



Welcome – Please introduce yourself!

Enter your name, location, institution name





EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



Youth Apprenticeship Readiness Grant Orientation

An introductory webinar for YARG grantees.

August 19, 2020

Introductions

Let's get to know each other!



Presenters

- ▶ **Toni Wilson**, YARG Program Co-Lead, Division of Youth Services
- ▶ **Andrea Hill**, YARG Program Co-Lead, Office of Apprenticeship
- ▶ **Melissa Abdullah**, Grant Officer, Office of Grants Management (OGM)
- ▶ **Andrea Chism**, Grants Management Specialist, OGM
- ▶ **Evan Rosenberg**, YARG Performance Lead, Division of Youth Services



U.S. Department of Labor, Washington, DC



Polling Question: Who's on the call?

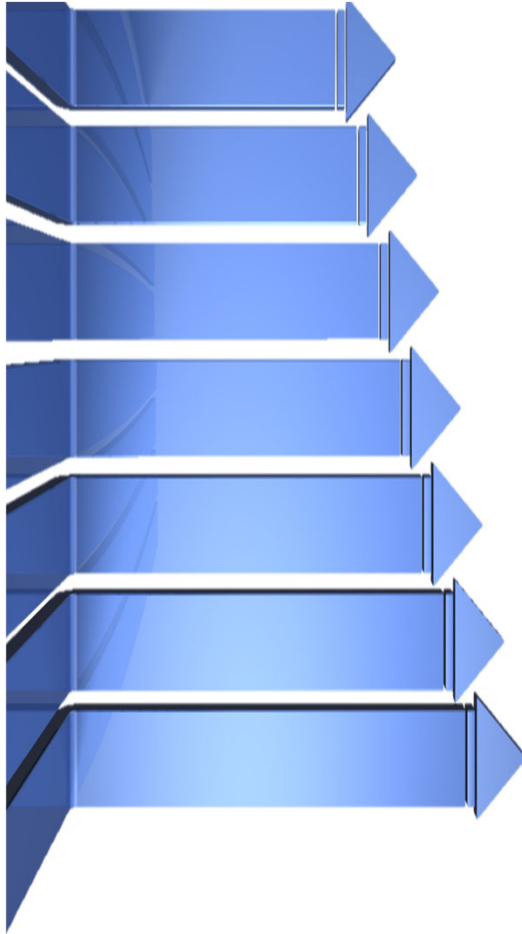
What role do you play
in your Youth
Apprenticeship Readiness
Grant Project?

*Choose the best answer that reflect your role in your
Youth As Ready grant project!*

- 1. Authorized Representative**
- 2. Grant Director/Manager**
- 3. Training Provider**
- 4. Employer Partner**
- 5. Supportive Services Provider**
- 6. Case Manager / Career Navigator**
- 7. Performance / Data Analyst**



Today's Agenda



- ▶ Technical Assistance
- ▶ Grant Program Overview
- ▶ Grant Management / Package Overview
- ▶ Grant Program Focus Areas
- ▶ Grant Modifications
- ▶ Performance Reporting Requirements
- ▶ Communication / Next Steps



Does your organization/division have other DOL apprenticeship grants?

Choose the answer that best reflects your program (or your project)

- 1.** Yes, we also have another apprenticeship grant (AAI, CSG, SA, SAE, ASE, SAE 2020)
- 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 (D.Ed, DoC, DoJ, HHS, etc.)
- 6.** No, we are new to apprenticeship grants
- 7.** What?





Welcome to ETA

Employment and Training Administration (ETA)

National Office

- Grant Office – Office of Grants Management (OGM)
- Program Office – (PO)
 - Office of Apprenticeship (OA) &
 - Office of Workforce Investment, Division of Youth Services (DYS)

Regional Offices

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

Grant Officer – Office of Grants Management (OGM)

Your assigned Grant Officers are Melissa Abdullah and Brinda Ruggles
Only the Grant Officer can approve changes to the Grant Agreement.



