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SAVE THE DATES!

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GRANTS MANAGEMENT CORNER

Summer Solstice
As summer officially begins and areas of the country are beginning to emerge from quarantine, we have offered TA to try and help you navigate some of the significant changes, including a webinar earlier this month around apprenticeships and virtualization that highlighted ways beyond just online learning to support apprentices and apprenticeships during this time of continued social distancing (see additional resources under TA Activities, below).

With so much change happening, there is some that grantees can predict and should plan for, in part through developing responsible grant-related written policies and procedures for prime and sub level utilization. Some change we can't predict, like the emergence of a novel corona virus, and some we can affect and, in fact, have a responsibility to guide into a future we can all be proud of. During times of change it can be helpful to look back at significant events in our history. This month we feature content from DOL’s Office of Disability Employment Policy in our Around the Workforce World section below as we look forward to celebrating the 30th Anniversary of the ADA in July. Please be sure to check out the recording of the webinar on the special Equity and Inclusion cohort if you weren't able to attend earlier this month, for it has pertinence not only within the context of the ADA anniversary, but also in light of the remarkable demonstrations which continue to take place across the country.

Additionally this month and all year, the Department is celebrating the 100th Anniversary of the Women’s Bureau. Check out the Women's Bureau website for more information about the remarkable things it has achieved in the last century, as well as information about WANTO grants and ways to recruit more women into non-traditional registered apprenticeships.

Looking ahead to the beginning of July, two new Registered Apprenticeship grant programs will begin. We in the National Office and at Maher will continue to develop and offer you TA for the expansion grants awarded to states and wish you a safe, healthy, and productive start to an exciting new program year.

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**Fiscal Policies and Procedures**

States play a critical role in the continued expansion of Registered Apprenticeship across the country. Beginning on July 1, some states may have three separate federal grants operating concurrently to support apprenticeship expansion efforts: the 2018 SAE grants, the 2019 ASE grants, and the 2020 SAE grants. While the Department looks to states to successfully implement these grants in strategic alignment with federal and state expansion goals, it is imperative that states manage the three grants separately and in line with Federal Appropriations Laws and other regulations, including the Uniform Guidance at 2 CFR 200.
Grant recipients are required to maintain records which identify the source and use of funds provided for each grant-funded activity. These records must contain information documenting each grant's authorizations, obligations, unobligated balances, assets, liabilities, expenditures, and income (2 CFR 215.21, "Standards for Financial Management Systems"). Further, federal regulations specify that grant recipients must implement effective internal controls to ensure federal grant funds are used only for authorized purposes and that expenditures financed with federal funds are properly charged only to those projects supported by the grant. Recipients of SAE and ASE grants should ensure that they have strong policies and procedures in place for tracking participants under those grants, and plan to do the same for 2020 grant funds, if awarded.

If you have any questions or concerns, please review some of the resources available such as the SMART training series on the Grants Management Resources page in the ASE community and the grantee handbook included with your grant agreement when it was transmitted, and contact your federal project officer (FPO).

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### Defining Your Grant

**Records Retention:** Grantees must follow Federal guidelines on record retention, which require that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a specific period of time. This is three years, either from the date of submission of the final expenditure report or from the date of the submission of the final quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity, in the case of a subrecipient. To view the Federal regulations, including related exceptions to the required time frame for retaining records, visit 2 CFR 200.333.

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### New DOL COVID-19 Information and Resources

- The Occupational Safety and Health Administration has released a video and poster in English and Spanish on proper workplace use of respirators.

- Circular 13-01 requires that no more than 50 percent of equal employment opportunity (EEO) reviews in a fiscal year be conducted remotely. However, due to challenges related to the coronavirus 2019 (COVID-19) pandemic, DOL relaxed this requirement in order to provide EEO technical assistance, which can be done remotely in conjunction with Remote Quality Assurance Assessment reviews for this fiscal year. You can learn more about the Office of Administration EEO regulations on the Office of Administration's EEO website and/or by reaching out to your Office of Administration regional contact. To explore how inclusion and diversity fit into Registered Apprenticeship, see the Diversity and Inclusion page on apprenticeship.gov.

- The U.S. Equal Employment Opportunity Commission has released frequently
asked questions (FAQs) on what you should know about COVID-19 and the Americans with Disabilities Act (ADA), the Rehabilitation Act, and other EEO laws, which may be a helpful resource for employers.

