Apprenticeship

Apprenticeship Connections
A Resource for ASE and SAE Grantees

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Office of Apprenticeship Updates

Welcome, Apprenticeship State Expansion (ASE) grantees, to the *Apprenticeship Connections* newsletter! This monthly newsletter provides regular communications to SAE (State Apprenticeship Expansion) and ASE grantees, with a focus on updates from the Office of Apprenticeship, technical assistance resources, upcoming events, the latest news, and promising peer strategies. With the award of the ASE grants, there are now 56 states and territories in the state apprenticeship expansion grant family. We look forward to continued innovation and opportunities for peer learning so that we - as a system - can continue to expand apprenticeship to meet employer talent needs, build pathways to good jobs for more Americans, and support vibrant economies. See our new Grants Management Corner below for resources and the ASE grantee orientation webinar recording.

New Funding Opportunity. The Department released a [solicitation](#) in June for applications for new H1-B-funded Closing the Skills Gap grants designed to promote apprenticeships in occupations and industry sectors that have difficulty finding sufficient local talent such as IT, health care, advanced manufacturing, and financial services. Applications are due September 24.

Grants Management Corner

ASE Grantee Orientation Webinar. If you missed this webinar on August 13, check out the [materials](#), including a recording of the webinar, to learn more about how to read your grant agreement, whom to contact with questions, how to develop a modification request, and more to support your success. You'll find a compilation of links to

valuable grant management and apprenticeship resources, such as a Grantee Handbook, an overview of grant reporting requirements, the Apprenticeship online Community of Practice, the Apprenticeship Toolkit, and much more.

Communication and Contacts. Your Standard Form 424 (SF-424) submitted with the ASE application contains information about your organization including your authorized representative (A/R) and point of contact (POC). All communication will continue to be sent to these individuals, who are legally responsible for the grant. We have requested that grantees send additional staff working on these grants to apprenticeship.grants@dol.gov.

Please ensure that contact information is provided and kept up to date to ensure effective communication.

Technical Assistance Activities

SAVE THE DATE!!
ASE and SAE Grantee Technical Assistance Webinar. Mark your calendars for a webinar for all ASE and SAE grantees on September 11 from 3 to 4 p.m. ET. This webinar will orient grantees to the technical assistance planned over the life of the grants and serve as a kickoff to grantee coaching and other key technical assistance activities. Register today!

Resources for Apprenticeship Expansion

New Resources to Support Efforts to Align Apprenticeship with Post-Secondary Education and the Workforce System. Earlier this year, about a third of the SAE grantees collaborated through two cohorts to explore challenges and solutions related to post-secondary educational alignment and partnering with the workforce system. A new resource page summarizes the key challenges states identified and resources that states can use to begin addressing them.

Resources on Industry-Recognized Credentials. Do you want to better understand the competencies and credentials businesses look for when hiring and promoting? The National Network of Business and Industry Associations might be able to help. This collaboration among national business organizations representing a wide range of industry sectors defined a set of foundational common employability skills and catalogued industry-recognized certifications and credentials.

Reporting Roundup

ASE Grants

- Please look to the draft (for development purposes only) Quarterly Performance Report (QPR) and Quarterly Narrative Report (QNR) copies provided as resources in the Grantee Orientation Package as you start to work toward build-

out of your participant-level data tracking system. These documents indicate the data points that must be collected and tracked by the grantee in order for any individual to be considered a participant for this grant, and they are the data points anticipated to be incorporated into the Workforce Integrated Performance System (WIPS).

- Note that DOL anticipates that for the ASE awards, the first Quarterly Report due November 14, 2019, will have a substantive QNR to report on start-up activity, and that most grants will report few if any numbers on the QPR (although it will still have to be submitted, even with zeros).

SAE Grants

- June 30 Quarterly Reports were due August 15. Please submit any outstanding reports to apprenticeship.grants@dol.gov as soon as possible.
- The next Quarterly Report is due November 14, 2019.
- We strongly encourage you to include success stories (apprentice and programmatic) in your Quarterly Reports (question #2 of the narrative section).

Tantalizing Tidbits!

Modification, What's Your Function?

To initiate a modification request, prepare a formal letter of request addressed to your grant officer on your organization's letterhead, and send a draft of the letter along with supporting materials (justification, how the change will benefit the grant execution, etc.) by e-mail to your federal project officer (FPO), who will review and provide feedback (if any). Once materials are finalized, the FPO will forward the request package to your grant officer. Please note that a verbal discussion and/or commitment from your FPO or grant officer *cannot be substituted* for a formal, written modification request, and that a request is not approved until receipt of the modification execution notice signed by the grant officer.

Checklist for Modification Request

- Call your FPO.
- Prepare the request letter on the organization's letterhead.
- Address the letter to your grant officer.
- Provide or attach a written description and justification for each proposed change. Where relevant also provide:
  - An updated project timeline,
  - An updated budget narrative, and
  - An updated SF-424A form.
- E-mail a draft of the letter to your FPO for feedback.
- Email the final request package, signed by your grant's A/R or POC, to your FPO.

Grants Management Resources

- [ASE Grantee Orientation Webinar Recording and Materials](#)
- [ASE Grantee Orientation Package](#)
- [SAE Grantee Resources](#)
- [The DOL Grantee Handbook](#)