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SAVE THE DATES!

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GRANTS MANAGEMENT CORNER

Adjusting to These Challenging Times
We know these are difficult times, with changes in our daily routines, professional responsibilities, state and local economies, and many unknowns about the future as social distancing measures continue but begin to ease in some parts of the country. Our [Coronavirus (COVID-19) Resources](#) page is updated regularly to provide you with the latest in DOL grants management-related resources and frequently asked questions (FAQs).

We recently aired a webinar hosted by Maher & Maher and the National Governors Association (NGA) for AAI, SAE, and ASE grantees on Adjusting to Change, which explored challenges and strategies states are using to promote and support registered apprenticeship in these difficult times. You can find the recording [here](#) (you will just need to register to access it). Additionally, NGA has compiled an excellent [resource page](#), with state- and program-specific information along with NGA resources such as its [Roadmap to Recovery](#) guide for governors. NGA's Workforce and Labor, Economic Development and Employers, and Human Services sections may be of particular interest.

Please continue to prioritize the health and well-being of you, your family, your staff, and the individuals you serve, as we all work together to support the businesses and workers impacted by these changes in our economy.

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**Defining Your Grant**

While the majority of grantees carry out grants ethically and efficiently, closeout procedures are necessary to maintain transparency and to prevent fraud and abuse. Grant closeout is the process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes required actions described in [2 CFR 200.343](#).

Unless the Federal funding agency or a pass-through entity authorizes an extension to a grantee's period of performance, the grantee must liquidate all obligations incurred under the Federal award no later than 90 calendar days after the end date of the period of performance. Closeout is the completion of the grant life cycle and the official end of the grantor/grantee relationship. You can learn more at the SAE webinar announced below and in the Reporting Roundup section of this newsletter.

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**New Webinar on Conducting Remote Monitoring Reviews**

Are you looking for ways to effectively monitor subrecipients in this time of social distancing? Join us May 28 for a timely discussion on remote monitoring of grantees and subrecipients and explore the benefits, things to consider when determining criteria for monitoring, and helpful strategies and tools for effective remote monitoring.
which grantees to monitor remotely, and tools and resources to help you to do it well. Registration is open!

Upcoming SAE Grants Management Webinars

With the SAE grants drawing to a close, we are pleased to offer two webinars to help you transition successfully: an SAE Sustainability Strategies Webinar on June 23 and SAE Grant Closeout Webinar on July 16. Register today!

TEGL-15-19 States Funding Opportunity Closes May 21, 2020

Don't forget, the $73 million in grants to States - Applications are due by 11:59:59 p.m. EST May 21, 2020. For more information about this tiered funding opportunity, please point your browser to ETA Advisories, or go to Grants.gov to apply.

Please direct all questions regarding this funding opportunity to Anu Mathew, Grants Management Specialist, Office of Grants Management (OGM), at Mathew.Anu@dol.gov, specifically referencing "ETA-TEGL-15-19." Applicants should include a contact name, phone number, and email with all questions to provide a means of response. Only OGM National Staff are authorized to answer applicant questions in regard to an open funding opportunity.

Apprenticeship in the News

- The Urban Institute published on May 6 a series of ideas to help the current unemployment situation, which, according to BLS, continued to climb in April. Among other ideas, the Urban Institute argues for an additional increase in Federal apprenticeship spending: "Investing in apprenticeships during the COVID-19 shutdown makes sense: Laid-off workers have more time to become active learners, and from the employer's perspective, conducting training will not divert their skilled workers from production."

- Credential Engine and the Midwestern Higher Education Compact announced a new collaboration that will support credential transparency across the Midwest.

- In Wisconsin, medical assistant apprentices take on new roles to help fight COVID-19, including taking swabs of suspected cases.

TECHNICAL ASSISTANCE ACTIVITIES

Industry Calls on Agriculture and Financial Services
Please join us for two more industry focus calls this spring:

- Agriculture on Wednesday, May 27
- Financial Services on Wednesday, June 24

Register [here](#), if you have not already. Don't forget that you can find the recordings, transcripts, and summaries for previous webinars in the series (on healthcare, information technology, advanced manufacturing, hospitality, transportation and logistics, and energy) on our [Industry-Focus Call page](#) in the ASE grants community.

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### Increasing Diversity of Apprenticeship Participants Webinar

In spring 2020, nine states participated in the Increasing Diversity of Apprenticeship Participants Innovation Cohort to address the challenges and opportunities related to increasing diversity of apprenticeship participants. Join them and subject matter experts as they share resources and insights in a capstone webinar, Collaborative Solutions for Increasing Diversity of Apprenticeship Participants, on June 4 from 3 to 4 p.m. ET. [Registration](#) is now open. Please feel free to invite partners who are helping you recruit and retain more diverse apprentices to join in as well.

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### New Registered Apprenticeship 101 Bootcamp Highlights

Do you have new staff that you're onboarding?

In October 2019, we presented a [Registered Apprenticeship 101 Bootcamp](#), a five-part virtual bootcamp that provided foundational knowledge for ASE and SAE grantees and their partners. In addition to the full recordings, we are now pleased to make available [shorter clips](#) from various sessions that cover some of the most vital pieces of information for those new to apprenticeship, such as common myths around apprenticeship and an orientation to apprenticeship standards. Check them out!

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### AROUND THE LARGER WORKFORCE WORLD

#### WIOA-Registered Apprenticeship Integration Resources

Integrating and embedding apprenticeship within the state/local workforce system is a win-win for all. The Workforce Innovation and Opportunity Act (WIOA) can provide funding for training, on-the-job learning, and wraparound support services as well as case management for apprentices, while apprenticeship leads to additional positive outcomes in WIOA’s employment, retention, earnings, and credential attainment performance indicators where
participants are appropriately co-enrolled. Two new resources can help you to explore the possibilities and help WIOA staff better understand how to accurately report WIOA participants placed in apprenticeships.

