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SAVE THE DATES!

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GRANTS MANAGEMENT CORNER

New State Apprenticeship Expansion Grants Awarded!

The Department was pleased to announce on June 30 the 2020 round of State Apprenticeship Expansion (SAE 2020) grant recipients. Congratulations to the 42 states and territories that were awarded these funds! While we know you will have much to do to plan, implement, and track expenditures and outcomes on multiple grant awards, we want to let you know that there will some significant points of
consistency on our end: Maher & Maher will continue to provide quality technical assistance support, and this newsletter will continue to be the primary communication vehicle for SAE, ASE, and now SAE 2020 grantees. More details to come!

The Department also announced 14 new Youth Apprenticeship Readiness Grants to increase participation by youth aged 16 to 24 in new or existing Registered Apprenticeship Programs.

### SAE Grant Extensions

October 2020 is the end of the SAE period of performance (PoP), but, in light of recent significant changes in our economy and social distancing's impacts on work and learning, DOL's Office of Financial Administration revisited previous decisions and determined that SAE grantees are eligible for extensions, with a preference for extensions where the grantee provides a strong justification beyond spending down money.

Grantees should discuss PoP extensions related to the coronavirus disease 2019 (COVID-19) pandemic with their federal project officer (FPO). Given the timeframe, the DOL Office of Apprenticeship (OA) would consider most SAE grant extension requests to be related to COVID-19. Approval of PoP extension requests and their length is at DOL discretion; so, for instance, if you submit a request for a one-year extension, OA may not approve it, may approve it as is, or may approve it for a shorter length of time. Any requests will be viewed with a critical eye and require a substantive justification, so please ensure that your PoP extension request addresses the following questions:

- How will your grant performance be substantially different if given extra time?
- What are the specific goals that you will accomplish during the extension period, and how do you intend to accomplish them?
- What are the specific tasks you will undertake and timelines you will follow to ensure you complete all unfinished activities by the proposed extended end date? Please be sure to include a detailed work plan in your request.
- How would the extension benefit the U.S. Government and the Department of Labor?

PoP extension requests should be submitted during the last quarter of the grant's current PoP. The Office of Grants Management is prioritizing extension requests for grants that end in the current quarter.

### New COVID Guidance for Apprenticeship Grants and Contracts

ETA just published new updated FAQs on strategies apprenticeship grantees can use to leverage opportunities to expand apprenticeship and encourage their Registered Apprenticeship programs to keep apprentices employed during the COVID-19 crisis.

### Defining Your Grant
Grant Monitoring: ETA grant recipients can expect to be monitored at least once during the grant's period of performance, either through an on-site monitoring review or an enhanced desk monitoring review. For ETA's purposes, a monitoring review is a process used to measure progress, identify areas of compliance, offer opportunities for technical assistance to help resolve non-compliance issues, and ensure that Federal funds are used responsibly. It is the responsibility of ETA and the assigned FPO to monitor prime awardees. It is the responsibility of each ETA prime grantee to monitor all sub-award activity.

There are instances where grant recipients fail to realize that their common practices are not always in compliance with laws and regulations. These are blind spots that can become visible with effective monitoring. Being proactive with monitoring goes beyond looking only at compliance issues, and it extends to identifying ways to improve the service design and delivery as well as to the effectiveness and efficiency of the operations conducted by the grant recipient.

The ETA Core Monitoring Guide is the standard tool that should be used by the FPOs when conducting on-site monitoring reviews, and may be referenced by grantees when developing systems and processes to help monitoring proceed most efficiently.

Women in Non-Traditional Occupations Grant Applications Due

Are you working with partners with expertise in increasing female apprenticeship participation? DOL is now accepting applications from community-based organizations for Women in Apprenticeship & Non-Traditional Occupations Technical Assistance Grants. This program aims to provide technical assistance to employers and labor unions to encourage employment of women in both apprentice-able and nontraditional occupations in industries in which women are historically underrepresented or disproportionately concentrated in the lower-wage occupations.

