**Q: How often does program monitoring occur if the grant award is $50,000? Is the program monitoring in-person?**

A: Program monitoring will occur once a year. For grants $50,000 and under, the monitoring will consist of a desk review and will not be in-person. There is the potential of on-site technical assistance for new Youth at Work grantees.

**Q: Is Cory Schmid our main point of contact through the grant?**

A: Yes. Cory Schmid will be the primary contact for the Youth at Work grant. Cory can be reached via email (Cory.Schmid@state.mn.us) or by phone: 651-259-7541.

**Q: When will the Workforce One training be scheduled? Will we receive information of the required documentation for participant files at the WF1 training as well?**

A: More information will be sent out once a date has been confirmed for the Workforce One training. There will also be more information on required documentation for participant files. This will likely be a topic that will be included in a monthly conference call/webinar that was discussed in the introductory webinar on July 12th.

**Q: When can we start to enroll participants into Workforce One?**

A: All organizations will need to have Workforce One access before any participants can be enrolled. In addition, the contract with your organization must have all necessary signatures and be executed before participants can be enrolled. Once both of those requirements have been fulfilled, organizations will be able to enter participants retroactive to **July 1st, 2019.**

**Q: When will the contract start date be for Youth at Work Grants?**

A: The contract start date is the date at which all necessary signatures are obtained. DEED has approved payment reimbursements retroactive to **July 1st, 2019**.

**Q: What is included in the Quarterly Narrative Report Form? Who does this need to be submitted to each quarter?**

A: The Quarterly Narrative Report Form is posted on the Youth at Work webpage here: <https://mn.gov/deed/programs-services/office-youth-development/special/grants/>. The report must be emailed to Cory Schmid - Cory.Schmid@state.mn.us.