement of work as deliverables and are to be submitted to the Department according to the work plan or prior to the end of the period of performance. To submit these to the Department, you must prepare and upload your deliverables to SkillsCommons, including the required third-party subject matter expert reviews. We held a webinar that explains the process which can be viewed here: [SkillsCommons Support Services Center: Preparing and Sharing Your TAACCCT Deliverables](#).

See TAACCCT Round 4 SGA IV.B.3.a.(2).(g).(iii) Project Workplan: Identification of Project Deliverables (page 54)

TAACCCT represents an investment in the next generation of open educational resources (OER) by continuing to require that all new intellectual property, including all digital content be openly licensed for free use, adaptation, and improvement by others. With the high quality OER produced in the first

rounds of TAACCCT, TAA-eligible and other adult workers are better able to obtain affordable, high-quality training that will lead to careers in high-wage industries.

The over 12,000 resources TAACCCT grantees have uploaded to the repository at SkillsCommons.org have already become a significant resource for workforce development training providers, with over 630,000 downloads to date. In fact, you can use these resources now in other programs on your campus. We encourage you to let others on your campus know about the OER available for a wide range of industries including advanced manufacturing, healthcare, IT, energy, and many others. The [grant project showcase](#) page is a good link to share.

The steps involved in fulfilling your grant requirements related to SkillsCommons include the following:

- 1) [Create a SkillsCommons account](#)
- 2) [Prepare your materials](#)
- 3) [ADA compliance requirement](#)
- 4) [Creative Commons Attribution Requirement \(CC BY\)](#)
- 5) Third-party subject matter expert review (see the [Compilation of TAACCCT FAQs](#) V.C. Third-party review requirement, page 26)
- 6) [Upload your materials](#)
- 7) [Edit materials after uploading](#)
- 8) [Check that requirements have been completed](#)

You can see further guidance on how to complete these steps on the SkillsCommons support page on [contributing and managing materials](#), and in the [Compilation of TAACCCT FAQs](#), part V. TAACCCT's Repository of Deliverables – SkillsCommons, page 24. Moreover, all of these activities related to uploading materials to SkillsCommons are allowable uses of grant funds through Sep. 30th 2018.

3. Detail about program development and delivery needed in FINAL QNPR

As a reminder, several sections of the Quarterly Narrative Performance Report (QNPR) play an especially important role in our reporting—particularly Section A, “Quarterly Summary for Grant Activities;” Section D, “Timeline for Grant Activities and Deliverables;” and Section G, “Best Practices, Promising New Strategies, and Success Stories.” We request that when you complete your **Final QNPR, you provide as much detail as possible in the narrative portions of these sections** as we analyze these responses to help us to better quantify the capacity-building outcomes of TAACCCT grants. In addition, your final QNPR should cover the entire life of the grant, not just the 4th quarter of 2018.

We want you to know that your hard work on capacity building is being counted, along with performance data for training and employment outcomes! Thus, you may wish to draft these sections of the QNPR early on if you anticipate staff changes before the end of the grant.

4. Closeout

Your grant's period of performance will end on September 30, 2018. That means your grant will be in Closeout starting October 1, 2018. You will receive an email from a closeout specialist in the Office of Grants Management in August of 2018 that will include a closeout package and further details. Some have asked if they can start closeout earlier but the site does not open until October 1. However, you can get everything ready to input and there are two key TA resources available so you can prepare for this process.

- a) [The Compiled TAACCCT FAQs](#), specifically **section VII**, offers an abundance of information on the closeout process. Please note that while the language references Round 3 grantees, the information has not changed and is just as applicable to Round 4 grantees. You can find the FAQs [here](#).

- b) We hosted a [webinar](#) in February 2017 on closeout for Round 3 grantees. You can view the recording [here](#). We plan on hosting another webinar in early February for Round 4 grantees. However, the information presented in the Round 3 webinar has not changed (except for due dates) and is just as applicable to Round 4 grantees. The Round 4 webinar will allow for more Q & A in lieu of a presentation. For this reason it is strongly recommended that you **watch the Round 3 webinar first**, in preparation for the Round 4 webinar.

Please contact your FPO if you have any questions about these deadlines or the required deliverables.

Thank you for the attention we know you are all giving to your grants in the final months. We look forward to seeing how TAACCCT grants have helped you build the capacity of your institution in ways that will benefit students well into the future!

Cheryl Martin
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