Orientation
Apprenticeship State Expansion (ASE) Grants

Moderator:
- Megan Baird, Division Director, Office of Apprenticeship

Presenters:
- Melissa Abdullah, Grant Officer, Office of Grants Management
- Chad Aleshire, Program Manager, Office of Apprenticeship
- Andrea Hill, SAE Program Lead, Office of Apprenticeship
- Gabrielle Aponte-Henkel, SAE Program Lead, Office of Apprenticeship
Today’s Agenda

• Welcome to ETA!
• Program Overview
• Communication Plan
• Grant Package
• Reporting Requirements
• Next Steps

Introductions

Employment and Training Administration (ETA)

National Office

• Program Office – Office of Apprenticeship (OA)
• Grant Office – Office of Grants Management (OGM)

Regional Office

• Federal Project Officer (FPO)
• Office of Apprenticeship (OA) Subject Matter Experts (SME)

National Office – Office of Grants Management (OGM)

The Grant Officer performs official grant duties, including:

• Reviews and Executes grant modifications
  ▪ Ensures adherence to Federal Statutes and Regulations, grant terms and conditions, fiscal and administrative requirements
• Maintains the official grant file
  ▪ Actions and documentation such as modifications, no-cost extensions
• Is the official with final approval for grant activity where there are questions

Grant Officer: Melissa Abdullah

The Office of Grants Management also:

• Provides policy guidance
• Provides fiscal and administrative requirements training
National Office – Office of Apprenticeship (OA)

The Program Office has several functions, including:

- Supports Federal Project Officers (FPOs)
- Provides ETA policy clarification & guidance
- Provides Technical Assistance (“TA”) together with an external TA provider
- Creates Learning Opportunities
- Collects & Analyzes performance data
- Provides Apprenticeship policy guidance in coordination with Regional OA Staff
- Develops and delivers performance guidance
- Reviews some grant modifications prior to OGM will approve
- Periodically requests additional information about your grant
- Looks at nationwide program trends

Regional Offices

Regional Office – Federal Project Officer (FPO)

The FPO’s primary job function includes:

- Is your primary point of contact, and first resource for questions to help you manage your entire grant
- Coordinates initial special conditions/compliance review response modifications
- Ensures adherence to Federal Statutes and Regulations, grant terms and conditions, fiscal and administrative requirements
- Reviews and accepts/rejects quarterly financial reports
- Provides oversight/monitoring
- Provides grant program development and performance guidance in coordination with the National Office
- Serves as a resource, provides support, guidance and promising practices on an individual grant basis
- Coordinates and/or is apprised of grant-team interactions w/ grantees (BET, TA Coaches, OGM, Program Office)
Regional Office – Apprenticeship Subject Matter Expert (SME)

The SME’s grant function is to:

- Assist with developing Registered Apprenticeship Programs (RAPs)
  - and their associated program standards
- Advise on matters directly related to apprentices, apprenticeship pipelines and the apprenticeship system
  - in coordination with the National Office
- They also assist
  - with specific apprenticeship-related program questions
  - in highlighting success stories and identifying promising practices
  - the FPO with grant analysis, where applicable
  - including grantee success or risk factors
  - the TA Coach, where requested

What is your organization/division’s level of experience with apprenticeship?

Choose the option that best reflects you (or your organization)

1. We are new to apprenticeship grants
2. We can’t wait to learn more and are actively working on developing the partnership with the Apprenticeship Agency in the State
3. We have some and are learning more, and we are already in partnership with the Apprenticeship Agency in the State
4. We have ooodles, we are the Apprenticeship Agency in the State

Technical Assistance Initiative

- TA Provider functions will include:
  - providing grantees with services that lead to real-time process improvements to their grant-funded program.
  - delivering subject matter expertise and customized technical assistance
- DOL announces that Maher & Maher will be your TA provider
  (in addition to TA provided by the National and Regional Offices)
Technical Assistance Initiative

Coaching & Subject Matter Experts

On behalf of OA, Maher & Maher will be providing grantees with technical assistance (TA).

- **One-on-one Coaching:** a dedicated TA coach who provides grantees with personalized support to address challenges and develop a targeted plan.
- **Subject Matter Experts:** individual or small-group conversations with experts in the field designed to inform strategy and address challenges.
- **Site Visits:** intensive TA provided on-site by coaches and subject matter experts.

