**WorkforceGPS**

**Transcript of Webinar**

**SAE 2020 Grantee Orientation**

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GRACE MCCALL: Again, I want to welcome everyone to today's webinar, and I'm going to turn things over to your moderator today, Megan Baird. She's a division director with the Division of Workforce Operations and Investments, with the U.S. Department of Labor, Office of Apprenticeship. Megan, take it away.

MEGAN BAIRD: Hi, everyone. Good afternoon. I'm glad to see that you all are enjoying the music on today's webinar while you were waiting. Welcome to the State Apprenticeship Expansion 2020 grantee orientation. And many of you are familiar from tax grants also called state expansion grants as well as apprenticeship state expansion grants. And some of you are also new grantees, so welcome.

And we are excited to have this discussion today about these new grants, and the resources we have available. And we will go over the agenda, and some quick highlights of what will be covered today, and what you can expect to learn about. Next slide? So today, we are going to discuss the roles and responsibilities of the national and regional offices, and the support system that we have in place as we implement the grants.

And I'm excited to see that we have a lot of our regional office staff, our federal project officers joining us as well today, so thank you to you all, and appreciate you joining us. We will also point out some key differences between the different rounds of state apprenticeship expansion grants that have been awarded. Currently there are three different rounds that are active, and some of you might be the lead for a grant across all three of those rounds.

Some of you might have one; some of you might have two. And we'll also cover the grant agreements that you would receive, and discuss things like grant modification, and we'll wrap up by pointing to some of our available resources. Next slide? I am excited to introduce today's speakers. Brinda Ruggles, she is your grant officer for this round of the apprenticeship expansion grants.

Michelle Mills. Michelle is our project manager for this grant program. And Marcia Hampton. Marcia is our grant and partnership manager in my division, and helps to oversee these grants. And to help get some interaction, if you have not done so already, so that we know who's joining us, please type in where you are joining us from, and if you are a partner with one of our grants, if you could also tell us which state you're affiliated with.

I see lots of training partners on here, and that is really great, and welcome. Just let us know what state grantee you are working with, and if there's more than one, please also type that in. Next slide? And now I'm going to turn it over to Marcia Hampton. Marcia, you can take it from here.

MARCIA HAMPTON: Hi everybody. As Megan mentioned, I manage the grants and partnership team that Michelle, your project manager works on. And today I'm going to discuss the main purpose of this grant. So next slide please? So as you probably all know, in June 2017, the president issued executive order 13801, which was expanding apprenticeship in America.

And it focused on preparing workers to fill both the existing, and new jobs, and to prepare workers for the jobs of the future. So when we define apprenticeship, it's industry-driven, it's a high-quality career pathway where employers can develop, and prepare their future workforce. And apprenticeship of course, obtain paid work experience, classroom instruction, and that portable national recognized credential.

So this executive order, directs the federal government to promote apprenticeship, and effective workforce development programs. So the purpose of this funding is to implement this recommendation, to increase system alignment using registered apprenticeship to connect education, and workforce system. This funding is building on recent funding we made available to states, to expand apprenticeship opportunities.

Many of you know in 2016, the department awarded 50.5 million in state apprenticeship expansion grants to expand RAPs. And then, to advance industry-driven, high-quality career pathways. Then we also issued continuation funding in PY17 and then eighth grant funding in PY19. Next slide please?

So this slide is showing you the requirements for tier one funding. All of our eligible states and territories that applied for this funding, were awarded tier one funding. If you're a state, you received $450,000, and if you're a territory you received $300,000. In addition to the tier one funding, 11 states received the tier two funding which ranged from $3 million to $9 million.

And we based that one the quality of the tier two applications that we received, as well as evidence of past performance, and we focused sometimes on geographic and industry distribution as well, to make sure that we had a good distribution of everything. Both tiers had minimum goals and activity, tier one had baseline goals and activities, the required – required for all of the states that applied. And you can see this above.

And then states that applied for the tier two had to address the tier one goals and activities as well as the tier two. So these goals and activities included above – you should all be pretty familiar by now. Next slide please? So this slide for the summary, the tier two goals and activities is on this one. Tier two states have to address innovational activity. The number of goals vary depending on your threshold.

