



APPRENTICESHIP CONNECTIONS

A Resource for SAE & ASE Grantees



January 2020

TABLE OF CONTENTS

[Save the Dates!](#)

[Grants Management Corner](#)

[Technical Assistance Activities](#)

[Reporting Roundup](#)

[Quick Links to Key Apprenticeship Websites](#)

SAVE THE DATES!

Jan

28

Industry Focus Call on Advanced
Manufacturing

Feb

14

Quarterly Reports Due

GRANTS MANAGEMENT CORNER

Looking Ahead at a New Year and New Opportunities

A new year is a perfect time to reflect on what has passed and what's to come. ASE and SAE grantees have done a tremendous amount of work to staff up; learn the grant requirements; set up or modify participant recruitment, tracking, and reporting systems; expand business outreach; and get about the business of expanding apprenticeships that can help our companies grow the talent they need to succeed and provide more pathways to middle-class jobs for more Americans.

States with both types of grants are working out how to align grant activities and integrate grant-funded work into overall state apprenticeship expansion strategies. SAE states are implementing strategies to meet performance and expenditure targets as the grants come to an end, though many of you have already exceeded your goals and are shifting gears to focus on how to sustain the work.

ASE grantees, we're glad so many of you have taken advantage of the technical assistance (TA) provided and appreciate your flexibility regarding the information

collection request for reporting. While we know that reporting is a challenge, especially with uncertainty around requirements, we nonetheless stress the importance of providing the best possible Quarterly Performance and Narrative Reports in a timely manner. They are essential for transparency, accountability, and understanding and demonstrating the impact of these federal investments. Please continue to use the interim reporting instructions and fillable forms, and reach out to your federal project officer or coach for any support you need. Thank you for taking reporting seriously.

We're excited to see the progress you've made, and we look forward to much more in the year ahead.

Resources for Financial Performance and Accountability

The [Association of Government Accountants](#) (AGA) is a professional organization for government financial management professionals offering training, certifications, and [Intergov](#) - a free online set of tools designed to improve government financial performance and accountability. SAE and ASE grantees may find Intergov's resources helpful for developing internal control policies and procedures in critical areas like [subrecipient monitoring](#) and [fraud prevention](#), as well as [hiring and skill development](#) of your grants management staff.

New Toolkit for Communication and Engagement on Data Privacy

Many grantees are establishing systems and protocols for effective, integrated data collection. While data collection is essential to inform program design and delivery, help measure and evaluate outcomes, and enable policymakers to better address complex social problems—success requires respecting privacy and building trust. To help states engage stakeholders and increase communities' trust in data tracking systems, the Future of Privacy Forum and Actionable Intelligence for Social Policy created the [Nothing to Hide toolkit](#). This toolkit includes a narrative step-by-step guide to communication and engagement, along with worksheets, checklists, exercises, and more.



TECHNICAL ASSISTANCE ACTIVITIES

Grantee Self-Assessment Tool

States are using the [self-assessment](#) in a variety of ways: from identifying apprenticeship strengths and opportunities for growth, to facilitating strategic planning across partners, to developing a robust TA plan with their coach. Results will help guide your work now and as the period of performance progresses for both the SAE and ASE grant programs, to help you stay on track and meet your performance targets. **We hope everyone will take full advantage of this valuable resource and apply the results in whatever way makes sense for you!** Talk to your coach if you have any questions.

Advanced Manufacturing Call

Our third call exploring strategies for expanding apprenticeship in key industry sectors

will take place on January 28, 2020, at 4 p.m. ET, focused on advanced manufacturing. Register and find links to the recordings, transcripts, and summaries for the health care and information technology (IT) sector calls on the new [Industry Focus Calls page](#).



New Diversity Innovation Cohort Kicks Off Next Month



A big thank you to all who applied to join our new innovation cohort of states that want to look at challenges and opportunities to increase the diversity of their apprentices. Cohort participants are being confirmed and will begin working together next month to identify strengths and challenges;

develop skills; learn from experts, practitioners, and peers; and develop action plans to recruit and retain a more diverse pool of apprentices. Information and resources will be shared with all grantees later in the spring, so stay tuned! And in the meantime, check out the collection of [resources to expand apprenticeship to underrepresented populations](#) available in the [apprenticeship community](#).

REPORTING ROUNDUP

Next Reporting DUE Date: February 14, 2020

SAE Reporting Updates

Success stories work because they don't just tell potential apprentices what apprenticeship does, but also show them how apprenticeship can impact their life. The Office of Apprenticeship relies on individual success stories to conduct outreach or respond to information requests. So please, remember to include individual success stories in the narrative section of your Quarterly Performance Reports!

ASE Reporting Updates

- **NEW! REVISED SUGGESTED REPORTING TEMPLATE:** [Updated Suggested Reporting Templates](#) to correct bugs identified during the first quarter submissions will soon be uploaded to the ASE Community. Please replicate the first quarter's data on the first tab and enter the second quarter data on the second tab, placing zeros in cells where there is no quarterly activity. Remember, to be reported as new participants during a quarter, individuals must both a) meet the definition provided in the interim reporting handbook and b) have all the required individual level data provided including Social Security number. The number of participants included in the report should almost always be a subset of the statewide population of new Registered Apprentices for the quarter rather than the entirety of the population, as not all the new RAs will meet both a) and b) above.
- **BETA-TESTING:** Although the Performance Reporting package OMB approval is still pending, we are currently still 'on-track' to go to WIPS Beta-testing in the third quarter of FY2020. However, that time-frame may change depending on when that approval is received.



If you would like to have your grant be one of the Beta-Testers for the OA section of the WIPS system, please send an e-mail to the apprenticeship mailbox

(Apprenticeship.Grants@dol.gov) with the subject line "BETATEST" and your grant number. The e-mail should outline the experience level of your grant reporting team with automated reporting systems, specifically development and/or technical writing (we will need any bugs clearly documented), as well as a description of the grant participant-level data tracking system currently in-use. Note: experience NOT required! We would like a variety of formats and experience in order to be able to develop the most robust assistance documentation possible. We hope to have at least 12 Beta-Testers.

- **SOURCE DOCUMENTATION:** The use of reported Federal fund expenditures must be supported by original source documentation, such as canceled checks, invoices, purchase orders, paid bills, payrolls, time and attendance records, contract and subaward documents, and tax records. Source documentation verifies that costs reported to the awarding agency are, in fact, allowable and allocable to the award. The methods for the collection, transmission, and storage of information as prescribe in the Uniform Guidance indicate that electronic, open, machine readable information is preferable to paper, as long as there are appropriate and reasonable internal controls in place to safeguard against any inappropriate alteration of records.

When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media, provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable. This source documentation must be available for review by awarding agency's representatives and auditors, and it must directly relate to the costs claimed on financial reports.

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](#)



When we do the best we can, we never know what miracle is wrought in our life, or in the life of another.

~ Helen Keller, Educator and Advocate