Technical Assistance Initiative

Resources & Information

Resources and information distributed through:

- **Apprenticeship Connections Monthly Newsletter:** shares resources, provides grant management tools, highlights promising practices, and announces upcoming events.
- **Community of Practice (COP):** provides an on-line curated collection of apprenticeship information, tools, resources, and promising practices.
  - An ASE-specific Community is currently in development.
  - General Apprenticeship COP at [https://apprenticeship.workforcegps.org](https://apprenticeship.workforcegps.org)

Technical Assistance Initiative

Additional Services & Tools

- Self-Assessment Online Tool
- Peer Learning
- Innovation Cohorts
- Skill-Building Bootcamps
- Promising Practices Documentation
- National and Regional Convenings
Grant Program Overview

Success Factor Framework

Elements of Registered Apprenticeship Transformation

- Industry Engagement
- Partnership Building
- Engaging Underrepresented Populations
- Leveraging Resources
- Data-Informed Decision Making
- Policy Alignment

Investments in Apprenticeship Grants and Contracts

Targeted resource investments to strengthen and expand apprenticeship across all industries.

- ALA Apprenticeship Initiative Grants: $575 Million
- Contracts for marketing, business engagement, IT, pre-apprenticeship: $25 Million
- Industry Apprenticeship Accelerator Grants: $10.4 Million
- State Apprenticeship Expansion Grants: $50.5 Million
- Scaling Apprenticeship Through Sector-Based Strategies Grants: $3.8 Million

Additional investments in 2019 and beyond

- Industry Partnerships in State Apprenticeships, Industry Weekends to Enhance Diversity: $10 Million
Up to the minute active Apprenticeship Investments

- **Apprenticeship State Expansion Grants ($75 million)**
  - Youth Apprenticeship Intermediary Contracts
  - Apprenticeship Expansion and Modernisation Fund
  - Virtual Apprenticeship Network with Community Colleges
  - Industry and Equity Intermediary Contracts
  - Scaling Apprenticeship Grants - H-1B funded
  - New Funding Opportunity Announcement: Apprenticeship: Funding the Skills Gap ($500 million) - H-1B funded
  - New Funding Opportunity Announcement: WANTO ($1.5 million)
  - And stay tuned for additional upcoming opportunities!!

Visit [https://www.dol.gov/apprenticeship](https://www.dol.gov/apprenticeship) or [www.doleta.gov/grants](http://www.doleta.gov/grants) for more information.

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ASE Overview

- **ASE Awards to 51 States & Territories**
  - Currently
    - All the 50 States
    - Several Territories and Possessions
    - DC & Palau
    - have active apprenticeship money at work today

  - Important to note then that these are discretionary grants rather than formula grants which means
    - There was an allotment to determine award amounts, and the opportunity was provided through a TEGL, true
    - But, these are discretionary grants from discretionary money vs: formula grants from mandatory money

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Program Design Elements

- **Increase RAP enrolments**
  - To expand the number of apprentices in RAP's nationwide

- **Broaden RAP diversification**
  - To support and encourage RAP diversification, including increasing the diversity of apprentices and growth in apprenticeship across industry sectors

- **RAP workforce integration**
  - To support the integration of RAPs into state workforce development, education, and economic development strategies, ensuring that apprenticeship is a viable career path for youth, adults, and career seekers as well as a valuable workforce development strategy for businesses

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Three Primary Goals

- Increase RAP enrolments
- Broaden RAP diversification
- RAP workforce integration
Program Design Elements

**Program Level Activity**

(Direct Participant Services)

- The development of curricula and standards for RAPs.
- Support and technical assistance for sponsors in the development of apprenticeship programs and registration standards.
- Support and training for mentors of apprentices.
- Recruitment, screening, and enrollment of registered apprentices (as participants).

A portion of grant funds must be used to support participant apprentices in OJL/RTI.

Program Design Elements

**Required Elements**

- **WIPS: Workforce Information Processing System**
  - **What:** Established reporting system utilized for many ETA grant programs.
  - **Why:** To be able to have reliable data to inform reports to Leadership and Congress.
  - **How:** We will have trainings as we get closer to implementation.

- **FTE requirement**
  - **What:** A minimum of one person working 100% on this grant execution in a capacity where they can synthesize various segments of both program and system level activity elements.
  - **Why:** Analysis of grant performance indicates those grants with some dedicated staff simply are more successful.
  - **How:** Please refer to your FPO if you still have questions regarding this element.