So if you receive $3 million, you're going to do two goals and 10 percent RAP growth. If you received $6 million or between three and six, you're going to get four, and 20 percent RAP growth. And then if you got the $9 million, you were going to do six goals and 25 percent RAP growth.

Each application in this tier had to credibly demonstrate the stated goals that they could – they were planning to achieve through the life of the grant. And for the 11 states that received this funding, the categories that you selected in your proposal, will be what you start to focus on now.

So now I'm going to turn it over to your new project manager, Michelle Mills. Michelle, take it away. Next slide please?

MICHELLE MILLS: Thanks Marcia. And welcome again to everyone, to this SAE 2020 Grantee Orientation. We're so delighted to be working with you all. Per our records, we see about 64 percent of you are not new to the state round initiative. But then, there're at least 34 percent of you who are new. So we're very excited, we're going to go over the roles and responsibilities as it relates to DOL, and how we communicate with you throughout the life of the grant.

And this is really going to be important, because we need to know who's who, and the communication protocol. Next slide please. So on this deck here, you'll see that under ETA, we have our national office, we have our regional office. At the national office level, we have our program office, which is the Office of Apprenticeship. We also have our grants office, the Office of Grants Management. And later on you'll hear from Brinda Ruggles, our grant officer, about how to manage your grant.

We also have our regional office with our federal project officers as well as our OA, subject matter experts, who really understand the elements of apprenticeship, and how that should be executed. They're there to help support you throughout the life of the grant. Next slide please? So again, just want to reiterate some of the roles and responsibilities here. The office of grants management really provides that high level policy guidance, that also focuses on fiscal, and administrative requirements.

The grant officer also reviews and executes grant modification, and ensures compliance with federal statutes, and regulations, as outlined in your grant agreement. So this is very important to note. And later on at the end, we'll also share contact information, if you have any questions about that. Next slide please. So again, just want to again reiterate some of the roles and responsibilities, and the functions in the office.

So again, we mentioned the FPOs, they help to provide some oversight, and ensure compliance with the grant agreement, and the terms as they have been outlined. So providing clarity on policy guidance, is another part of our role as the national office program office. We also provide technical assistance with support from our external TA provider. Many of you know – (inaudible).

They will continue to provide us TA support, and later we'll talk a little bit about what some of their functions are, and the type of support that they provide. We also collect and analyze performance data, and later Marcia will talk about the new performance system that we have to track data, that you're all required to use for this round of grants. Next slide please. So again, we're just reiterating here that we do have the FPO, and their primary responsibility, and job functions are listed above.

Please familiarize yourselves with these functionalities, if you haven't already done so. Again, this is who you would contact, your first point of contact as it relates to compliance with the federal regulations, and statutes as outlined in your agreement. So just want to reiterate some of their functionalities, and that they're there really to provide that assistance to you throughout the life of the grant. Next slide please.

So here we'll see a quick snapshot of the regional breakdown for the office. Note that we have our regional directors in each state. Some of you already know our RDs, they're there to help to provide that support, throughout the life of the grant. Next slide please. As was mentioned, we also have our subject matter experts. So they advise on matters directly related to apprenticeship and apprentices.

Dealing with the apprenticeship pipeline, and the apprenticeship system. They help with the development, and the registration of registered apprenticeship programs. They assist of course with specific apprenticeship related program questions, and many times, work hand-in-hand with the national office. Again, just want to re-emphasize that we also have a TA coach, through Maher & Maher, that you'll become more familiar with for those who are new to this state grant.

And we'll talk a little bit about the role of the TA provider soon. Next slide please. Now I just want to hone in on allowable activities under this grant, as mentioned also in the TEGL, as well as the program compliance letter that you all received. Next slide please. Based on this funding stream, we just want to reiterate that this is the support registered apprenticeship only.

We know that recently, we did release the final rule for Industry Recognized Apprenticeship Program. So just highlighting there the differences between the programs. And just want to reiterate that this funding is to support Registered Apprenticeship Programs with the five core elements, business involvement, OJL on-the-job learning, related technical instruction, rewards for skilled gains, and a national occupational credential as outlined in 29CFR29 sub part A. Next slide please?