TECHNICAL ASSISTANCE ACTIVITIES

New Business Perspective Webinar on the Role of Apprenticeship in Recovery Efforts

On July 21 from 1:30-2:30pm ET, join AAI grantees for a webinar exploring the Business Perspective on the Role of Apprenticeship in Recovery Efforts. Come learn how Siemens Energy and Fairview Health are adapting to the current workplace and using apprenticeship to support economic recovery. Speakers will describe their current needs and challenges, the
Mark Your Calendar for the SAE 2020 Grantee Orientation Webinar

Please save August 5 from 2-3p.m. ET for an SAE 2020 Grantee Orientation Webinar. SAE 2020 grant project staff and partners can learn more about the tiered funding approach; roles and responsibilities between OGM, OA, and Regional Offices; allowable grant activities; reporting requirements; technical assistance; the grant award package; and fiscal responsibilities. The webinar will also cover the similarities and differences in strategies and implementation for the SAE, ASE, and SAE 2020 state grants. Watch e-mail for registration details to follow.

SAE Webinars

With the SAE grants drawing to a close, we hope you were able to join us for the SAE Grant Closeout webinar on July 16 to discuss programmatic closeout versus grant closeout, winding down a grant program, grant closeout processes, required closeout packages, budget requirements in closeout, and common issues. And if you missed the SAE Sustainability Strategies webinar on June 23, the recording and PowerPoint are now available online.

Industry Focus Call Summaries and Recordings

Our popular series of industry focus calls has wrapped! If you're looking for tips and resources for expanding apprenticeships in healthcare, information technology, advanced manufacturing, hospitality, transportation and logistics, energy, agriculture, or financial services, check out the recordings, transcripts, and summaries on our Industry Focus Calls page.

Credential Attainment Resources

Are you working to identify interim credentials to help your apprentices access Workforce Innovation and Opportunity Act (WIOA) funding? A June 25 webinar introduced the Credential Attainment Decision Tree Tool, which is designed to help grantees identify credentials that meet the WIOA reporting requirements for the credential attainment performance indicator. The webinar also featured state teams from the Credential Attainment Cohort a collaboration of the U.S. Departments of Labor and Education, who shared related credential attainment tools and action plans they developed over the last few months.
New Mentor Resources out of South Carolina

Apprenticeship Carolina recently launched new online mentor training designed to help mentors feel empowered and prepared to help guide apprentices on their career journey. Modules include an introduction to mentoring as well as mentorship in the manufacturing and healthcare sectors.

Labor Market Information Toolkit for Local Leaders

Are your local leaders looking for help to better understand labor market information and how to use it to drive strategic planning? The Corporation for a Skilled Workforce developed Understanding Your Community: Labor Market and Workforce Development System Data Toolkit, which helps local leaders better understand the data and related resources available to help answer questions about local and regional labor markets, existing and emerging talent pipelines, and the workforce development system. It provides a snapshot of the innovative ways cities and regions around the country are increasing local capacity to access, apply, and share new sources of data and information to inform and support workforce development decision-making.

New DOL Evaluation Peer Learning Cohort

The 2020 Evaluation Peer Learning Cohort is an interactive technical assistance opportunity, comprised of cross-agency representatives from four to six states. State teams who represent core WIOA programs will collaborate and develop evaluation action plans designed to conduct and implement state and/or local research and evaluations. Interested in applying? Check out the recording of the July 14 webinar for an overview of the cohort experience and the application process.

SPOTLIGHT ON VETERANS

The U.S. Department of Labor's Veterans' Training and Employment Service (VETS) is conducting an Apprenticeship Pilot to identify, track, and increase the number of transitioning service members and their spouses hired prior to separation from the military into apprenticeship programs. VETS Assistant Secretary John Lowry recently posted a blog on the Apprenticeship Pilot, which describes the program and recent modifications made to lessen the impact of COVID-19 on the effort. The Apprenticeship Pilot provides Apprenticeship Placement Coordinators at 8 U.S. military installations in five states (CA, NC, NV, TX, and VA) as well as through an expanded 'virtual' engagement with transitioning service members. VETS’ goal is to open the aperture of their client base and provide service to more transition service members.
Beginning July 6, 2020, the six Apprenticeship Placement Counselors will brief at all sites currently offering virtual Transition Assistance Program (TAP) classes. VETS is also working to expand their communication efforts to engage with these additional transitioning service members through social media advertising on Twitter, Facebook and LinkedIn; and through the Veterans Data Exchange Initiative (VDEI), Immersive Turf, and VETS many partners. Please assist VETS by relaying this information to anyone who needs to be advised of this change, particularly those at installations directly involved with transitioning service members attending TAP classes through virtual presentation.