- **Provide direct participant services**
  - **Why:** In part, one of the defining distinctions of ‘participant’

- **Minimum Outcome levels**
  - **Why:**
Program Design Elements

Outcomes

Minimum Goals for Participants Served During the Grant Period Based on Allotment

<table>
<thead>
<tr>
<th>Allotment</th>
<th>Minimum Participants Served</th>
</tr>
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<tbody>
<tr>
<td>$400,000 - $500,000</td>
<td>225</td>
</tr>
<tr>
<td>$500,001 - $750,000</td>
<td>315</td>
</tr>
<tr>
<td>$750,001 - $1,000,000</td>
<td>440</td>
</tr>
<tr>
<td>$1,000,001 - $2,225,000</td>
<td>800</td>
</tr>
<tr>
<td>$2,225,001 - $4,000,000</td>
<td>1,550</td>
</tr>
</tbody>
</table>

TEGL: "Placement must be in a Registered Apprenticeship program. Enrollment in an apprenticeship program must be conducted through a State Apprenticeship Agency or the Office of Apprenticeship to be considered a participant for quarterly reporting and outcome purposes. NOTE: Pre-apprentices shall not be considered participants for the purposes of this grant."

Money spent on pre-apprenticeships is an allowable cost for the ASE awards.

- As long as they adhere to TEN No. 13-12: Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, available at: https://wdr.doleta.gov/directives/corr_doc.cfm?docn=5842

Although you can spend money, and have a place to report pre-apprentices, pre-apprentices do not count towards the minimum outcome target until they enroll as an apprentice in a RAP.

Pre-Apprenticeship Participant:

- The minimum performance target refers to:
  - A person deemed eligible and enrolled in a RAP after July 1, 2019 who receives grant-funded assistance funded in whole or in part by this grant award (高素质, potentially include instructor/curriculum development, supportive services)
  - An eligible participant enrolled after July 1, 2019 in a RAP traceably developed [created] through these funds [i.e. a RAP which becomes registered as a result of grant funds investment after July 1, 2019].

NOTE: A participant must have the required participant-level data collected at registration, and be tracked and reported through either the completion of the apprenticeship or the end of the grant period, whichever comes first.
Program Design Elements

Initial Compliance Review
- A relatively standard part of receiving a discretionary award with ETA
- Taking place to ensure that the application materials now incorporated into the grant agreement adhere to
  - the requirements of the TEGL,
  - the Uniform Guidance and other Federal Regulations
  - ETA guidelines
- Related to, but different from monitoring and compliance FPOs conduct throughout the period of performance
- Transmission of findings
  - Between Aug. 23 and Aug 30 to the Authorized Representative and Point of Contact
  - Final response due to the FPO by October 15 – work with them to minimize revisions
  - FPO review; the will submit for program office review
  - Once program office concurs that the response addresses the findings, the FPO will submit a modification request to OGM
- Modifications
  - One modification for initial special conditions and initial compliance review responses

Do your organization/division have other DOL apprenticeship grants?

1. Yes, we also have an SAE grant
2. Yes, we also have/had or partnered with a different ETA grant with an apprenticeship focus
3. No, but we have worked on other ETA discretionary grants
4. No, but we have worked on ETA formula grants
5. No, but we’ve worked on discretionary or apprenticeship grants from other government agencies
6. No, we are new to apprenticeship grants
7. What?

Communication Plan
Communication Plan

From: ETA > To: You
- Usually through your FPO for specific requests and information
- Apprenticeship.grants@dol.gov mailbox for general requests and information
- WorkforceGPS/grantee Community of Practice
- Newsletter & Trainings
- DOL Grantee Orientation Handbook

From: You > To: ETA (National Office)
- Contact your FPO first
- Copy the FPO on all grant related communications
- Copy the Apprenticeship grants mailbox: Apprenticeship.grants@dol.gov, when necessary & please remember to include your grant number in the subject line
- Your FPO is in regular contact with the National Office, so if there’s a question they don’t already know the answer to, they will be in touch with us here in DC

Remember
- Add *@dol.gov to your safe list to ensure a response gets back to you
- Describe your question/issue as specifically as possible
- Please be patient!