Equally so, we want to reiterate that this funding supports pre-apprenticeship leading to registered apprenticeship. But just want to make a quick note, that you also need to pay attention to the targets as you have outlined them in your tier two. For instance, application as well as tier one for those who had identified goals. Also want to just reiterate that the elements of pre-apprenticeship are in line with 101312, but they're also some slight deviation.

So again, when paying attention to the elements of a pre-apprenticeship, please pay attention to your grant agreements, and what was written in the TEGL. Next slide please. Just want to reiterate here again, that per the TEGL, there are funding restrictions, and we want to make sure that allowable costs are in compliance with 2 CFR 200, the uniform guidance. So I just want to reiterate again, if you need a quick reference, go to appendix six to take a look at the funding restrictions that were outlined in the TEGL.

Next slide please? So now, we're going to talk a little bit about the similarities, and differences between the different rounds of state grants. As Megan mentioned in the beginning, this may not be new to many of you. Some of you may have received SAE State Apprenticeship Expansion grants in 2016, others the eighth grant last year, and then now we have this new round.

But again, we just want to emphasize that these are discretionary grants, and so there are some similarities, but again there are some differences in the execution, and the implementation of these grants. Next slide please? I just want to highlight in yellow, you see the SAE 2020 highlighted, for instance, there's specific targets that were emphasized in the eighth, when you look at the SAE 2020, it focuses on specific high-level primary goal.

Tier two for instance had specific targets, ranging from 10 to 25 percent, depending on the funding that was requested at that level. In terms of staffing, there were required set number of dedicated FTE for the eighth for instance. Here, we just want to make sure that there's a staffing plan, and an organizational structure, which is required to execute the grant properly.

So just trying to highlight some of the differences here between the three rounds of state grants, and funding, so you understand that these are discretionary, they're different, even though there are some similarities between these grants. Next slide please. So now I'm going to turn it over to Marcia, to talk about one of her favorite topics, which is performance and data reporting. So Marcia, take it away.

MS. HAMPTON: Thank you Michelle. Yeah it is one of my favorite topics to speak on. This year for the first time, we are going to be reporting into the WIPS system. One thing that you need to realize, it's not a cheap management system. It's just a database that allows us to verify and vet [ph] participants under this grant.

So next slide please. So this slide is a snapshot of the performance outputs, and the outcomes. We noted in the TEGL that targets weren't required for tier one, but they definitely are for tier two awardees. So as we see here, we had to capture information not just about those being served, but about the targeted population such as minorities, veterans, people with disabilities, and so on. Next slide please?

So the Workforce Integrated Performance System, which I'll keep referring to as WIPS, if you're not familiar with that term, is designed to capture participant level data, for all of our grants. And it's a new system, we're just bring it online with Ace [ph] right now. So there's going to be some growing [distorted audio]. The first thing I'm going to tell you, and probably the most important thing I'm going to tell you today is, don't panic, because there are a lot of us on this staff that have brought other programs on board with WIPS.

We know the pitfalls. We don't expect people to get it right the first few quarters. It's going to take a while to get it up and running. So if you're starting from scratch, please just don't worry about it. If your reports look really awful the first couple of times, the first few quarters, we'll be able to work with you to get this stuff done.

I know it's really stressful for people. But I brought the National Formatter program people online and so, when I moved up here last year it was sort of like, I get to do it again with new grantees because, I already know what a lot of the pitfalls are. I know what the error messages are going to be, and so we'll be able to help you. And I just don't want anybody panicking about it, because I know it's new, and people are terrified of it.

But it's going to be OK. It might take up to a year to get it working correctly, but just don't worry. We're going to be patient with you, and we're going to help you every step of the way. So you'll probably have to report on, I'm guessing about 140 to 150, we aren't quite sure yet. The number was a little lower last year, but when we started talking about the aggregation formulas, then we realized there were a few that were missing that we needed to add.

But the entire PIRL has over five elements. So obviously no program has to report on all of them. That would just be ridiculous, and people would be billing like crazy. But the PIRL, the way it's deigned, it breaks down into characteristic data, then basic career services, then individualized services, and – (inaudible) – services, then employment data, and then it goes into program-specific data.

So you'll fill in the characteristics, so that we know how many that we have, how many women, how many – age group, everything. And then, it'll start asking about the particular services, so a lot of them, you might just be put – filling in as a blank, or a zero for no action, or something. So a lot of them will go pretty quickly once you get used to what the design is.

