APPRENTICESHIP CONNECTIONS
A Resource for SAE & ASE Grantees

ASE Special Edition

PLEASE NOTE THAT THE BELOW NOTIFICATION PERTAINS TO ASE GRANTS AND THE NEW 2020 STATE GRANTS

We are excited to announce that DOL has received Office of Management and Budget (OMB) approval for proposed changes to Information Collection Request OMB No. 1205-0521, which incorporates performance reporting requirements for apprenticeship grants, including Apprenticeship State Expansion (ASE) grantees. These requirements align with grantee performance reporting requirements implemented across the Department of Labor (DOL). Effective immediately, ASE grantees should ensure they are adhering to the OMB-approved reporting requirements.

We acknowledge that these requirements may be a new and challenging experience for some grantees and are committed to working with and supporting you as the Department implements these new reporting requirements for apprenticeship grants. Our goal is to ensure the data collected supports both the Department and grantees in having access to timely data to: better identify trends in apprenticeship grant programming and the effectiveness of specific strategies; increase underrepresented populations in apprenticeship; help all grantees to gauge their progress and effectiveness of their own approaches to achieving grant goals within their state; and, support states in achieving apprenticeship goals through provision of data to inform data-driven decisions.

Included below is (1) a summary of the OMB-approved apprenticeship performance reporting requirements, (2) what ASE grantees can do now to continue preparing for data submission to the DOL in alignment with these requirements, and (3) a projected timeline for the launch of the performance reporting system and expected date for grantee data submission in the system.

1) OMB-approved Performance Reporting Requirements (OMB No. 1205-0521):

As indicated above, OMB has approved changes to OMB No. 1205-0521 to support DOL's effort to streamline program performance reporting for grants with significant apprenticeship components as a primary goal of the program (Apprenticeship grants). This approval includes the following performance reporting requirements:

- DOL Participant Individual Record Layout (PIRL, ETA-9172)
    - See data elements indicated in the PIRL under the Apprenticeship column with a red letter 'R' for required elements
- Performance Report (ETA-9173-APPSHP)
- Apprenticeship Outreach: Organization/Employer Record Layout
- States and grantees' submission of their grant's PIRL schema through DOL's Workforce Integrated Performance System (WIPS), and DOL's use of that information to generate the (Program) Performance Report.

The above documents are available at
https://ase.workforcegps.org/resources/2020/07/06/13/23/ASE-Grants-WIPS-Resources.

Any individual that meets the definition of a participant is required to have each of the data points collected at the time of grant enrollment. The progress or changes in those data points must be tracked and updated on at least a quarterly basis for each participant until apprenticeship completion or the end of the grant period of performance, whichever comes first.

WIPS will be employed as the reporting system for ASE grantees, as well as all new apprenticeship discretionary grant programs (Youth Apprenticeship Readiness Grants and PY 2019 State Apprenticeship Expansion Grantees).

2) Continuing to prepare for submitting data to the Department in alignment with these requirements

As identified in TEGL 17-18 and in communication and trainings from the Program Office, ASE grantees are required by the TEGL to develop a participant data tracking system to be in compliance with the grant terms. Additionally, grantees should have been collecting and tracking all the data points in the QPR for each individual to be considered a participant and reported towards the target goal indicated in TEGL-17-18.

- Grantees should begin to finalize their chosen iteration of a data-tracking system to include each of the data elements indicated in the PIRL under the Apprenticeship column with a red letter 'R'
    - For a refresher regarding options, please see the February newsletter here:
      https://ase.workforcegps.org/resources/2019/09/30/00/35/Apprenticeship-Connections-Newsletter
- Grantees should ensure that all required data elements indicated in the QPR are currently collected and tracked for current participants
    - To help with this identification of where there are inconsistencies, we have compiled all data previously reported into the most recent interim QPR for you to revise and submit with your next quarterly report – these will be distributed to you by July 14, 2020
- Grantees should begin the process of filling out the rest of the data points for each participant currently enrolled so that records will be complete by the time roll-out begins with the first WIPS report submission

3) Timeline: Launch of Apprenticeship Access to WIPS and QPR Submission

July 2020 – August 2020	September 2020 – October 2020	November 2020
• ASE grantees ensure processes and systems are in place to report in alignment with OMB-approved performance reporting requirements. • WIPS BETA testing. • Grantee training on OMB-approved performance reporting requirements.	• WIPS BETA testing • Grantee training on WIPS, OMB-approved performance reporting requirements, and TA materials released.	• Select ASE BETA tester grantees submit 9.30.2020 QPR in WIPS • Remaining ASE grantees continue to follow interim reporting guidance
December 2020	**January 2021**	**February 2021**
• End of 12.31.20 quarter, all ASE grantees prepare for WIPS submission	• WIPS development completed and fully launched to ASE grantees • ASE grantees have access to test data submission prior to 2/2020 submission deadline	• All ASE grantees submit 12.31.20 QPR in WIPS • All ASE grantees submit QPRs in WIPS going forward. • Interim reporting process no longer allowed

Throughout this entire process there will be additional trainings, technical assistance, guidance, and documentation to assist with the transition from the manual reports to the WIPS system.

We look forward to this exciting and productive adjustment to the way apprenticeship grants are reporting. Stay tuned!!