# Table of Contents

- Save the Dates!
- Grants Management Corner
- Technical Assistance Activities
- Around the Wider Workforce World
- Reporting Roundup
- Quick Links to Key Apprenticeship Expansion Websites
- Quick Links to Key Coronavirus Websites

## Save the Dates!

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21</td>
<td>AIM Webinar: Universal Design and Accessibility</td>
</tr>
<tr>
<td>August 26</td>
<td>VETS Apprenticeship Pilot Overview</td>
</tr>
<tr>
<td>August 27</td>
<td>AIM Webinar: Funding Sources for Apprenticeship</td>
</tr>
<tr>
<td>August 27</td>
<td>Lessons from the AAI Grantees Webinar</td>
</tr>
<tr>
<td>Sept. 23</td>
<td>State Apprenticeship Grants Promising Practices in Program Implementation Webinar</td>
</tr>
</tbody>
</table>

## Grants Management Corner

Welcome New State Apprenticeship Expansion (SAE 2020) Grantees!
Congratulations on receiving the latest round of state apprenticeship expansion grant funds, and welcome to the state expansion grantee family! This monthly newsletter serves as the main communication vehicle to our SAE, Apprenticeship State Expansion (ASE), and now SAE 2020 grantees. The newsletter features grants management updates from the Office of Apprenticeship, technical assistance (TA) events and resources, information of interest from the wider workforce world, reporting updates, and quick links to key websites. Please make a point to read and share relevant information with your partners each month. We look forward to working together to support your success-through coaching, TA, fostering peer connections, and tools and resources to help you expand Registered Apprenticeship-as well as learning from you as we work together to build pathways to good jobs for more Americans.

As a reminder, please leverage the available resources provided by the Office of Grants Management (OGM). Also note, in the programmatic compliance review letter, it was indicated that there would be no programmatic findings. As a result, please coordinate with your FPO to address modifications that respond to conditions of awards required by OGM. OGM's One-Stop Financial Management Guide (TAG) is a helpful resource, specifically:

- **Part I: One-Stop Financial Management** *(July 2002)*
- **Part II: ETA Grant Programs Financial Management** *(July 2011)*

### Defining Your Grant: Subrecipients

Grantees' statements of work may indicate a portion of grant funds will be conveyed to organizations that help carry out and reach the goals of the grant. This is known as a subaward (see [2 CFR 200.92](https://www.gpo.gov/fdsys/content/getDocument.xhtml?category=LR&disposition=inline&uri=cease:https://www.whitehouse.gov/plasses/gov/other/2cf20092)). Organizations receiving funding are **subrecipients** (see [2 CFR 200.330](https://www.gpo.gov/fdsys/content/getDocument.xhtml?category=LR&disposition=inline&uri=cease:https://www.whitehouse.gov/plasses/gov/other/2cf200330)), and they can play a critical role, from conducting outreach and recruitment of apprentices or sponsors to overseeing apprenticeship program development or supporting successful apprenticeship completion. Subawards differ from **contracts**, which are used to purchase goods and services ancillary to the operation of the grant and which are widely available to many different purchasers (e.g., contracting with a marketing firm to help redesign an apprenticeship website and outreach materials).

Because subrecipients help carry out and reach the goals of the grant, a subrecipient's success is your success. The Uniform Guidance lays out minimum requirements for prime grantees who utilize the sub-award method at [2 CFR 200.331](https://www.gpo.gov/fdsys/content/getDocument.xhtml?category=LR&disposition=inline&uri=cease:https://www.whitehouse.gov/plasses/gov/other/2cf200331). The following strategies will help you meet those requirements and increase your odds of a successful subaward.
Assess risk factors when making subawards. Are the proposed sub-recipients eligible to receive Federal funding? Are they registered in SAM.gov and have a DUNS number? Does the entity and key staff have experience doing the work you want them to do? Do they have experienced accounting staff and well-established accounting practices so that they can accurately track and report on expenditures? Do they have any history of findings or deficiencies in auditing or programmatic reports? Tip: For less experienced subrecipients, you can consider adding special conditions on the subaward, such as requiring payments as reimbursements or staging funding to be dependent on completion of earlier phase goals.

Establish systems to track performance. Do you have systems to track performance against planned outcomes? Do you have a financial tracking system that can track expenditures against the approved budget and statement of work? These systems can be integrated with your participant data tracking systems, and will support your communications with subrecipients, desk reviews, and onsite monitoring and evaluation. Tip: Identify who monitors, who gets monitored, what gets monitored, how it gets monitored (onsite or remotely and with what monitoring tools), and how findings will be issued and resolved.