Grantee Team Communications & Support

Project Point of Contact (POC)
- Receives communication from ETA
- Responsible for sharing information with project team
- Any time the main point of contact for your grant changes, please remember to alert your Federal Project Officer (FPO) and National Office staff

Note:
1. All formal/official correspondence is sent to both the Authorized Representative (A/R) and Point of Contact (POC) indicated on the SF-424 with the application.
2. The A/R and POC will continue to be copied on general communications.
3. Changing the Authorized Representative requires a formal grant modification

ASE Community of Practice

Workforce GPS (WGPS):
- A WGPS web portal specific to ASE grantees is currently in development to facilitate more peer-to-peer interaction and provide an archive of materials

Additional Resources:
- For now, there are a number of materials available for you – more outlined later on resource slides at the end of the presentation which include:
  - A number of grants management and financial trainings available here: https://grantsapplicationandmanagement.workforcegps.org/resources/2019/06/03/14/09/2019-Dallas-SMART-Training-PowerPoint-Presentations
  - A number of Apprenticeship related resource sites including Apprenticeship.gov
Communication Plan

Always contact your FPO first if you have questions!

<table>
<thead>
<tr>
<th>If you...</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the grant lead</td>
<td>FPO</td>
</tr>
<tr>
<td>Are a member of a grant project</td>
<td>The lead for your grant</td>
</tr>
<tr>
<td>Have questions about performance reporting</td>
<td><a href="mailto:Apprenticeship.Grants@dol.gov">Apprenticeship.Grants@dol.gov</a> with a copy to your FPO</td>
</tr>
<tr>
<td>Have questions or difficulty accessing the financial reporting system</td>
<td><a href="mailto:EBSS.help@dol.gov">EBSS.help@dol.gov</a> with a copy to your FPO and <a href="mailto:Apprenticeship.Grants@dol.gov">Apprenticeship.Grants@dol.gov</a></td>
</tr>
</tbody>
</table>

Grant Award Package & Modifications

Always contact your FPO first if you have questions!
The Grant Award Package

Grant Award Letter

Grant Agreement:
- Special Conditions of Award Page
- Signature Page / Notice of Award (NOA)
- Terms and Conditions
- Application for Federal Assistance
- Budget
- Statement of Work (SOW)
- Indirect Cost Rate Agreement (if applicable)

Grant Award Letter

Acknowledgement of Award

Payment Management System
- Information and forms on www.doleta.gov/grants under Manage your Awarded Grant

ETA’s on-line Grantee Financial Reporting System
- ETA 9130
- Information to access system on www.doleta.gov/grants under Manage your Awarded Grant

Passwords/PINs are sent separately after supplying the necessary information
Once you receive this please DO NOT LOSE IT!

Grant Agreement Notice of Award

- Project Title
  - Apprenticeship State Expansion
- Grant Awardees’ Identifying Information
- Federal Award Identification Number (FAIN)
  - Grant Number # AP-33XXX-19-60-A-XX
- Period of Performance
  - July 1, 2019 to June 30, 2022
- Award Amount
- Uniform Administrative Requirements
- Cost Principles
- Signatures
Notice of Award Regulations

- 2 CFR Part 200 (Uniform Guidance)
  - Uniform Administrative Requirements
  - Cost Principles, and
  - Audit Requirements for Federal Awards

- 2 CFR Part 2900
  - DOL Exceptions to the Uniform Guidance

- Terms and Conditions of Award

Grant Agreement
Special Conditions of Award
Conditions of Award

All grantees have two special conditions:
1) Initial Compliance Review notification
2) Performance Reporting

* OGM and OA have asked FPOs to hold any additional condition responses/ revisions to submit along with any initial compliance review findings responses/ revisions so BOTH parts can be submitted together in one modification request package

Grant Agreement
Conditions of Award & Terms

- Order of Precedence
- TEGL-17-18 and Amendments (incorporated by reference)
Grant Agreement Terms

- FPO Contact Information
- Indirect Cost Rates
- Audit Requirements
- Pre-Award Costs
- Reporting Requirements
- Procurement
- Intellectual Property Rights

Terms to Note

➢ 12.D: EQUIPMENT
  ◆ Equipment purchases are not an allowable cost for these grants

➢ 12.E: FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)
  ◆ A prime grantee (these grants) must report any sub-awards (sub-awards and/or contracts) which are $25,000 or more through the FFATA Subaward Reporting System (FSRS)

➢ 12.H: PERSONALLY IDENTIFIABLE INFORMATION

Terms to Note

➢ 12.L: PUBLICITY
  ◆ Equipment purchases are not an allowable cost for these grants