But it will allow us to really get really down, and deep about how many people you're actually serving out there. And it will allow us to be compared against other ETA programs, which was one of the key things of why they put it in the WIOA legislation in the first place. We really need to compare our data against other programs, so that it makes sense to people when they're looking at it. So you'll be required to submit your report like 45 days after the end of each calendar quarter. And for the new grantees, the TA provider, Meyer will help you.

They'll send out reminders to – for you to know when to do that, and then if you have trouble actually reporting, then that's when you come to us because we'll be glad to help you with that. We're going to have upcoming webinars to walk through the requirements for the data submission. We're having a beta testing group that will provide data for the PIRL, for your particular group.

And that's – when we can try and assess what kind of problems we're having upfront. We're also doing the user acceptance testing for the eighth grantees, and I think that might start at the end of this month, and go through November. So I think by the time you guys are ready to launch, we'll have some of those things already worked out, and we'll run a little more smoothly for you. It will reduce the issues that you face, if we figure out some of them early.

Just remember, WIPS is not a case management system, so you really need to figure out a way to capture all of the information that you need that would normally go into a case management system. If you don't have one, you need to think about how you're going to get that information, and keep it, whether it's in a spreadsheet, or however. But, because you need to have something where you can validate, and confirm the apprenticeship participant information. So next slide please?

MS. MILLS: Thanks Marcia, that's so great. And I love that you went into detail about the PIRL, and the WIPS system. And again, as you mentioned, don't panic. We have a lot of assistance for you, and what I want to highlight here is, or technical assistance provider, is Maher & Maher. And many of you would already be familiar with them, and those who aren't, I'm going to just kind of walk through some of the services that they provide.

Next slide please? So as part of the TA, technical assistance, you'll receive subject matter expertise, and customized support, one-on-one coaching. You will have a dedicated TA coach to help you with any challenges that you're facing throughout the life of the grant. You will also have opportunities to advance your knowledge, and build skills through the hosted webinars, through training, through peer-to-peer, or cohort learning opportunities.

Also, at certain points in time, there might be on-site or virtual – (inaudible) – TA provided by PIRL coaches and subject matter experts. So just want to say that we have a lot of resources available to you. We also have a community of practice, on workforce GPS, with a lot of tools, resources and best practices to share. So again, there's so much that we're offering through our TA. We also have a monthly newsletter called Apprenticeship Connection.

And this is where we provide critical grant management information. Again some TA resources, and then we usually have some announcements that are included in this newsletter. Over the next few weeks, you will hear from the TA project director who is Jenna Well, with information about accessing coaching, and the other TA that I just mentioned.

So just look out, you'll be hearing from Jenna Well, the TA project director soon. Next slide please. So now I'm going to turn it over to Brinda Ruggles, your grant officer, who will talk about the grant award package, and modifications, and so much more. So Brinda, take it away.

BRINDA RUGGLES: Thank you Michelle. Good afternoon everyone, I am Brinda Ruggles, from the Office of Grants Management. And again, congratulations on receiving your awards. You already received from our office, your grant award package, which consisted of the grant award letter, which is a document labelled Payment Management System or PMS, the grantee handbook, and the actual grant agreement.

This agreement includes the notice of award, which contains the signature page, the condition of award page, for some of you who have conditions of award, the grant terms and conditions, the application for federal assistance, also known as the SF44, the budget, which includes the SF44A, and budget narrative, the statement of work, and it's applicable the indirect cost rate agreement.

The grant award letter, which is the PMS, contains important information about how to access your funds via the PMS, which is operated by the Department of Health and Human Services, and how to access DOL's grantee reporting system for financial reporting that Marcia mentioned earlier. The system requires two separate passwords and pins, so please do not lose those. Those are valid information that you need to keep.

You'll also find information on this – on www.doleta.gov/grants under management – under manage your award grants, there's a form. Next slide please. I'm sorry, I keep forgetting next slide – saying next slide. This is the quarterly financial report. All ETA grant recipients, use the ETA90130 finance – quarterly finance form, to report expenditures charged against the grants. It's due within 45 days from the end of the quarter. Next slide.

