

Attachment B
DOL YouthBuild - YBUSA TA Coaching Protocol Summary

DOL YouthBuild - YBUSA TA Coaching Management	
Coach Portfolio Reviews	Each TA coach is assigned a YBUSA Portfolio Manager (PM). PM reviews and approves coach reports. Coach and PM review TA progress with grantees in the coach’s portfolio at least quarterly. The PM is a source of support to the Coach, the grantee, and/or the FPO as needed.
FPO-Coach-YBUSA Communication	<p>The Coaches and FPOs have different roles and responsibilities that work in concert to support grantee’s success. In order to ensure that the relationship between Coaches and FPOs is complementary, there are some key communication expectations that are necessary for success. Some ways to strengthen communication:</p> <ul style="list-style-type: none"> • YBUSA coaches are expected to establish a working relationship with the grantee’s FPO and include YBUSA on pertinent communication regarding a grantee. Coaches should have an initial phone call with FPO for newly assigned grantees and at the beginning of a consultant contract period. • Coaches will develop a TA plan for each grantee in partnership with the grantee and FPO. The FPO is a key partner in helping to finalize TA coaching plans with YBUSA. • Timely communication is important. Coaches should complete coach reports on time to insure FPO has access to timely information regarding a grantee. • Coaches will reach out to YBUSA and the FPO if there are concerns related to the grantee’s grant management process and work with the grantee to inform the FPO if there are technical assistance needs related to grant implementation and management. • If there are issues with communication between the Coach and the FPO, the coach or FPO should let YBUSA know about the situation in order to resolve the issue(s). • Coaches are required to consult with the FPO prior to an on-site visit to discuss the agenda and needs of the grantee, in order to maximize their time on-site.
DOL YouthBuild Coach Training(s) Coach Investment Calls/Webinars	YBUSA provides on-going training and support to coaches to ensure they are able to effectively support DOL YouthBuild grantees. In addition to this support YBUSA partners with DOL YouthBuild to provide trainings and resources to ensure coaches are kept abreast of DOL YouthBuild regulations and best practices.
DOL YouthBuild Grantee - YBUSA TA Coaching Deliverables	
YBUSA Designation	TA Coaching Deliverables
New Sites - These sites are new DOL grantees. In a few circumstances these sites are experienced programs with new parent organizations that are new DOL YB grantees.	<p>Each grantee will have a baseline of up to 12 hours of remote TA coaching by phone or virtual platforms thru December 2016 with additional hours to be approved by YBUSA based on need and availability of resources. Below are expected coaching deliverables:</p> <ul style="list-style-type: none"> • Coach work with grantee to conduct a self-assessment in order to identify the TA priorities. Coach connects with FPO to assess grantee needs. • Coach submits a Grantee TA Plan to YBUSA for approval by May 31, 2016. • On-going TA coaching based on approved TA plan. <p>On-site TA session (up to two days) by June 30, 2016 for grantees that have not had an initial new site visit in Fall 2015 <i>*Additional remote TA hours and/or on-site TA session will be approved by YBUSA based on need and availability of resources</i></p>