Provide oversight and TA. Have you ensured all subrecipients are trained in all relevant federal, state, and local rules and requirements? Are you equipped to provide TA in response to issues that subrecipients raise or that you find through your performance tracking systems? Tip: You will want to build in regular communication mechanisms so that you have a real-time sense of how things are going and how you can best support your subrecipients. These could include standing check-in calls or, if several subrecipients are working on similar goals, regular joint in-person or virtual meetings to identify and resolve challenges, help the subrecipients learn from one another, and provide consistent messaging.

For more details and ideas on how to develop and support successful subrecipients, check out the U.S. Department of Labor's SMART Subrecipient Management and Oversight training module.

Updated Co-Enrollment Policy! NEW

What is co-enrollment? Co-enrollment is defined as enrolling a participant in more than one grant program, contract program, or cooperative agreement program that is funded with apprenticeship appropriated funds and where they are receiving grant, contract, or cooperative agreement-funded participant services. Co-enrollment services can include training (such as related technical instruction and on-the-job learning/on-the-job training), supportive services, and other activities supported by ETA funds. Co-enrollment is intended to maximize the number of resources available to participants in apprenticeship and other job training programs, while minimizing duplication of services.

As you may have noticed under the Announcements section of the ASE or
Apprenticeship Community, effective August 12, 2020, OA rolled-out updated co-enrollment policy FAQs. This updated policy is applicable to the following OA programs, with some exceptions noted in the FAQ:

- State Apprenticeship Expansion (SAE) grants;
- Apprenticeship State Expansion (ASE) grants
- AACC Expanding Community College Apprenticeships (ECCA) cooperative agreement
- Youth Apprenticeship Readiness Grants (YARG)
- Building State Capacity to Expand Apprenticeship through Innovation (SAE 2020) grants
- Industry Intermediary Contracts
- Equity Intermediary Contracts
- Youth Apprenticeship Intermediary Contracts
- Apprenticeship Expansion and Modernization Fund Contracts
- Other grants and contracts that are funded with apprenticeship appropriated funds. DOL will update this list as applicable, upon the development and award of new OA-funded grants and contracts.

These FAQs do not apply to H-1B-funded apprenticeship grants, including American Apprenticeship Initiative (AAI) grants.

Please note, grantees cannot enroll participants more than once in the same OA-funded program type. State apprenticeship expansion grants are considered the same program type, therefore, participants cannot be co-enrolled across multiple state apprenticeship expansion grants (SAE/ASE/SAE 2020).

Looking Ahead

The Department released a set of Pathway to Recovery Resources, including a Quick Start Action Planner, to help state and local workforce partners plan and respond to the changing economy. A recent Inside Higher Ed article explores the future of apprenticeships.

TECHNICAL ASSISTANCE ACTIVITIES

Webinar on the New VETS Apprenticeship Pilot

Last month's newsletter described the Department’s Veterans’ Employment and Training Service's (VETS's) Apprenticeship Pilot to identify, track, and increase the number of transitioning service members and their spouses hired into apprenticeship programs prior to separation from the military. A webinar about the pilot, scheduled for August 26 from 3-4 p.m. ET, provides an opportunity for your and key staff working with veterans to learn more. Register today!
Two Webinars to Support Apprenticeship Success for People with Disabilities

Apprenticeship Inclusion Models (AIM) is an ODEP-funded project to research, develop, test, and evaluate innovative strategies in apprenticeship programs that provide skills training to people with disabilities. The AIM team is offering two webinars coming up later this month. You and any related partners are welcome to register and attend!

- **Incorporating Universal Design and Accessibility into Apprenticeship and Pre-Apprenticeship**: Join the AIM team and National Alliance for Partnerships in Equity, the Kentucky Office of Career and Technical Education, and CAST on August 21 from 1-2:30 p.m. ET for a discussion on how intensive career pathways programs, program designers, instructors, and mentors can support inclusive and accessible apprenticeships and pre-apprenticeships.

- **Understanding Institutional Funding Sources as Part of Apprenticeship System Building**: Please join ODEP on August 27 from 12:30-2:00 p.m. ET for a panel exploring the how, what, and when of institutional funding to support apprenticeship; and strategies for building partnerships to support apprenticeship, especially for populations with barriers to work.

Program Implementation TA

Join us for the State Apprenticeship Grants Promising Practices in Program Implementation webinar on September 23 from 3-4 p.m. ET. Topics we'll cover include developing grant goals and strategies, building partnerships, communication planning, and more. Mark your calendar and register today.