Grantee handbook. So this is a great tool for you. It's a general resource designed to orient grantees, to the grant process and ETA, especially those of you who are new to DOLETA. We recognize that administering grants can be an overwhelming responsibility. So our goal in assembling this grantee handbook, was to make sure that you have the resources, and information at hand to help you succeed.

The grantee handbook contains pertinent information that you and your staff need to know regarding the goals, and expectations for managing an ETA grant, how to manage your period of performance, modifying your grant, the audit phase, and close-out phase. Next slide please. So the first page of the grant agreement is the Notice of Award, or NOA.

This page has the project title, which is Building State Capacity to Expand Apprenticeship Through Innovation, and it contains the grant recipient's identifying information. It is the name of your organization, address, EIM and grant number. It also contains the Federal Award Identification Number otherwise known as the grant number.

It has also the period of performance information, which is July 1, 2020, through June 30, 2023. It also has the award amount, the uniform administrative requirements, and cost principles, and signatures are also included in this document. All apprenticeship state expansion agreement numbers should start with AP, and then followed with a five-digit number and a letter.

And again, the – this grant number is always – please always reference this when you communicate with your FPO. Next slide. As grantees, you are required to fully comply with all applicable statutes, regulations and cost principles in performing your responsibilities under this grant agreement.

Cost principles that are a set of government wide rules that apply to all ETA grantees, and are outlined in 2 CFR 200, or the uniform guidance, and 2 CFR 2900 DOL exception, which defines the conditions under which organizations may charge cost with federally funded grants. These regulations provide guidance to help you determine whether specific plan expenditures are allowable, unallowable, or allowable with conditions.

The uniform guidance – I'm sorry. The uniform administrative requirements stated in 2 CFR 200 – (inaudible) – by ETA regulations at 2 CFR 2900, outline the standards for obtaining consistency and uniformity across federal agencies. There are also other requirements included in the terms and conditions of your award.

For some of you who have received funding grants from DOL in the past, you may have recalled that the grant agreement includes conditions of award specific to your program. This year it changed. You only receive conditions of award based on your – the review of your budgets. You did not receive conditions of awards specific to your program. I want to say that you may have seen – I'm sure you have seen, there's a program office compliance review letter in your package.

So in lieu of the – of receiving individual findings regarding programmatic non-compliance included in you – in the NOA, is the program compliance letter. That outlines key programmatic compliance requirements, such as the required activities, grantees must ensure – incorporated into the grants the activities that are not allowable, which could lead to an allowable cost if not addressed.

And it has links as well to existing grantee guidance such as FAQs, and the TEGL, and administrative and financial trainings, and also grantee guidance on performance, expectations, and reporting mechanisms. So none of you will see a conditions of award specific to your program for you.

What you have though for some of you, we have reviewed your budget and so – and accompanying materials to ensure that you are in compliance with the requirements outlined in the TEGL to identify potential and allowable cost and compliance issues. So the conditions of award you'll have – you've seen in our packets are based on those analyses of the budget information submitted for this competition.

The review has focused on major potential cost, and compliance items, and basically you have 30 days to work with your FPO to respond to those items. It's important to stress that, do try your best to meet those deadlines. And as always, always communicate with your FPO. Sometimes things happen that you may not be able to meet these deadlines, that's OK. What matters most is that you communicate with your FPO.

OK, so please note that the signature of the authorized representative on the SF44, and also indicated in the program compliance certification letter I mentioned, confirms your organization's acceptance, and acknowledgement of programmatic compliance requirements. So please review that letter if you have not done so, because it provides critical information that you need to know, to successfully manage your grant.

And again, any questions, concerns that you may have, please contact your FPO. Next slide. Following the conditions of award, are the terms and conditions of your grant starting with the order of precedence. If there is any conflict in what federal laws require. These are followed by any other applicable federal statutes, under implementing regulations, and finally for the terms and conditions of the award.

And next is the reference to the TEGL followed by other pertinent grant information. I'm sure you've seen already the contact information of your FPO, assigned to your grant in the grant agreement. So I'm going to highlight a few terms and conditions of your grant awards. Let's see. There is the status of any indirect cost rate, I'll highlight some of these later on.

