



APPRENTICESHIP CONNECTIONS

A Resource for SAE & ASE Grantees



December 2019

TABLE OF CONTENTS

[Save the Dates!](#)

[Grants Management Corner](#)

[Technical Assistance Activities](#)

[Reporting Roundup](#)

[Quick Links to Key Apprenticeship Websites](#)

SAVE THE DATES!

Jan

6-22

Registration Open for Underrepresented
Populations Innovation Cohort

Jan

7

Industry Focus Call on Information
Technology

Jan

23

NGA Webinar on Barriers in
Apprenticeship Completion

Jan

28

Industry Focus Call on Advanced
Manufacturing

GRANTS MANAGEMENT CORNER

Turning Your Project Proposal into an Action Plan

You got the grant award and have been hard at work transforming the vision into reality. Here are some tips for turning your proposal into an actionable plan that will help you stay on track.

- Review your goals. *What have you committed to achieving at the end of your grant period? Are your goals SMART (specific, measurable, achievable, relevant, and have a clearly defined timeline)?*

- For each goal, develop strategies and action steps. *What will it take to achieve each goal? What are the specific steps, who is responsible, and how will you measure success?* You'll also need to develop timelines and risk management strategies and consider how the action steps under one goal may impact others.
- Involve your partners and those responsible for carrying out the action plan. *How are you getting their input, building understanding, and getting their buy-in?* You may need to develop communication plans to support partner coordination.
- Remember to address the WIIFMs - *What's in it for me?* - with your partners.
- Consider resources, and either fill gaps or adjust your plans so they are achievable. *Do those responsible have the time, skills, information, and tools they need to succeed as planned?*
- Track your progress to ensure you stay on target and can adjust the plan as needed. *Who is responsible for tracking progress? How will you communicate with team members and partners to keep everyone on track?*
- And finally, celebrate success. Apprenticeship is making a huge difference for job seekers and businesses in your state. Your work matters!



Effective grants management is a critical challenge, and your federal project officers (FPOs) and coaches are here to help. Help can also be found on Workforce GPS, with resources such as:

- The [Grants Management Resources page](#) in the ASE community
- [Grants Management Resources developed by states](#) for the SAE grant in the Apprenticeship community
- [Updated SMART 3.0 Training](#)

Mathematica SAE Research Study: Assessing How States Enhance and Expand Registered Apprenticeship



We are excited by the many developments that enhance and expand registered apprenticeship across SAE efforts and look forward to learning as much as we can about your grant programs! An integral part of learning more about SAE grant programs is through an SAE research study, and the U.S Department of Labor selected Mathematica and its subcontractors, the Urban Institute and Social Policy Research Associates, to conduct this study. This research study is overseen by the Office of Policy Development and

Research (OPDR) and the Office of Apprenticeship (OA). The research team is conducting this study on behalf of OA, which is interested in learning how states have been using their grants to enhance and expand their registered apprenticeship systems. The research methodology includes a telephone interview and a survey.

We need your help! Within the next few weeks, research team members will:

- Reach out to you to discuss the most appropriate individual(s) to participate in the telephone interview and their availability for a call
- Send an email invitation for completing the state survey

We would appreciate your assistance in ensuring the completion. Thank you in advance!

Grantee Self-Assessment Tool

We're excited that many of you have completed the new [self-assessment](#) to help you identify strengths and opportunities for growth in your apprenticeship strategies, and that more of you are working on it. **We hope everyone will take advantage of this resource designed to help you succeed!** Talk to your coach if you have any questions.

New Industry Focus Calls

Working hard to expand apprenticeship into new sectors? Three new industry focus calls will help. Each features a [national industry intermediary](#), at least one peer from a state that has been making strong headway in growing apprenticeship within that industry, and the opportunity to ask questions. The calls explore three sectors:



- Health Care on December 17, 2019
- Information Technology on January 7, 2020, at 3 p.m. ET
- Advanced Manufacturing on January 28, 2020, at 4 p.m. ET

You can find the [recording](#) of the health care call on the ASE community. And there's still time to [register](#) for the IT and advanced manufacturing calls! Partners are welcome to join.

New Technical Assistance Opportunity Focused on Increasing Diversity of Apprenticeship Participants

Starting January 6, 2020, you can sign up to be part of a small innovation cohort of states who want to dive deeper into the work of increasing the diversity of their apprenticeship participants. Up to eight state teams will collaborate to identify their strengths and challenges; develop skills; learn from experts, practitioners, and peers; and develop action plans to recruit and retain more diverse apprentices within their state's targeted growth sectors or occupations. The cohort will meet approximately six times between February and May. Details and registration information will be sent out on January 6, 2020, and applications will be due by January 22.