SAE 2020 Orientation Resources

We hope you were able to join us for the SAE 2020 Orientation Webinar on August 5. If not, you can find the webinar recording, summary, and transcript on Workforce GPS. Workforce GPS is home to a wealth of workforce development-related TA tools and resources, including the Apprenticeship Community, which contains general apprenticeship resources as well as some specific to SAE and SAE 2020 grantees. For SAE 2020, your main community of practice (CoP) for TA resources and tools will be the Apprenticeship CoP. However, the previous state grants’ ASE CoP also contains useful information that can be leveraged to support your journey in grant implementation. If you need any help or have questions, please reach out to your coach!

Below are some examples of the helpful resources you can find:
Apprenticeship Expansion Promising Practices

Check out a new set of SAE promising practices that highlight different ways that states are growing and diversifying Registered Apprenticeship. The practices are organized into five practice briefs that showcase effective state strategies in each of the five key elements of apprenticeship expansion:

- Brief 1: State Leadership and Policy
- Brief 2: Outreach and Business Engagement
- Brief 3: Capacity to Launch and Manage Programs
- Brief 4: Apprenticeship Pipelines and Diversity
- Brief 5: Career Pathways and Education Alignment

Stay tuned for future newsletter editions where we'll take a deeper dive into each practice brief.

Lessons from AAI Grantees

For more promising practices, SAE, ASE, and SAE 2020 grantees are invited to join AAI grantees for webinar on Registered Apprenticeship Reimagined: Lessons Learned from AAI on August 27 from 3-4 p.m. ET. The National Governors Association and DOL will facilitate a discussion on Registered Apprenticeship efforts that lead to success for participants and businesses. Register today!

New Blog Post on How to Adapt Business Engagement to our Changing Economy

Business engagement is a cornerstone of effective apprenticeship programs and apprenticeship expansion. As you evaluate and adjust your state's apprenticeship business engagement strategies to adapt to the current economy, check out our latest blog post for four strategies and related resources to consider...

AROUND THE WIDER WORKFORCE WORLD

On-the-Job-Training (OJT) Updates
The National Farmworker Jobs Program is a program not sourced from Registered Apprenticeship appropriations that would be suitable for co-enrollment for all apprenticeship programs. They just released a new OJT Model for Farmworkers.

The Department recently updated our popular OJT Toolkit. You can find the new 2020 version, released in April, here.

As outlined in the funding vehicles, apprenticeship system workforce system alignment and integration are an overarching goal of these grants. In case you missed it, also take note of the Workforce Innovation Opportunity Act (WIOA) Registered Apprenticeship desk reference, which outlines various elements of a Registered Apprenticeship (RTI, OJT, and Supportive Services) that can be supported by leveraging WIOA funds.

How Do I LMI?

Grants and grant applications reference "LMI" - ever wish that that DOL had more information about what we mean? LMI Central was launched in 2017 with resources and trainings dedicated to helping grantees understand how to utilize Labor Market Information (LMI). Here is just a sampling of offerings:

- Hallmarks of Program Integration: Using Administrative Data to be Data-Driven, which offers a number of resources to facilitate co-enrollment and integrated systems within your grant
- Using Labor Market Information in Designing Service Delivery - A Program Example
- The Labor Market Information Institute - Developing LMI Expertise

DOL Grants Performance

On June 18, 2020, DOL ETA published Training and Employment Guidance Letter (TEGL) 23-19, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs to provide information to grant recipients of DOL workforce programs (including states) to use in developing procedures for ensuring the data submitted for performance reporting are valid and reliable. TEGL 23-19 builds upon the parameters outlined in TEGL 7-18, Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA) (December 19, 2018). Please see the webinar on the new guidance here. OA strongly encourages all apprenticeship grantees to adopt the strategies and polices within.

REPORTING ROUNDPUP

Next ASE and SAE Quarterly Reporting Due Date: November 14, 2020
SAE Reporting Updates

We are seeking success stories related to apprenticeship and employers to feature on apprenticeship.gov. Because chosen success stories will be on our website, please see specific questions as guidance for what we are seeking:

Basic questions:

- What is the name of the employer/business with which you partner?
- What industry is this employer/business a part of?
- What occupation(s) does this employer/business use in their apprenticeship program?
- Why did the business/employer opt to use apprenticeship within their organization?
- What business challenges does apprenticeship solve and/or address? How does apprenticeship help solve these challenges?