**TECHNICAL ASSISTANCE ACTIVITIES**

**Apprenticeship in the Financial Services Sector Call**

Are you looking for information on how apprenticeships can work in the nontraditional field of financial services sector? Please join us for an industry focus call on financial services on Wednesday, June 24. Registration is still open, and don't forget that you can find the recordings, transcripts, and summaries for previous webinars in the series (on healthcare, information technology (IT), advanced manufacturing, hospitality, transportation and logistics, energy, and agriculture) on our Industry-Focus Calls page in the ASE grants community.

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**Two New SAE Webinars**

With the SAE grants drawing to a close, we hope you will join us for 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!

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**Virtual Apprenticeship Resources**

We hope you took advantage of the Apprenticeship and Virtual Options webinar on June 12. This timely session explored innovative virtual related technical instruction (RTI) solutions; strategies for continued support of sponsors, apprentices, and RTI providers; and innovative ways to continue apprenticeship program expansion and communication in a virtual environment. Check out the recording and feel free to share with colleagues working with you to address these critical challenges.

You may also find the following resources helpful in your efforts to support virtual teaching and learning success:

- WebAIM's information on how to provide supports for learners with disabilities
- Southern New Hampshire University's best practices on remote teaching
- Skills Commons' free and open source online training materials organized by sector
- A crowdsourced Google Docs file compiling community-contributed open educational resources for teaching and learning in the COVID-19 era
Spotlight on Expanding Apprenticeship for People with Disabilities

July 26, 2020, marks the 30-year anniversary of the Americans with Disabilities Act (ADA), landmark legislation that supports full access to all areas of life for individuals with disabilities. In this edition of Apprenticeship Connections, we highlight the work of the Office of Disability Employment Policy (ODEP) to promote workplace success for individuals with disabilities, and we provide you with several resources that can support your efforts to build a more disability-inclusive work environment.

ODEP is the only non-regulatory federal agency that promotes policies and coordinates with employers and all levels of government to increase workplace success for people with disabilities. ODEP sponsors resources such as the Job Accommodation Network (JAN) and the Employer Assistance and Resource Network on Disability Inclusion (EARN) to provide assistance to employers and workers with disabilities. In addition, under its Apprenticeship Inclusion Models (AIM) initiative, ODEP selected four organizations to test innovative approaches to expanding career pathways through apprenticeships for adults and youth with disabilities into high-demand, high-paying careers in fields such as technology and healthcare. Please keep reading for more information about JAN, EARN, AIM, and other important ODEP programs. Please visit ODEP’s website for more information about how to celebrate the 30-year anniversary of the ADA.

Expanding Apprenticeship Pathways for Youth and Adults with Disabilities

In 2018, ODEP launched the AIM demonstration project to research, develop, test, and evaluate innovative strategies to expand occupational skills training in existing apprenticeship programs. This project seeks to enhance practices, innovate supports, and expand pathways for people with disabilities into high-demand, high-paying careers in IT, healthcare, and advanced manufacturing using the apprenticeship platform.

ODEP partnered with Social Policy Research Associates to provide disability-focused technical assistance (TA) to four pre-apprenticeship and Registered Apprenticeship organizations through three apprenticeship intermediaries. The apprenticeship organizations include Microsoft (1 location), Amazon (12 locations), Healthcare Career Advancement Program (2 locations), and Industrial Manufacturing Technicians (IMTs) (2 locations).

In March 2020, COVID-19 impacted all sites, which resulted in a pause of on-the-job training and, in many cases, other related instruction. As of January 2020, the 4 sites had collectively recruited apprentices at 17 localities throughout the United States. Preliminary reports show that 51 percent of participating apprentices are veterans and 14 percent are youth and young adults. Approximately 10 percent are people with disclosed disabilities. (Two IMT-connected pilot sites have yet to report the number of participants with a disclosed disability.) Roughly 66 percent of the approximately 150 apprentices are participating in IT programs, 14 percent are in healthcare programs, and 20 percent are in advanced manufacturing programs. For
The Job Accommodation Network: Resources for Workplace Success

"Reasonable accommodations" are adjustments or modifications in the workplace that help people with disabilities perform their jobs efficiently and productively. Examples of accommodations include a raised desk to fit a person using a wheelchair, voice recognition software, flexible work hours, and more. Most accommodations are simple to make and have little or no cost. Help is available for employers and employees in selecting the right accommodation for their specific situation.