Strategies to Engage State and Local Boards

The National Governors Association (NGA) hosted a webinar on December 5 for American Apprenticeship Initiative (AAI) grantees on engaging local and state workforce boards around apprenticeship. The timing was excellent, as across the country, state workforce boards, in collaboration with core program and strategic partners, are currently drafting the 2020-2023 WIOA Strategic Plan (submitted to DOL and ED in March). Following, local boards will start drafting their own 4-year strategic plans. Representatives from Massachusetts described one such opportunity to engage via their Regional Planning Initiative. Regional cross-system teams representing workforce development, economic development, education, and business were charged with conducting an economic assessment and developing a strategic plan to meet the needs of the local economy. Massachusetts identified the teams' essential activities to include the following:

- Develop a regional vision, mission, and measurable goals
- Identify priority industries and occupations
- Create an asset map of existing pipeline programs for priority industries/occupations
- Conduct data analysis of labor market demand and supply and measurable gaps in talent
- Develop and implement regional strategies to achieve goals, *including registered*

Participating in state, local, or regional planning efforts is just one way to engage workforce boards around apprenticeship. This [page](#) on the apprenticeship community offers more ideas and resources to support workforce system partnerships (as well as alignment with post-secondary education).

New NGA Webinar on Barriers in Apprenticeship Completion

NGA will host another apprenticeship webinar on January 23, 2020, at 3 p.m. ET on *Identifying and Addressing Barriers in Apprenticeship Completion*.

This webinar will explore barriers that can prevent an apprentice from completing an apprenticeship and strategies to identify and help apprentices overcome these barriers. It will go beyond a conversation about physical disabilities, childcare, and transportation to focus on invisible barriers. While aimed at AAI grantees, SAE and ASE grantees are invited to join. [Register](#) today!



REPORTING ROUNDUP

Next Reporting Date: February 14, 2020

SAE Reporting Updates

All SAE QPRs ending September have been submitted! Please note that SAE QPRs report on the original round of grant funds and the second continuation grant funds cumulatively. You do not need to submit two QPRs or a QPR reporting on only continuation funds.

ASE Reporting Updates



Given the focus on implementation activities, the majority of ASE grantees reported zero participants enrolled during the first quarter. If you have not yet submitted your first report, please do so as soon as possible. In regards to your QNR, going forward we will expect to see a report on all activity, including reporting on implementation activity, as well as identifying any challenges you may be facing in implementation.

One item to note: when submitting reports for your ASE grant, please ensure you are reporting only on outcomes associated with your ASE grant and not outcomes achieved under other grants. As such, please be sure to report only that activity specific to the ASE grant funding (particularly participants) in the ASE performance reports. Grant activity conducted by/funded by other grants awarded to ASE grantees or other recipients in your state should be reported on those respective reports. However, you are encouraged to report on leveraged resources and co-enrollment efforts beyond those captured in the QPR under Section V of the QNR.

Annual Report: General Statewide activity regarding all grant activity and other apprenticeship activity in your state may be reported in the annual report, due at the end of each ETA Program Year, the first of which will cover activities that occurred July 1, 2019, thru June 30, 2020.

Q: Who may be considered a participant?

A: A participant is an individual determined eligible (in accordance with the ASE TEGL) and who receives a grant-funded activity. For participants who enroll in a RAP, their enrollment date is July 1, 2019 and later and who receives a grant-funded service and/or grant-funded education/training.

Under the ASE TEGL, OJL and RTI are required components of the grants; accordingly, a certain amount of these awards should be expended as direct participant services. As Registered Apprenticeship Programs consist of two primary elements, OJL and RTI, development of a new program would include the development of both of those components; thus, development of components for a new RAP with documented expenditures funded by the ASE grants (for example, curriculum development) would be considered part of the program development.

Q: Is there a participant costs cap for ASE?

A: No, the ASE TEGL does not place a restriction on a cost per participant.

Q: Is there a cap on supportive services?

A: Yes, the TEGL identifies a 10% limitation (of total award amount) on supportive service expenditures.

Q: Is there an update on the approval for ASE performance reporting data collection?

A: The performance reporting package still remains in the Office of Management and Budget clearance process at the time of this writing. Unfortunately, we are limited in the types of general guidance which may be provided beyond what was included on the <https://ase.workforcegps.org> site until that approval is received. Currently, all ASE grantees should be following the Interim Reporting Guidance, available here: <https://ase.workforcegps.org/resources/2019/10/24/19/59/Grants-Reporting-Resources>. Upon receiving OMB approval, the National Office will provide technical assistance and training on performance reporting and use of the reporting system.

We would like to remind grantees to direct questions regarding grant-related activity, participant enrollment/eligibility/documentation, program construction, and/or cost allowability to your primary grant contact, your assigned FPO. Your FPO will then coordinate with the National Office, as needed.

QUICK LINKS TO KEY APPRENTICESHIP WEBSITES

- [The ASE-SAE Apprenticeship Expansion Self-Assessment tool](#)
- [ASE Community](#)
- [SAE Apprenticeship Community](#)
- [Apprenticeship.gov](#)
- [ETA's Manage Your Awarded Grant](#)



***"Coming together is the beginning. Keeping together is progress.
Working together is success."***

~ Henry Ford, Inventor/Entrepreneur



Copyright © 2019. All Rights Reserved.