➢ 14.M: RESTRICTION ON LOBBYING / ADVOCACY
  ◆ A prime grantee (these grants) must report any sub-awards (sub-awards and/or contracts) which are $25,000 or more through the FFATA Subaward Reporting System (FSRS)

➢ 14.P: SALARY AND BONUS LIMITATIONS
  ◆ Places a limit on the amount of Federal funds which can be paid individuals at the prime- or sub-award level. See also 11.B and 12.E.5.e.
Grant Agreement Attachments

Attachment A: SF-424
Attachment B: SF-424A
Attachment C: Budget Narrative
Attachment D: Statement of Work
Attachment E: Indirect Cost Rate Agreement (if applicable)

Budget and Statement of Work

Budget Information
- SF-424A
- Budget Narrative

Grantee’s original proposal
- Project Narrative
- Timeline/Workplan
- Performance Outcome Measures Table
- Governor’s Letter
- Project Attestation Confirmation

Indirect Cost Rate Agreement

- Only applicable to those claiming indirect costs
- If grantee is claiming indirect costs but did not provide agreement, placed on 90-day temporary rate
- Applicants missing indirect cost rate or CAP agreements (or submitting expired ones) are limited to lesser of either total claimed indirect costs or 10% of total Personnel budget
Initial Compliance Reviews

Conditions detailing potential issues in your budget are included in your grant package – due dates will be conveyed with the compliance review results

• Review of SOW, budgets, other attachments
• Review of Program Outcomes
  - Mathematical accuracy

Grant Modifications

■ What is a modification?
■ Why do a modification?
■ What are modification indicators?
■ FPO Modification Analysis
  › Reasonable
  › Performance
  › Best interest of the government

What is a Grant Modification?

Mechanism to CHANGE the Terms of the Grant Agreement
Why Do A Modification?

- Change of Scope
  (Very rare & only minor changes will be considered)
  - Program Design
    - Service Area
    - Change in Partners
    - Key Personnel Changes
  - Performance Outcomes
    - Outcome Measures

Why Do A Modification?

- Budget Re-alignment
  - Transfer of funds among direct cost categories if cumulative amount of such transfer exceeds or expected to exceed 10% of the total budget
- Change in Period of Performance
- Change Indirect Cost Rate
- Change Authorized Representative

FPO Modification Analysis

- Grant Quality
  - Services
  - Staffing
- Grant Efficiency
  - Timely
  - Cost Effective
- Grant Performance
  - Enrollments
  - Expenditures
**Required Documentation for Modification Requests**

- *Must* be submitted with letter on Organization’s Letterhead
- *Must be signed* by the Authorized Representative
- Provide the *purpose*
- Why it’s *necessary*
- How the change will *benefit* the program
- Appropriate *documentation* to support Modification

**HOW TO SUBMIT A MODIFICATION?**

ALL requests for modifications should be submitted to your FPO
- See the grantee hand book for details

The FPO will review and
  1) recommend approval to the Grant Officer; or
  2) request revisions; or
  3) recommend another course of action
Choose the answer that best reflects you (or your organization):

1. In TEGL-17-18
2. In the Federal Register
3. In the grant agreement terms & conditions
4. Apprenticeship.gov website
5. The Uniform Guidance

**Reporting Requirements**

- Demonstrating Grant Outcomes to investors and partners
- Illustrating Return on Investment (ROI) to employer partners
- Building additional strategic partnerships and leveraging resources
- Creating sustainability of the project and partnership
- Improving the program continuously to meet the needs of participants
- Reporting successes of high profile programs to Congress, Administration, OMB, GAO, etc.

**The Value of Reporting**
The Value of Reporting

- Reporting general items
  - Who? Participants
    - Participants for this award are collectively a sub-set of the registered apprentices enrolling State-wide during the time period of the grant who have consented and supplied participant-level data upon enrollment; who meet eligibility requirements and are recipients of a grant-funded service
    - Statewide expansion will be captured in the Annual Report, while specific program data will be captured through the quarterly reports
  - Why? Provide hard-data vs. anecdotal evidence of successes
    - Because data gives us the tools to both tell a more complete story, and to learn from to be able to adjust funding vehicles and system-wide attention to developing trends
  - How? Through a participant-level data tracking system

