November 2020

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SAVE THE DATES!

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GRANTS MANAGEMENT CORNER

National Apprenticeship Week Is a Wrap!
Thank you for all you did to make our sixth annual National Apprenticeship Week (NAW) a big success! COVID-19 pushed us to think creatively about how to use virtual events to highlight the power and flexibility of apprenticeship. Thank you for stepping up! As of publication, we have seen 169 proclamations and 664 events in all 50 states, as well as the District of Columbia and Puerto Rico, including:

- In Nebraska, a drive-through apprentice appreciation night
- In North Carolina, a GlaxoSmithKline webinar highlighting their Registered Apprenticeship opportunities
- In Maine, a display in the window of the Maine Crafts Association featuring the work of apprentices in its Craft Apprentice Program
- In California, a Zoom tour of the Western Electrical Contractors Association's Registered Apprenticeship Programs

If you haven't already registered your events or proclamations, it's not too late. Let's get them registered so that we can accurately reflect all the great energy around the country. Be sure to check out the resources provided to support NAW; the updated apprenticeship fact sheet, for instance, could be useful in many contexts.

WIPS Webinars for ASE and SAE 2020 Grantees-Register Today

ASE grantees will begin reporting performance data in the Workforce Integrated Performance System (WIPS) starting with the quarter ending December 31, 2020, for which reports are due on February 14, 2021. SAE 2020 grantees will begin reporting in WIPS the following quarter (ending March 31, 2021). While the SAE 2020 grants are just getting started and DOL doesn't necessarily expect participants for that grant yet, all ASE grants should have some participants to report and data systems in operation at this point in the period of performance.

In preparation, all ASE and SAE 2020 grantees should make sure you've registered and marked your calendars for our five-part training series.

- **WIPS Training #1: Apprenticeship Grants WIPS Overview** on December 1 from 4 to 5 p.m. ET will give a general overview of the WIPS reporting requirements and participant tracking.
- **WIPS Training #2: Introduction to WIPS** on December 3 from 4 to 5 p.m. ET will go into more detail on reporting requirements and participant tracking.
- **WIPS Training #3: A Deeper Dive: The Apprenticeship PIRL & Schema, Valid Values & Logic Rules** on December 8 from 3 to 4 p.m. ET will provide an overview of the data elements in the Participant Individual Record Layout (PIRL) along with common errors.
- **WIPS Training #4: WIPS 101** on December 10 from 3 to 4 p.m. ET will orient users in more detail to WIPS and how to stay informed about changes in the system.
- **WIPS Training #5: Troubleshooting and Remaining Questions** on December 15 from 3 to 4 p.m. ET will take a deeper dive into some common errors and
Defining Your Grant

Confused about some of the terms in your grant award? Grants.gov contains a useful index of definitions of key terms related to managing federal grants, including the definitions provided below for contract, subaward, and subrecipient.

- **Contract**: A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in the OMB Uniform Grants Guidance does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see § 200.92 Subaward of the OMB Uniform Grant Guidance).

- **Subaward**: An award provided by a pass-through entity to a subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

- **Subrecipient**: A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

For more information on determining the difference between these terms, see the Uniform Guidance at 2 CFR § 200.332: Requirements for pass-through entities and 2 CFR § 200.331: Subrecipient and contractor determinations.

TECHNICAL ASSISTANCE ACTIVITIES

**Updated Apprenticeship Expansion Grantee Self-Assessment Tool**

If you haven't had a chance to use the Apprenticeship Expansion Self-Assessment yet or think it might be time to reassess your progress, find it here - now with content that is focused on sustaining apprenticeship expansion during changing economic times. The self-assessment was created to help grantees identify, plan, and execute comprehensive apprenticeship expansion strategies. The tool helps you identify areas of strength and opportunities for growth and connects you to targeted resources to help prepare, plan, and implement activities effectively.

**New Apprenticeship Expansion Resiliency Planning Resources**
Did you miss the webinar about strategies for resilient apprenticeship expansion on October 29? The recording can orient you to the five elements of resiliency and some new resources available on an Apprenticeship Expansion Resiliency Planning Resources page.

- The Apprenticeship Expansion Resiliency Planning Tool can help you think about and create strategies for continued growth and diversification of Registered Apprenticeship in an economic downturn.
- Five Resiliency Resource Compendiums bring together tools, resources, thought leadership, and promising practices to support resilient apprenticeship expansion in an economic downturn, organized by the five key elements of effective expansion.
- A third new tool, Apprenticeship Expansion Grant Resiliency: Statement of Work Adjustment Considerations, can help you evaluate potential adjustments to your grant statement of work based on economic resiliency considerations and needs.