Additional suggested prompts: Please also include any quotes, photos (with photo releases), videos, and/or other illustrative content that support this success story, such as the following:

- Is the business/employer working with an educational institution to provide related instruction? If yes, what educational institution or training provider are they working with? How did the business/employer select this institution or training provider? What are the benefits of working with this institution or training provider?
- How does apprenticeship impact the organization's culture?
- Knowing that mentoring is a cornerstone of apprenticeship, discuss the role of mentors and mentorship within the business.
- How has apprenticeship contributed to business success, productivity, retention, and/or diversity, if at all?
- How does the employer/business plan to grow and/or expand their apprenticeship program in the future? What has been successful in the past?

Please direct any questions or success stories to your FPO.

ASE Reporting Updates

ASE will start transitioning to the WIPS system later on this year, as indicated in the TEGL. As preparation for this change, please review the below calendar for steps you should be taking, and we suggest also viewing the Data Validation webinar mentioned above.

Barring unforeseen circumstances, the ASE rollout timeline will be as follows:
<table>
<thead>
<tr>
<th>August 2020</th>
<th>September 2020 – November 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ASE grantees ensure processes and systems are in place to report in</td>
<td>• ASE grantees ensure processes and systems are in place to report in</td>
</tr>
<tr>
<td>alignment with OMB-approved performance reporting requirements</td>
<td>alignment with OMB-approved performance reporting requirements</td>
</tr>
<tr>
<td>• WIPS beta testing</td>
<td>• WIPS beta testing</td>
</tr>
<tr>
<td>• Grantee beta training on OMB-approved performance reporting requirements</td>
<td>• Grantee training on WIPS, OMB-approved performance reporting</td>
</tr>
<tr>
<td></td>
<td>requirements, and TA materials released</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November 2020</th>
<th>December 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select ASE beta tester grantees submit September 30, 2020, Quarterly</td>
<td>• At the end of quarter on December 31, 2020, all ASE</td>
</tr>
<tr>
<td>Performance Reports (QPRs) in WIPS</td>
<td>and prepare for WIPS submission</td>
</tr>
<tr>
<td>• Remaining ASE grantees continue to follow interim reporting guidance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January 2021</th>
<th>February 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>• WIPS development completed and fully launched for ASE grantees</td>
<td>• All ASE grantees submit December 31, 2020, QPR in WIPS</td>
</tr>
<tr>
<td>• ASE have access to test data submission prior to February 2021 submission deadline</td>
<td>• All ASE grantees submit QPRs in WIPS going forward</td>
</tr>
<tr>
<td></td>
<td>• Interim reporting process no longer allowed for ASE grantees</td>
</tr>
</tbody>
</table>

For more information, please see the special announcement and associated documents on the [OMB Package Approval Received page](https://aseworkforcegps.org) in the ASE Community. And for all WIPS rollout guidance updates, see the [ASE Grants WIPS Resources page](https://aseworkforcegps.org). Be sure to subscribe to [ase.workforcegps.org](https://ase.workforcegps.org) to receive updates immediately as content is posted.

### SAE 2020 Reporting Updates

The SAE 2020 grant performance and reporting requirements were introduced in the [August 5 new grantee orientation](https://aseworkforcegps.org) mentioned above. SAE 2020 grantees should be establishing appropriate reporting and tracking systems so you can begin to report in WIPS on February 14, 2021, for the quarter ending December 31, 2020. Keep in mind that the first quarter will not contain performance reporting, but November 14, 2020, the QNR and the ETA-9130 financial form are still due.

### QUICK LINKS TO KEY APPRENTICESHIP EXPANSION WEBSITES

- [Office of Grants Management closeout package and FAQs](https://aseworkforcegps.org)
- [Online courses on grant closeout and audit resolution](https://aseworkforcegps.org)
- [Apprenticeship Inclusion Models (AIM) Resource Library](https://aseworkforcegps.org)
- [ASE Grants Community](https://aseworkforcegps.org)
- [SAE/General Apprenticeship Community](https://aseworkforcegps.org)
- [Apprenticeship.gov](https://aseworkforcegps.org)
QUICK LINKS TO KEY CORONAVIRUS WEBSITES

- Coronavirus (COVID-19) Resources at Workforce (including ETA COVID-19 Frequently Asked Questions)
- DOL Coronavirus Resources page
- Coronavirus.gov
- National Governors Association’s COVID-19: What You Need to Know page

"Keep looking up . . . that's the secret of life."

~ Snoopy

Copyright © 2020. All Rights Reserved. Distributed by Maher & Maher on behalf of the U.S. Department of Labor, Office of Apprenticeship