Reporting Requirements

ASE grantees are required to submit the following reports to ETA

1. Quarterly Progress Reports (QPR)
   - Includes performance report w/ participant data
   - Includes narrative report
2. Quarterly Financial Report (ETA-9130)
3. Annual Report
   - Narrative report on the Statewide activity beyond just this grant
4. Final Report

Quarterly Progress Reports

Each grantee must submit a Quarterly Progress Report (QPR)

- Due no later than 45 days after the end of a quarter
- More information and training will be provided

<table>
<thead>
<tr>
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Your 1st QPR for the Quarter Ending September 30, 2019 is due no later than November 14, 2019
- Covers activities beginning July 1, 2019 through September 30, 2019
Quarterly Progress Reports

Submitting QPRs to ETA

- Will be submitted through a web-based reporting system, WIPS
  - anticipated roll-out late Spring 2019.
- In preparation, grantees should prepare to collect and track participant-level data on demographic information, services and training received, credential outcomes, and employment and employment retention information.
  - This includes collecting and providing participant SSNs, which will be used by ETA to track and report long-term employment outcome measures (Common Performance Indicators)
  - Please ensure you follow PII protocol [TEGL-39-11]

Interim Reporting Process

Overview

- Until the ETA reporting system component of WIPS is completed, grantees will follow an interim reporting process.
  - This process applies to your first QPRs, definitely for the quarters ending September 30, and December 31, 2019, maybe a quarter or two beyond
    - We anticipate the ETA reporting system will be available for grantees to submit participant-level data to ETA in the Summer of 2019.
  - Grantees will only report aggregate participant data and NOT submit individual participant level data to ETA until WIPS is implemented
    - However, grantees must still collect participant-level data as it aligns with the required reporting elements for all participants served as of the start of the grant.
    - Grantees will report cumulative data for all participants served once the reporting system is available.

WIPS system is standardized and utilized across many ETA grant programs, and more are implementing it

- In Excel.xlsx format – but essentially the same as the final report version you will see after uploading data into WIPS
- Static version provided for your information so you can develop internal processes to utilize for reporting
- Will go into detail about how to report using this document at the upcoming first in a series performance trainings
Interim Reporting Process
QPR Introduction

- Standardized across several ETA discretionary grant programs
- In Word.docx format to allow for reporting flexibility within the questions
- Static version provided for your information so you can develop internal processes to utilize for reporting
- Will go into detail about how to report using this document at the upcoming first in a series performance trainings

Interim Reporting Process
Submitting QPRs to ETA

- Grantees will submit a Quarterly Report (QPR & QNR) to ETA, via email
  - QNRs should be email to your FPO with a cc to Apprenticeship.Grants@dol.gov, no later than the reporting deadlines
  - Suggested static formats are included as attachments to this presentation
  - Interactive versions will be distributed prior to the first performance Webinar in late September/early October
  - The first quarter report we would anticipate would be primarily narrative in nature, and low QPR numbers for this first quarter

Quarterly Financial Report
Each grantee must submit a Quarterly Financial Report (ETA-9130) every quarter

- Financial reporting system different than performance reporting system
- Due no later than 45 days after the end of a quarter
- Financial reporting system instructions included w/ grant agreement transmission
- Financial reporting system link: https://www.doleta.gov/grants/financial_reporting.cfm

Financial Reporting Resources

- Your 1st QFR is due no later than November 14, 2019
- Covers activities beginning July 1 through September 30, 2019
Important Links to DOL Performance Reporting Information

- DOL ETA Performance Reporting Website
- DOL-only Performance Accountability, Information, and Reporting System - OMB Control No. 1205-0521
  - (PIRL): Apprenticeship elements for participant level data collection and tracking is currently in the OMB review process

More to Come!
Detailed ASE Reporting Guidance/Training
Performance Reporting Technical Assistance

Key Dates

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Event | Date
--- | ---
Grant Start Date | July 1, 2019
1st QPR Due Date | November 14, 2019
1st ETA-QFR Due Date | November 14, 2019
Grant End Date | June 30, 2022

How do you like performance & reporting now?