The Role of Apprenticeship in the Future of Work

State apprenticeship expansion grantees from Texas and Ohio spoke at a recent H-1B grantee virtual convening about the role of apprenticeship in the future of work. Check out the Power Point (and recording coming soon) to learn more.

A Deeper Dive into Apprenticeship Expansion Promising Practices-Capacity to Launch and Manage Programs

Registered Apprenticeship expansion relies on staff and organizational capacity to create and manage growth. The new Capacity to Launch and Manage Programs promising practices brief looks at ways states are streamlining the process for approving new Registered Apprenticeship Programs, investing in staff through hiring and training, using technology to improve the apprenticeship development process, and leveraging intermediaries who can bring programs to scale. Explore the new SAE promising practices briefs to learn more!

New Resource to Support Outreach to Potential Apprentices

A new report from Opportunity America and the Brookings Institution compares wages of technical college graduates in Kentucky with those of their peers who attended as part of advanced manufacturing apprenticeships. The apprentices earned 63 percent more than the non-apprentices one year out. And apprentices earned nearly double-86 percent more-five years out!

Success Framework from the National Governors Association
To help governors and other state and federal policymakers expand access to registered apprenticeship as a workforce and education strategy, the National Governors Association Center for Best Practices (NGA Center) prepared Registered Apprenticeship Reimagined to share promising practices and lessons learned from the American Apprenticeship Initiative (AAI). This report includes strategies and examples of best practices that led to measurable results and attainment of grantees' AAI project goals. The NGA Center looked at characteristics common to grantees that met or came close to meeting their AAI goals to develop a success factor framework for reimagining registered apprenticeship for new industry sectors and populations.

AROUND THE WIDER WORKFORCE WORLD

Credentials can open doors to better jobs, but the sheer number and types of credentials can be confusing, and ways (and whether) they stack and connect to jobs unclear. We know many of you are working to better align education and workforce development systems to address these credentialing challenges, and we're seeing new connections all the time (like a new partnership between Credential Engine and Concentric Sky [makers of Badgr, supporting organizations' efforts to create, track, and stack digital credentials] that allows credential issuers to export their badge-backed credentials from Badgr into Credential Engine's global registry).

Credential Engine recently released the State Roadmap to Credential Transparency and Toolkit, which may help. The 10 steps in the roadmap and related resources can assist leaders in understanding the background and added value of credential transparency, cataloguing and publishing credentials and competencies, and building expectations for credential transparency throughout the state workforce development and educational systems.

REPORTING ROUNDUP

Next Quarterly Reporting Due Date: February 14, 2021

SAE Reporting Updates

For SAE grantees that did not request an extension, the period of performance ended on October 31, 2020. You should have received an email from DOL's Office of Grants Management (OGM) regarding your next close-out steps. OGM's role is to provide accurate, timely, centralized grants management expertise throughout the grant's life cycle. You can find OGM's guidance on grant closeout here. It reviews the grant closeout system and the grantee end user manual, and contains grant closeout FAQs that you will find very helpful.
ASE Reporting Updates

At press time, the National Office is still missing some ASE Quarterly reports. Remember - quarterly interim reports should be submitted to both the apprenticeship.grants@dol.gov mailbox AND your FPO. Please check your report transmission to be sure the mailbox was included, and forward to the mailbox as soon as possible if it was not.

As outlined above, WIPS is coming!

To reiterate from last month - all ASE grantees should have a few participants at this point in the grant, and data systems up and running (and ready to make any changes that the WIPS training might highlight) so that any participant tracking and reporting is accurate. All grantees will begin WIPS training in December (see dates above). Barring any unforeseen circumstances with testing, ASE grantees will begin uploading data into WIPS for the report due February 14, 2021.

Given the number of grantees entering the system, the anticipated learning curve bumps, and resulting error messages, we strongly encourage all grantees to plan to upload 10 days prior to the due date for the first few reports. That will allow both you and the technical assistance team the maximum amount of time to resolve any errors.

We are not yet providing WIPS accounts to the general population - those accounts and the process of determining who will get accounts will be discussed during the December trainings. In the meantime, please register at Workforce GPS to ensure you receive notifications if any updated reporting materials are posted.

SAE 2020 Reporting Updates

We hope you saw that we’ve added SAE 2020 grant reporting resources to the SAE 2020 Grant Resources page. These include the suggested Quarterly Narrative Report (QNR) template and links to the financial reporting system and instructions. You should have already submitted your first QNR and Financial Report last week. If you ran into any questions or difficulties, please reach out to your federal project officer for assistance.

SAE 2020 Grantees should all attend the WIPS trainings in December in advance of your first WIPS upload for the quarter ending March 31, 2021. We'll see you on December 1st!

QUICK LINKS TO KEY APPRENTICESHIP WEBSITES

- Office of Grants Management closeout package and frequently asked questions (FAQs)
- Online courses on grant closeout and audit resolution