- **WIOA Registered Apprenticeship Program (RAP) Desk Reference**

  This desk reference is a tool designed to assist RAP sponsors and the workforce system in navigating the variety of ways that WIOA and RAPs can work together to support the placement and success of WIOA participants in RAPs. It identifies the various types of training funding available to support RAPs, including supportive services for WIOA participants in training.

- **Registered Apprenticeship Program (RAP) - WIOA Reporting Guide**

  This guide is intended to assist in the accurate reporting of RAPs in the context of WIOA performance reporting requirements. To ensure that WIOA participants participating in RAPs receive full credit and meet the WIOA performance reporting requirements, it is important to accurately collect and report on the various elements in the Participant Individual Record Layout (PIRL). Most relevant to apprenticeship requirements are the elements used to categorize individuals by the type of training they receive, their employment status, and the type of credential and/or measurable skill gains they acquire. This guide walks through these PIRL elements and explains how RAPs should be reported in them.

To further explore the benefits and expectations under WIOA, talk to your FPO, TA coach or browse the many other resources in the apprenticeship community, including:

- **Funding Sources for Registered Apprenticeship Programs**
- **Apprenticeship Sponsors as Eligible Training Providers**
- **ApprenticeshipUSA Online Toolkit: A New Tool to Advance Apprenticeship Under WIOA**

**REPORTING ROUNDUPT**

*Next Quarterly Reporting Due Date: August 14, 2020*

**SAE Reporting Updates**

Grant closeout is defined in the Uniform Guidance at 2 CFR 200.16. The grant closeout phase is an important time in the lifecycle of a grant award: It is the completion of the grant life cycle, the final reconciliation of grant expenses and activities, and the official end of the government's relationship with the grantee. DOL closes out an award when it determines that all applicable administrative actions and all required work of the Federal award have been completed by the grantee. The closeout period is 90 days following end of a grant's period of performance, when the grantee submits all final required reports, liquidates all accrued expenditures, refunds to the government any balances of unobligated funds, and accounts for real and personal property.

Prior to end of a grant, DOL sends a notification email to the grantee, generally 30 days before a grant expires. A closeout package is then emailed to the grant's signatory official - the authorized representative (A/R) identified on application of federal award - with the required closeout forms either included or identified. A link in the email allows the grantee to log into the "Grantee Reporting System," which,
once logged in, routes grantees to the closeout package. For discretionary grants like SAE, the closeout package consists of several components:

- Closeout ETA-9130 Financial Report
- Grantee’s Submittal of Closeout Document
- Grantee’s Release
- Government Property Closeout Inventory Form
- Grantee’s Detailed Statement of Cost
- Grantee’s Assignment of Refunds, Rebates, and Credits
- Grantee’s Closeout Tax Certification

Grantees must submit closeout documentation 90 days from the expiration of the grant unless an extension has been requested and approved by the grant officer. Please see ETA’s Grant Closeout page for additional information, including FAQs on grants closeout.

**ASE Reporting Updates**

- If you weren’t able to attend, please be sure to view a recording of the May 14 webinar, **ASE Grantee Participant Tracking Strategies**. This webinar provides overview information and insights into the whys and hows of participant data tracking and case management. With more to come!

- The ICR was published by OMB three days after the April newsletter went out, and an announcement went out to the A/Rs and POCs for the grants. The comment period ends May 22, 2020, and we hope to get approval from OMB shortly thereafter. Please reach out to your grant's A/R or POC if you are on the performance/reporting side for your grant and did not yet receive the special announcement sent to A/Rs and POCs with access instructions.

- WIPS Rollout: We are still on track at this time for WIPS implementation for all grantees for FY2021 Q1 or Q2, depending on how BETA testing progresses. BETA testing training will begin late June or early July and continue at least through Q4 FY2020.

- An **Annual Report** is required by Section 13.C of the TEGL: *State Apprenticeship Expansion Annual Report*. The ASE Annual Report does not have a template. Grantees have flexibility of design and content, however the Annual Report must have:
  
  - A maximum of 25 pages,
  - An executive summary,
  - Page numbers, and
  - A table of contents.

While this annual report is a requirement of the ASE program, it does not have to be exclusive to ASE and can include all Statewide apprenticeship activities and their inter-relationship to each other, and apprenticeship expansion as a whole.
Reminder: Quarterly reports for any grant program should always be restricted to only that particular grant activity.

The timeline/workplan should be assessed, updated on an annual basis, and included in addition to the Annual Report.

Note: If there are changes to the workplan beyond updating activity timelines, the FPO may require the grantee to request a modification.

The report is due 30-days after the anniversary of July 1, 2019 - on July 31 of each year of the period of performance. Please submit your Annual Report by email to your assigned FPO and apprenticeship.grants@dol.gov.

QUICK LINKS TO KEY APPRENTICESHIP WEBSITES

- Office of Grants Management Closeout Package and FAQs
- Online Courses on Grant Closeout and Audit Resolution
- Apprenticeship Inclusion Models (AIM) Resource Library
- ASE Grants Community
- SAE/General Apprenticeship Community
- Apprenticeship.gov
- ETA's Manage Your Awarded Grant

QUICK LINKS TO KEY CORONAVIRUS WEBSITES

- Coronavirus (COVID-19) Resources at Workforce GPS (including ETA Coronavirus (COVID-19) FAQs)
- DOL Coronavirus Resources Page
- Coronavirus.gov
- NGA's Coronavirus: What You Need to Know Page

"The most effective way to do it is to do it."

~ Amelia Earhart, Aviation Pioneer