Maintains official (legal) grant documents

National Grant Officer approves grant modifications:, has final approval on questions of policy

Regional Grant Officer can approve some types of grant modifications

OGM staff
Provide policy guidance and training
Provides fiscal/administrative guidance



Program Office Staff

Support FPOs

**Provides policy
clarification and
guidance**

**Provide technical
assistance (TA)**
(together with an external provider)

**Creates learning
opportunities**

**Collects & analyzes
performance data**

**Reviews & track
changes in
Statement of Work
(SOW)**

The Program Office for your grant may periodically request additional information about your grant outcomes for quarterly reports to Congress.

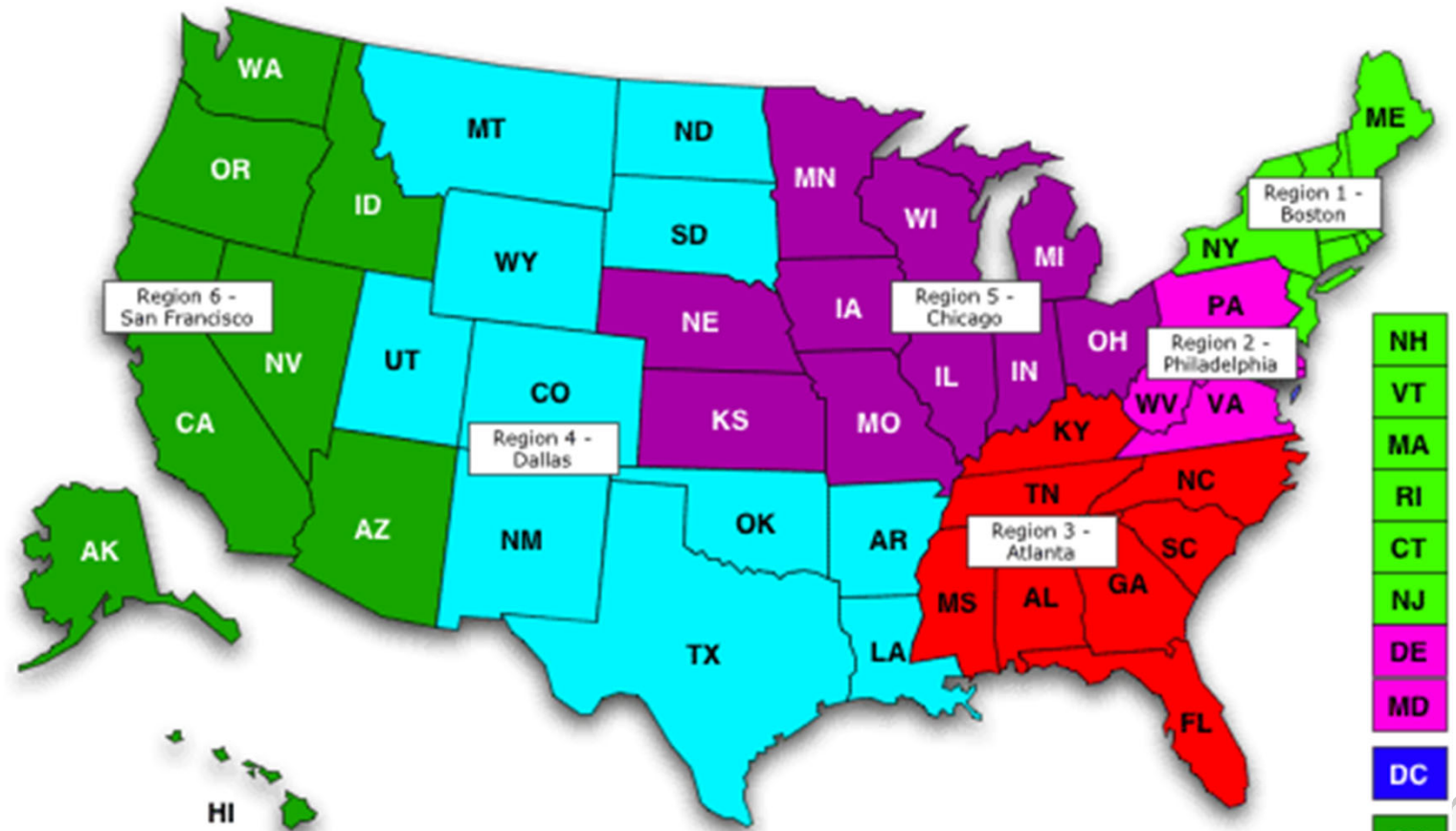
Regional Staff: Federal Project Officer (FPO) & OA SME