There are – there's audit requirements, there's the grantee responsibility for pre-award cost, meaning that all costs incurred prior to the certain date specified in the award that are incurred at the grantee's expense. And this also – (inaudible) – in requirements again, and the procurement requirements data from guidance procurement funders that 2 CFR 200 require all award recipients and sub-recipients to conduct procurement transactions in a manner that promotes practical, open, and free competition.

If the award recipient specifies the entity that will provide a good or services in the statement of work that you submitted to us in the award package, then the ETA description of award does not provide the justification for such sole-source procurement. You always have to procure. I'll also mention a little bit about the intellectual property rights requirements later on. One very important term of your grant deal through the equipment purchases.

This is not allowable cost under the TEGL – under this award. Even though in your grant application – grant award package there's a cost for equipment. You have to contact your FPO, and you have to do a budgetary alignment because equipment is a non-allowed cost under this grant. Other requirement is to submit the federal funding accountability and transparency act of data report for sub-awards.

This includes both sub-grants, and contracts which exceed $25,000. Your accounting department should be aware of this requirement. But it is something program managers should also be aware of. Grantees are required to follow the TEGL number 39-11. When handling personally identifiable information or PII, which you should keep in mind as you develop your reporting systems.

All recipients must recognize and safeguard PII, except where disclosure is allowed by prior written approval of the grant officer, or by court order. Next slide. Another term I'll – a few items – terms I'd like to highlight is address the approved which is vision of utilizing – (inaudible) – funds to support lobbying types of activities. These are highlighted in the grant agreement, so please read through them.

Another one is the limitations on the federal funding, which can utilize to create in a single individual. Veterans' priority provision requires recipients to provide priority service to veterans, and spouses of certain veterans, for the receipt employment, training, and placement services in any job training program, directly funded in whole, or in part by DOL. Next slide.

So there are five attachments to the grant agreement. I don't have – I don't want to go through all of them, but you've – I'm sure you've seen all of them already. Next slide. So we have some budget information, the grantee's original proposal, and you can read that at your own time. Next slide please.

So indirect cost rate agreement. For those applicants claiming indirect costs, it's attachment E in your grant agreement. It includes the Negotiated Indirect Cost Rate Agreement. So if you claim indirect cost, and did not provide a NICRA, a Negotiated Indirect Cost Rate Agreement from your federal cognizant agency, you are put on a 90-day temporary billing rate.

If that is the case, that means that we've placed you – that you basically have 10 percent of the personnel line or total indirect cost line, whatever is left. That's the only amount we release to support your indirect cost. In the absence of your NICRA or CAP approval, approved by the cognizant agency.

The remaining funds for indirect cost are restricted and cannot be used for any purpose until you provide us a NICRA or CAP. And once you have the NICRA or CAP in place, send that to your FPO and we will process a grant modification to your grant. So I want to mention here, to note that until a negotiated agreement is received, sending an indirect cost will be limited to the lesser of either total indirect cost or personal budget.

So this will be important, so please submit your NICRA or CAP. Next slide. Grant modification. (Inaudible) – of grant modification is vital, in the grant process. During the next few slides, applying the modification process. The what, why, how, and when. Next slide please. OK, where am I? I'm lost. Oh let's see, OK.

Next slide please. So what is modification? It's a tool used to make a change to your grant agreement. For clarity between the grantee, the regional office, and the national office. Next slide. So why should you do a mod? By just listing some examples here. So let me highlight some of them. So one reason could be that you want to change the scope of your grant program.

Note that a change of scope is rare though, and not always approved. Your scope of work is based solely on the requirements outlined in the TEGL, and this is how you competitively won this grant. For instance, if your proposal was to create an apprenticeship program in cyber security, and you would like to change the industry's – (inaudible), this would not be allowable.

However, there are other types of changes to the scope that could be considered. They made a change in the service area. For whatever reason, you may want to expand or strengthen [??] the area – (inaudible) – or require grant modification. A change in partner. Your partnership structure is crucial to the success of your grant, and so if something happens to one of the partners, let us know immediately.

Let your FPO know immediately. Changes in the project management. If things have changed with these key personnel, let us know immediately. And a change in the number of participants. Decreasing participant numbers must be thoroughly reviewed by your FPO, so you can't just change that. There has to be a compelling reason, but I'm going to leave it at that. Again your main point of contact is the FPO.