Additional resources for connecting veterans to RAPs:

- [Expanding Apprenticeship for Veterans resources](#) in the Apprenticeship Community, including the new [Employer Guide to Hiring Veterans](#)
- Resources on Apprenticeship.gov for [service members and veterans](#) and for [employers who wish to hire veterans](#)

Partnership opportunities for co-enrollment may exist with the Apprenticeship Pilot locations in your State. For more information, send an inquiry with "Apprenticeship Pilot" in the subject line to [apprenticeship.grants@dol.gov](mailto:apprenticeship.grants@dol.gov).

### REPORTING ROUNDUP

**Next ASE and SAE Quarterly Reporting Due Date: August 14, 2020**

**ASE Reporting Updates**

**Annual Report Reminder:** The report is due on **July 31** of each year of the period of performance. Please submit your Annual Report by email to your FPO and [apprenticeship.grants@dol.gov](mailto:apprenticeship.grants@dol.gov).

Section 13.C of [Training and Employment Guidance Letter 17-18](#) requires an Annual Report. The ASE Annual Report does not have a template. Grantees have flexibility of design and content, although the Annual Report must contain an executive summary, page numbers, a table of contents, and a maximum of 25 pages. While this Annual Report is a requirement of the ASE program, it does not have to be exclusive to ASE, as Quarterly Reports do, and can include all statewide apprenticeship activities and their interrelationship, as well as apprenticeship expansion activities and progress as a whole, as well as the progress made towards completing the compliance review response.

The timeline/work plan should also be assessed, updated on an annual basis, and included in addition to the Annual Report. (Please note: If there are changes to the work plan beyond updating activity timelines, the FPO may require you to request a modification.)

**OMB Approval Granted:** As announced in a [Special Edition of Apprenticeship](#)
last week, the Grants Team is 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 ASE grantees. These requirements align with grantee performance reporting requirements implemented across DOL. Effective immediately, ASE grantees should ensure they are adhering to the OMB-approved reporting requirements.

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 ASE 2020 Grants) and all future apprenticeship grant programs.

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. 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.

Barring unforeseen circumstances, the roll-out timeline will be as follows:

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<thead>
<tr>
<th>July 2020 – August 2020</th>
<th>September 2020 – October 2020</th>
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<tr>
<td>• ASE grantees ensure processes and systems are in place to report in alignment with OMB-approved performance reporting requirements</td>
<td>• WIPS BETA testing</td>
</tr>
<tr>
<td>• WIPS BETA testing</td>
<td>• Grantee training on WIPS, OMB-approved performance reporting requirements, and TA materials released</td>
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<td>• Grantee BETA training on OMB-approved performance reporting requirements</td>
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<tr>
<th>November 2020</th>
<th>December 2020</th>
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<td>• Select ASE BETA tester grantees submit 9.30.2020 QPR in WIPS</td>
<td>• End of 12.31.20 quarter, all ASE grantees prepare for WIPS submission</td>
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<td>• Remaining ASE grantees continue to follow interim reporting guidance</td>
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<tr>
<th>January 2021</th>
<th>February 2021</th>
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<tr>
<td>• WIPS development completed and fully launched to ASE grantees</td>
<td>• All ASE grantees submit 12.31.20 QPR in WIPS</td>
</tr>
<tr>
<td>• ASE grantees have access to test data submission prior to 2/2021 submission deadline</td>
<td>• All ASE grantees submit QPRs in WIPS going forward.</td>
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<td>• Interim reporting process no longer allowed</td>
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For more information, please see the special announcement and associated documents on the OMB Package Approval Received page in the ASE community. And for all WIPS roll-out guidance updates see the ASE Grants WIPS Resources page. Be sure and subscribe to ase.workforcegps.org to receive updates immediately as content is posted.

**ASE Reporting Policy Clarification on Participants:** A policy clarification was
issued from the ASE Grant Officer on July 13, 2020 to take effect immediately. The letter from the Office of Grants Management provides clarification of the term "participant" (as defined in Training and Employment Guidance Letter 17-18) and "grant-funded service," as well as what constitutes a participant for purposes of performance reporting and meeting performance goals of ASE grants. Please see the ASE-only special edition newsletter sent at 2p.m. ET on July 13 or the Grant Policy Update July 2020 page in the ASE community for an overview and the full notification.

SAE 2020 Reporting Updates

The SAE 2020 grant performance and reporting requirements will be introduced in the grant orientation, slated for August 5 - stay tuned!!

QUICK LINKS TO KEY APPRENTICESHIP EXPANSION 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
- National Governors Association's Coronavirus: What You Need to Know page

"We all owe our veterans a debt we can never fully repay."

~ Richard "Doc" Hastings, Former U.S. Representative