

U.S. Department of Labor

Employment and Training Administration
Office of Apprenticeship



July 2022

Performance Reporting Technical Assistance Aid

TOPIC: EXPANSION OF REGISTERED APPRENTICESHIP PROGRAMS USING OFFICE OF APPRENTICESHIP GRANT FUNDS¹

The expansion of Registered Apprenticeship Programs (RAPs)² is a grant-specific performance indicator used to measure the success of Apprenticeship Grants in meeting program outcome goals. To communicate a consistent definition of “expansion of RAPs” across all Apprenticeship Grants, this document provides 1) background, 2) the definition, 3) parameters, 4) examples of RAP expansion, and 5) reporting guidelines.

BACKGROUND

An analysis of performance reporting results and feedback from grantees has revealed a variety of interpretations of “expansion of RAPs” (hereafter, “expansion”). For example, some may consider 1) outreach, 2) capacity building, 3) increasing support in diversity, equity, inclusion, and accessibility (DEIA) efforts for RAPs, and 4) similar activities to be expansion activities. In fact, these are allowable grant activities and help to expand the registered apprenticeship system; however, they should not be considered “expansion” methods of a RAP. Further analysis of OA grant funding vehicles (i.e., Training and Employment Guidance Letters (TEGLs) and Funding Opportunity Announcements (FOAs)) reveals that “expansion” has also been outlined in various contexts.

One goal of OA is to create consistency across all Apprenticeship Grant programs. This information allows OA the opportunity to provide clarity to grantees, which serves to provide more consistent performance reporting data. This Technical Assistance (TA) Aid meets that goal by providing one definition of “expansion of RAPs” applicable across all Apprenticeship Grants.

DEFINITION

The expansion of an existing RAP occurs within the grant’s period of performance (POP) and includes one or more of the following methods of expansion: 1) the addition of new industries, 2) the addition of new occupations, and 3) the addition of new employers to an existing RAP as evidenced by an Appendix D (i.e., Employer Acceptance Agreement) or by the State Apprenticeship Agency (SAA) equivalent.³

¹ This Technical Assistance Aid applies to Apprenticeship Grants administered by the Office of Apprenticeship (OA), authorized by the National Apprenticeship Act of 1937 (29 U.S.C. 50).

² Registered Apprenticeship Programs are registered with the U. S. Department of Labor’s (DOL) Office of Apprenticeship, or a DOL-recognized State Apprenticeship Agency as set forth in Section I.A., 29 CFR Parts 29 and 30.

³ SAEI Grantees will utilize the definition of expanded grants as described in the FOA, “**Total number of existing apprenticeship programs, including Registered Apprenticeship Programs, that are expanded (e.g., new industries, occupations or service areas, or increased the number of apprentices registered).**” Existing apprenticeship programs refer to Registered Apprenticeship programs that existed before the grant POP.

PARAMETERS

For the purposes of this TA Aid, “existing Registered Apprenticeship Programs” are Registered Apprenticeship Programs that existed before the start of the grant’s POP. For performance reporting purposes, an existing RAP that is expanded with grant funds cannot also count as a new RAP.

When counting an expanded RAP under grant-level outputs, please consider the following parameters:

1. A program that existed prior to the start of the grant’s POP may be counted in the “Total number of existing RAPs that are expanded” output if the existing apprenticeship program is expanded during the grant POP using one or more methods listed under “Examples of RAP Expansion” below.
2. An expanded RAP can only be counted one time during the grant’s POP, regardless of method. For example, if a grantee expands into a new industry and includes three new occupations, the RAP is considered to have expanded once.