All right. Next slide. Let's see. Prior approval is required from the grant officer in cancelling funds between – (inaudible) – between the 44A categories or programs, functions, and activities if the cumulative amount of such transfers exceed or expected to exceed 10 percent of the total budget. There's a lot to remember in today's webinar, but – about the cancelling of funds, and at what percent it would – that you would require prior approval, please connect with your FPO.

There's more to this, but I just want to highlight that. Please note that if a budget alignment modification is submitted, we ask that you specifically outline the affected cost. For example, like adding funds to the travel line item, specify the purpose of the needed travel, the number of staff travelling, the exact cost to be incurred on 13 and so forth.

If you have a room to extend your grant, a modification is required to extend your performance of the grant. (Inaudible) – is then request – rate – negotiated with your fellow cognizant has changed, you will do a mod. Also, if there's a change in authorized rep, critical, or the contact information, contact person, listed on the submitted SF44, that requires a grant modification.

So these are just examples. Anything else, please always consult your FPO. Next slide. So when the FPO receives a request for a mod, they will review the request, and then he or she will ask you how those services and staffing impacted by this? Is the change effective and beneficial? What about the enrollment of the expenditures?

Are they on target? And if not, then why not? Does the change conflict with the requirements of the TEGL? Is it allowable change? So prior to submitting the modification to the grant officer for approval, the FPO must first concur with these changes. Request must be submitted on the organization letter head, and signed by the authorized rep.

And if any other agency staff signs it, we will not process it. It has to be signed only by the authorized rep, so ensure that the authorizer's rep name is always correct. It's also in the request, include the modification purpose. Why the modification is needed, and how the change will benefit the program, along with the supporting required documentation.

The two requirements for supporting documentation is the modification, if you change the authorized rep, the letter should not come from the new, or incoming authorized rep. Instead, the letter should come from either the departing authorized rep, or someone in a supervisory, or oversight role over the authorized rep.

If the budget alignment publication is submitted, you're required to submit or revise SF44, 44A and budget narrative. The budget narrative should have clear, delineated description of cost associated with each line item on the SF44A in a narrative format, which aligns with the subtotals and totals provided in the narrative.

And it should align with the totals indicated on the SF44. I can't stress this enough. This is one of the common modification request they receive the budget, and we always push it back because of the misinformation. So work with your FPO, be sure that it's complete, and that would eliminate any delays.

OK, next slide. So I encourage you not to wait until the last minute to submit a modification. You should always be monitoring the performance of your grant, and make adjustments as needed. Again, you can discuss any anticipated changes with your FPO. He or she is your first line of contact, and is available to provide any necessary technical assistance for you. Next slide. So to recap, this is a good diagram of the modification analysis.

So your FPO will be the first to review your modification request. He will provide feedback on your request letter, and then submit it to the regional grant officer for approval, if it's a simple budget modification or equipment purchase. If it's more complicated modification, the FPO will send your request to the national grant officer, to me, for final review, and approval after the regional management team provides their OK.

So limited statement of work changes also require review by the program office. That would be Michelle's team, or Megan's team, or Marcia's team. So your FPO will send those requests to the program office for review. The grant officer will review the request, and may ask for additional information on revision.

So if there are no additional questions, the – (inaudible) – reviews and files the modification. Both you and your FPO will receive a copy of the signed modification via email. So there's much detailed information about submitting a modification in your grantee handbook, so please use that as a guide when submitting modifications.

So another diagram for you, next slide please. There's another diagram for you about modification process. I will not go through them. And I think just – I think that concludes my presentation. Thank you for listening to my presentation, and thanks for having me, and I will turn it over now to Marcia.

MS. HAMPTON: Thank you Brinda. So before we wrap up this session, we just want to remind the grantees that labor may conduct an evaluation of your grant to assess the impact, and the outcomes of these investments.

This is typically done through our office of policy development and research. So if they do reach out to you, please respond, because it's part of the process, and we want to make sure that we're responsive to them and timely, so just be aware of that. It's something that we've agreed to do. Now I'm going to turn it back over to Michelle, your project manager.