<p>Developing Stage 1 Sites (D1) - These are sites that are 2014 or 2015 grantees that are included in the YBUSA New Site Portfolio to ensure the grantee has established a solid foundation of program design and organizational development strategies</p>	<p>Each grantee will have a baseline of up to 12 hours of remote TA coaching by phone or virtual platforms thru December 2016 with additional hours to be approved by YBUSA based on need and availability of resources. Below are expected coaching deliverables:</p> <ul style="list-style-type: none"> • Coach work with grantee to conduct a self-assessment in order to identify the TA priorities. Coach connects with FPO to assess grantee needs. • Coach submits a Grantee TA Plan to YBUSA for approval by May 31, 2016. • On-going TA coaching based on approved TA plan. <p>On-site TA session (up to two days) by June 30, 2016 for grantees that have not had an initial new site visit in 2014/2015 <i>*Additional remote TA hours and/or on-site TA session will be approved by YBUSA based on need and availability of resources</i></p>
<p>Developing Stage 2 Sites (D2) - These sites are 2015 grantees that have had previous DOL grants but there was a gap in funding cycle (i.e. last grant was 2012 or 2011)</p>	<p>Each grantee will have a baseline of up to 12 hours of remote TA coaching by phone or virtual platforms thru December 2016 with additional hours to be approved by YBUSA based on need and availability of resources. Below are expected coaching deliverables:</p> <ul style="list-style-type: none"> • Coach work with grantee to conduct a self-assessment in order to identify the TA priorities. Coach connects with FPO to assess grantee needs. • Coach submits a Grantee TA Plan to YBUSA for approval by May 31, 2016. • On-going TA coaching based on approved TA plan. <p><i>*Additional remote TA hours and/or on-site TA session (1-2 days) will be approved by YBUSA based on need and availability of resources</i></p>
<p>Developing Stage 3 Sites (D3) - These sites are 2014 and 2015 grantees that have had consecutive DOL grants</p>	<p>Each grantee will have a baseline of up to 12 hours of remote TA coaching by phone or virtual platforms thru December 2016 with additional hours to be approved by YBUSA based on need and availability of resources. Below are expected coaching deliverables:</p> <ul style="list-style-type: none"> • Coach work with grantee to conduct a self-assessment in order to identify the TA priorities. Coach connects with FPO to assess grantee needs. • Coach submits a Grantee TA Plan to YBUSA for approval by May 31, 2016. • On-going TA coaching based on approved TA plan. <p><i>*Additional remote TA hours and/or on-site TA session (1-2 days) will be approved by YBUSA based on need and availability of resources</i></p>

TA Coach Reporting

YouthBuild USA DOL YouthBuild TA Coaches complete two types of reports, TA Coaching Priorities Assessment Report and TA Coaching Activity Report, which are submitted to YBUSA for approval. Approved TA Coaching Reports are then transmitted to the FPO of the assigned grantee via email with a PDF of this report as an attachment. In addition to this automatic email, an FPO is able to directly access approved coach reports for grantees through the web-based system and is able to download any attachments attributed to a specific report. *If there are any technical issues with accessing the web-based coach reporting system please contact: Consuela Greene, Director of Technical Assistance, cgreene@YouthBuild.org*

<p><i>TA Coaching Priorities Assessment Report</i></p>	<p>Coaches will complete this report 1-2 times per operation year. The report will include an attached TA Priorities Plan for approval by YBUSA with input from the assigned FPO for the grantee.</p> <p>Coach submits report within one week of engagement with grantee; YBUSA electronically submits approved coach reports to the FPO via email within two weeks of the engagement.</p>
<p><i>TA Coaching Activity Report</i></p>	<p>Complete this report for each remote (by phone or virtual platform) or on-site TA session. This is a point-in-time progress report that needs to align with the TA plan goals and will be used to demonstrate grantee's progress towards reaching the TA goals.</p> <p>Coach submits report within one week of engagement with grantee; YBUSA electronically submits approved coach reports to the FPO via email within two weeks of the engagement.</p>

YBUSA TA Coaching Management Team

<p>Helen Whitcher <i>Senior Director of Technical Assistance</i> hwhitcher@YouthBuild.org</p>	<p>Provides oversight of coaching coordination for all grantees. Provides direct primary TA coaching to 1-2 grantees and specialty coaching to grantees as needed.</p>
<p>Consuela Greene <i>Director of Technical Assistance</i> cgreene@YouthBuild.org</p>	<p>Responsible for coaching coordination for Developing Stage 2-3 grantees. Provides coaching portfolio management to some of the YBUSA coaches. Provides direct TA coaching to 2-3 grantees and specialty coaching to grantees as needed.</p>
<p>Phoebe Reeves-Murray <i>Associate Director of Technical Assistance</i> preeves@YouthBuild.org</p>	<p>Responsible for coaching coordination for new and Developing Stage 1 grantees. Provides coaching portfolio management to some of the YBUSA coaches. Provides direct TA coaching to 2-3 grantees and specialty coaching to grantees as needed.</p>

YouthBuild USA

DOL Youthbuild TA Coaching Protocol