EXAMPLES OF RAP EXPANSION

Examples of how grantees may count “Total number of existing RAPs that are expanded” are provided below.⁴

1. **Addition of new industries.** A grantee provides grant funds to a RAP sponsor⁵ to expand into a new industry during the grant’s POP, e.g., expand into information technology (IT) from healthcare.
2. **Addition of new occupations.** A grantee provides grant funds to a RAP sponsor to add one or more occupations to an existing RAP during the grant’s POP. This might include utilizing grant funds to create a work process schedule for the new occupation or to develop curriculum.
3. **Addition of new employers to an existing RAP as evidenced by an Appendix D or the SAA equivalent.** If a grantee works with a sponsor to recruit a new employer and that new employer serves registered apprentices with grant funds during the grant POP, grantees can report this as one expanded program. Other examples of expanding an existing RAP by increasing the number of new employers include adding more employers to a Group program, Joint program, and Independent program.

In addition to the three examples of RAP expansion outlined above, there are two additional RAP expansion activities that are applicable to the SAEI grant only (as outlined in FOA ETA-21-07):

4. **Increasing the number of apprentices registered.** If a grantee provides grant funds to a RAP sponsor to increase registered apprentices (e.g., when an employer receives incentive funding for extraordinary costs related to OJL or RI) during the grant POP, the total number of existing RAPs that are expanded is “1”. For this measure, as aforementioned under “Parameters,” all other factors must hold true (i.e., the grantee will only expand a RAP by increasing the number of apprentices registered without also expanding in new industries, occupations, and service areas). For this method of

⁴ Dependent on what is allowable in your state, these are examples of expansion activities which may or may not be allowable depending on your state, program, occupation, or other factors.

⁵ Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. For more information, please see [29 CFR Part 29](#).

expansion, the grantee should report Section XI of the QNR whether they expanded a program by increasing the number of apprentices registered by indicating “x” utilizing the suggested template below or something similar.

5. Expansion into new service area(s). If the intent of the SAEI grantee Statement of Work (SOW) is to expand RAPs into new service areas, this may be counted as a method of expansion. For example, the grantee indicates in the SOW that they will grow the RAP from a statewide to national program; and while operating a RAP in one state, the employer works with OA to create National Program Standards or National Guideline Standards.⁶

Grantees with specific questions on how to count a RAP expansion, should send a message to their appropriate grant email box and copy their FPO.

REPORTING GUIDELINES

Henceforth, when grantees report the expansion of RAPs, this information should be included in Section XI (Additional Information) of the Quarterly Narrative Report (QNR), using the recommended templates shown in Tables 1 and 2. The QNR should:

1. Include the method(s) of expansion used for each RAP that was expanded; and
2. Specify the RAP and indicate with an “x” the method(s) of expansion used.

Tables 1 and 2 provide an example of how grantees should complete the recommended tables to report expanded RAPs.

Table 1 shows a grantee who provided in their SOW a goal of 12 for the output, “Total number of existing apprenticeship programs, including Registered Apprenticeship Programs, that are expanded.” Subsequent cells in Table 1 provide the breakdown of the targets by the Current Year Target, Current Year Actual, and the Cumulative Number of Expanded RAPs.

Table 2 lists the methods of expansion used to expand each of the RAPs.

Table 1

Period of Performance Target as specified in SOW	Current Year Target (Starting from the most-recent, previous July 1)	Current Year Actual (Starting from the most-recent, previous July 1)	Cumulative Number of Expanded RAPs, grant-to-date
12	4	3	3

Table 2

Name of RAP that was expanded	Method of Expansion				
	Addition of New Industries	Addition of New Occupations	Addition of New Employers	(SAEI only) Increasing the number of apprentices registered	(SAEI only) Expansion into new service area(s)
Y Tech Company		x	x	x	
X Restaurant		x		x	
W Hospital	x			x	

Grantees should refer to grant-specific reporting guidance provided by their funding vehicle and Performance Community of Practice on WorkforceGPS.org.⁷

⁶[Updated Guidance National Program Standards.pdf \(Apprenticeship.gov\)](#)

⁷ YARG grantees will continue to use the recommended [YARG Indicator Tables](#).