JAN, a free service of ODEP, provides expert and confidential guidance on workplace accommodations, the ADA and related legislation, self-employment and entrepreneurship options for people with disabilities, and other disability employment issues. JAN consultants offer one-on-one guidance to employers and employees over the phone, via chat, and through email. JAN also has an extensive website filled with information and resources, including an "A-Z" feature that can be searched by disability, limitation, work-related function, topic, or accommodation. JAN can be reached at 1-800-526-7234 (voice) and 1-877-781-9403 (TTY).

JAN's online resources include the Employers' Practical Guide to Reasonable Accommodation Under the Americans with Disabilities Act (ADA) and the Employees' Practical Guide to Requesting and Negotiating Reasonable Accommodation Under the Americans with Disabilities Act. Contact JAN to learn about reasonable accommodations in the workplace.

The Employer Assistance and Resource Network on Disability Inclusion: Disability Diversity in the Workplace

EARN is another free resource of ODEP that supports employers in their efforts to recruit, hire, retain, and advance qualified individuals with disabilities. EARN helps employers tap the benefits of disability diversity by educating public- and private-sector organizations on ways to build inclusive workplace cultures. EARN offers information and resources to empower individuals and organizations to become leaders in the employment and advancement of people with disabilities. EARN's online resources include the Inclusion@Work Framework: A Framework for Building a Disability-Inclusive Organization, the Mental Health Toolkit, and Engaging Employees to Measure Success: Innovative Approaches to Encouraging Self-Identification of Disability. Contact EARN to learn about resources and supports for you and your employers.

The Partnership on Employment and Accessible Technology: Accessible Workplace Technology
Workplace technology that is accessible to job seekers and employees with disabilities creates opportunities for everyone to succeed at work. The ODEP-funded Partnership on Employment and Accessible Technology (PEAT) provides information and resources to help employers, technology companies, policymakers, and others understand the importance of digital accessibility. PEAT offers tools such as TechCheck, which helps employers assess their current practices for accessible work technology and identify steps to make progress toward their accessibility goals. Talent Works shows employers and human resources staff how to implement practices to make their e-recruiting technologies accessible to all job candidates. Visit PEAT to learn about what we can expect to see in coming years when it comes to the future of work, including where people with disabilities fit into trends in workplace technology and policy.

Help Job Seekers Discover Their Best Apprenticeship Match!

Through the Facilitator's Guide to Self-Guided Discovery, developed by ODEP and its National Center on Leadership for the Employment and Economic Advancement of People with Disabilities, employment specialists can learn to help job seekers determine which job-or apprenticeship program-fits their employment goals. Self-Guided Discovery allows job seekers with disabilities or other barriers to employment to determine their skills, interests, talents, and conditions of employment at their own pace. Discovery is an integral part of the Customized Employment approach to hiring, which supports the implementation of the Workforce Innovation and Opportunity Act and matches the conditions under which a job seeker will be successful to the needs of an employer.

For more information and resources, check out the many other resources on Workforce GPS, including:

- The Expanding Apprenticeship for Individuals with Disabilities resource page
- A toolkit for expanding apprenticeships for youth with disabilities
- An apprenticeship EEO fact sheet
- The Working Works public service announcement toolkit to encourage individuals to work with their employers and doctors to make a plan to stay at or return to work following illness or injury
- A conceptual framework organizations can use to evaluate the impact of their employment policies, practices, and environments on employment opportunities and experiences for persons with disabilities

NAWB 2020 Virtual Forum

Originally scheduled for March, the National Association of Workforce Boards (NAWB) annual forum is back on as a virtual event to take place June 29 through July 2. Registration is still open.
SAE Reporting Updates

SAE grantees did a great job submitting the Quarterly Performance Reports that were due May 15 in a timely manner. Thank you!

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.

Section 13.C of the Training and Employment Guidance Letter 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.

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.)

**Quarterly Report Reminder**: Whenever submitting a quarterly report, always be sure to limit your quarterly report to discuss ONLY the grant program activity you are submitting the report for. For the QPR:

- Use the correct template in Excel format
- Fill out the correct tab on the interim report spreadsheet, and in a document that includes data from previous quarters
- Correct any data errors as indicated by a red edit check box

For the QNR:

- Use the correct Word template
- Complete the data answer fields using the default purple text color
- Complete a new report every quarter

**QUICK LINKS TO KEY APPRENTICESHIP EXPANSION WEBSITES**

- [Office of Grants Management Closeout Package and FAQs](#)
- [Online Courses on Grant Closeout and Audit Resolution](#)
- [AIM Resource Library](#)
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

“There are many ways of going forward, but only one way of standing still.”

~ Franklin Delano Roosevelt, 32nd President