MS. MILLS: Thanks Marcia, and all our amazing presenters today. Thank you all to our grantees for hanging in there, listening through, taking notes, asking great questions. Just to wrap up again, just want to reiterate some of the resources that we've provided. The program office consolidated compliance review letter that was – that Brinda mentioned, that was sent out, had some resources that were listed in there.

But we also have resources here on this slide. So again, the grantee handbook, things on performance reporting through the WIPS system that Marcia touched on as well. We also have some Office of Grants Management smart training that's available for all of you. Again there's a reference here in the uniform guidance.

And then of course, our apprenticeship community of practice where a lot of the TA will be stored on there for you to go in, and to access that. So just reiterating, we have a lot of resources, we have a dedicated TA provider as well through Maher & Maher, as was mentioned throughout. You have your FPO as it relates to grant management, your OACs as it relates to implementation of registered apprenticeship.

Again because this is a registered apprenticeship program only funded source. So again a lot of resources, I'm here as your project manager should you have questions that can't be addressed or policy related issues that I can raise and discuss with OGM, and try to resolve for you throughout the life of this project. So at this time, we're just going to take some questions. We already see some folks typing in questions in the chat, but we want to hear from you, and try to enter any questions that you may have.

MS. HAMPTON: Michelle, I'll start with the first few that came in. So we have a question of, "Which entity does the performance reporting IRAP, RAP, local; WIOA state?" So there may be actually people on this webinar that can answer this better than I, but I think because you're state grantees ready, you already have people reporting into WIPS for different programs.

So you need to find who those people are, and determine like how they want your data. Sometimes organizations they pay, a bit of their grant money to get their reporting taken care of, and they just give them the numbers. Some people do it themselves. So I think it's something you have to figure out at your level because every state is reporting for other programs already.

But I think that's probably where you need to start. If there's anybody on the webinar that knows a good answer to this, you can type it in the chat. Since we're not at that level – we're not always sure – I just know my past experience how we dealt with that, and because you're already state entities, it's an advantage that you're already in there.

You just have to figure out who the actual people are that report for you, and give them the numbers that they need to put in for you. I can tell you that in the past, we had a bit of – we had an interpretation problem, the last program I worked at because there are some definitions and different elements that vary on the program.

And so, if you would get your quarterly report, and something doesn't look right, like the numbers just look really different, it – there could be a problem with whoever's putting the numbers, in thinking the definition of one program is reflective of this one. But those are all things we can help you with down the road, if we see numbers that don't look like what you're expecting.

I think that's the best way to approach it right now, is just to go find who does your reporting normally, and figure out if you need to pay them to do it for you as well, or if you guys need to take a different approach to get your stuff uploaded.

Then let's see, we had a question about, "Is there any hope that RAPIDS will talk with WIPS?" Well there is hope. But it's not going to be any time soon. I mean, it's not going to happen in the immediate future. It would be great if we ever get to that point and – (inaudible) – is working on that. I can't tell you when that is going to happen, because there's a lot that's got to go into getting that done. But we are aware that that would make everybody's lives a lot easier, so yes, they are definitely attacking that.

And then the question on data validation, a summary of – (inaudible) – answered it. I would just add that when that TEGL came out our ICR was not approved yet. So we do have to issue something else now because our – (inaudible) – were approved and so, hoping to have some data validation guidance before you have to report for the first quarter. So Michelle back to you.

MS. MILLS: Thanks Marcia. That was good. And you know I'm seeing some great questions in the chat. Just also want to refer you back to the compliance letter that went out. It had in there, for instance, the apprenticeship QPR, that will be used, so just – I tried to copy that over in the chat, as well as the PIRL that's available, and how to take a look at that, and get access to what needs to be inputted based on this program.

So really do hope that helps. We'll also be capturing a lot of these questions here, and if need be, can circle back with you to make sure that everything has been addressed, because we see that we're a minute into closing. But, definitely just want to thank everyone again for joining this webinar, for engaging, being interactive, asking questions.

We look forward to continued collaboration with you as the project manager for this state apprenticeship grant. So again just closing, here's the contact information. Brinda is the grant officer, Marcia is the grants and – (inaudible) – team lead. I work on her team, and I am the lead project manager for this. Should there be any inquiries, please use our mailbox which is apprenticeship.grants@dol.gov.

Thank you all so much for joining us for this grantee orientation. Looking forward to working with you.

(END)