Choose the answer that best reflects you (or your organization):

1. We've got this, totally get it, looking forward to reliable data to utilize for our program
2. We're cool - understand why and feeling better than we were! We'll check with our FPO with questions.
3. Still a little nervous, but between the training and my FPO, answers will be there.
4. HELP!!!! Where's my FPO?
5. Um, what?
Complete Activity Checklist if not already done, including:
- Program Staff Contact Information
  - If you haven’t already, have the AR or POC send updated contact information to: Apprenticeship.grants@dol.gov
  - Only those persons NOT on the SF-424
- If you have questions about anything, contact your FPO

Respond to Conditions of Award in your Grant Award Package, and Compliance Review findings, as appropriate

Get up to speed on DOL Fiscal/Performance Reporting
- Recorded Webinar: Overview of the Basic and National Program Financial Reports
  - Covers the Basic ETA-9130 Form, which will be the form used by ASE grantees
  - For more information, visit the WIPS Performance website: https://www.doleta.gov/performance
Title Description Link
Cost Allocation and Cost Allocation Plans
This module covers the terms and requirements of the Uniform Guidance in relation to the allocation of costs to federal grants, and developing and using a Cost Allocation Plan (CAP). It distinguishes between the different types of costs and how each is allocated.
https://www.workforcegps.org/resources/2016/03/2

Indirect Costs and Indirect Cost Plans
This module covers the requirements of the Uniform Guidance and begins by distinguishing indirect from direct costs. The module discusses the different types of approved indirect costs, and explains when and how to apply for a federal rate.
https://www.workforcegps.org/resources/2016/03/2

Policies and Procedures for Federal Award Recipients
This module focuses on the approval of the Federal Award Recipients. The presentation begins with a focus on the changes in definitions in the new Uniform Guidance.
https://www.workforcegps.org/resources/2016/03/2

Procurement and Performance-Based Contracts
This module focuses on the updated procurement standards in the Uniform Guidance. The presentation will begin with a focus on the changes to definitions in the new Uniform Guidance.
https://www.workforcegps.org/resources/2016/03/2

Personnel Compensation, Labor Distribution, and Payroll Reports
This module reviews the Uniform Guidance standards for allowable personal services and fringe benefit costs, and the methods for distributing payroll and fringe benefit expenses.
https://www.workforcegps.org/resources/2016/03/2

HOMEWORK! Get Started On Your Fiscal/Admin Online Training Series – Due September 15, 2019
Uniform Guidance: 2 CFR 200, and 2 CFR 2900

Save the Date:
TA Kick-Off Event - LIVE
A webinar to introduce the coaching staff, and the many types of TA and how it will be delivered (and what staff please attend - there are many changes to the TA plans)
September 11, 2019

Introductory Performance Training Series - LIVE
Performance Reporting Overview and Quarterly Progress Report Training, including QPR Reporting System Orientation and Q&A
Episode 1: Late September – early October, 2019
First interim reports due
Financial ETA-9130s, OMR and QPR
November 14, 2019

Grants Management Resources:

- Grantee Orientation Handbook
  https://doleta.gov/grants/award_management.cfm

- Grant Reporting
  A very general overview of grant reporting requirements for Federal awards
  https://www.doleta.gov/grants/grant_reporting/

- Workforce Information Processing System – WIPS
  The Performance and Results Web Site will assist you in understanding how performance is measured, reported, and evaluated at ETA
  https://www.doleta.gov/performance/

- WorkforceGPS - ASEP-specific COP in development, but general site with all sorts of grants management information
  General: www.workforcegps.org
  Apprenticeship: https://apprenticeship.workforcegps.org/home

- Financial links - OGM
  Financial Reporting System, and Payment Management System links
  https://doleta.gov/grants/award_management.cfm

- FAQs
  Published during the application period
  https://doleta.gov/prep06TGGL-17-16FAQs_5.2_.pdf

- Uniform Guidance Overview
  Brief overview of the UG, and DOL exceptions, with links to additional UG resources
  https://doleta.gov/grants/UniformGuidance.cfm


Financial links - OGM
Financial Reporting System, and Payment Management System links
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TEGL-39-11: Guidance on the Handling and Protection of Personally Identifiable Information (PII)
Apprenticeship Resources:

- State Apprenticeship Contacts
  [Link]
- National Apprenticeship Week
  November 2019
  [Link]
- Quick Start Toolkit
  A five-step guide to take you from "exploring" to "launching" a Registered Apprenticeship Program.
  [Link]
- RACC Apprenticeship Members
  Registered Apprenticeship College Consortium
  [Link]
- Apprenticeship.gov
  Apprenticeship portal
  [Link]
Please enter your questions in the Chat Room!
(lower left of screen)

Thank you!