Your FPO is critical to the success of your grant program
Your OA SME will assist with RAP development

Role of Your FPO

- ⑩ Assist you on grant-related matters
- ⑩ Serve as your primary point of contact
- ⑩ Provide compliance assistance
- ⑩ Conduct oversight and review of grant performance
- ⑩ Deliver or arrange for technical assistance

Your Federal Project Officer (FPO) is identified in your grant package, and you should have been in contact at this point – if not, please let the National Office know.



Grantee Technical Assistance

Overview of Technical Assistance Support

Andrea Hill



TA Overview

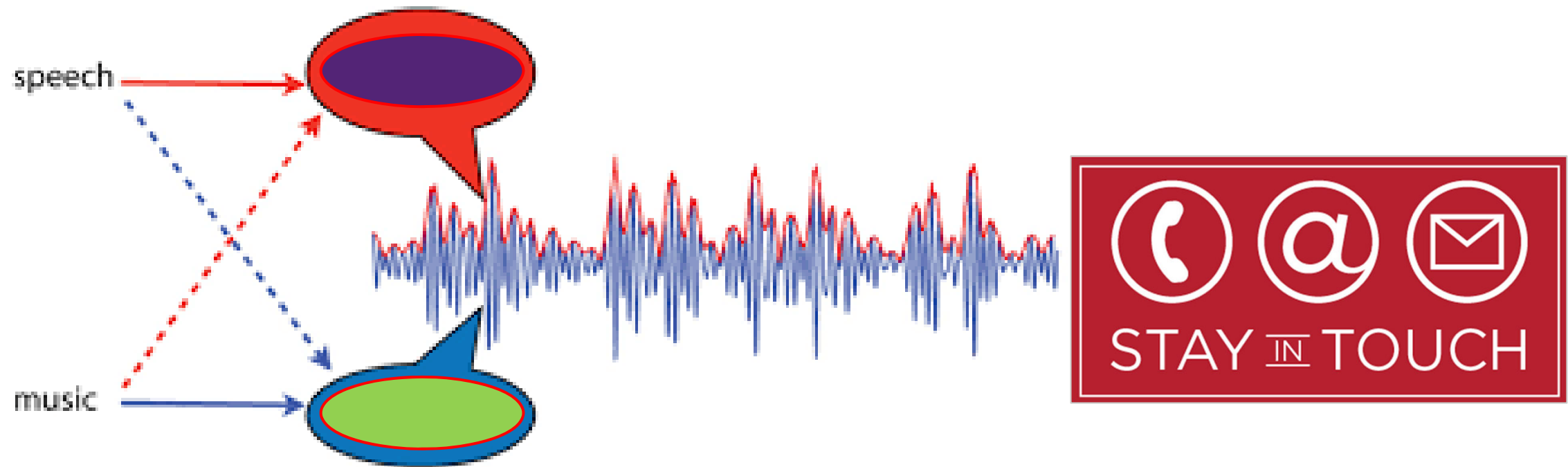
Grantees are required to participate in all ETA grantee training activities as outlined in the FOA (pg 40)

Grantees will receive technical assistance on core program design elements of this grant through many avenues, including your FPO.

- Newsletter YouthASReady.WorkforceGPS.org
- Webinar Trainings Apprenticeship.WorkforceGPS.org
- Site Visits & Conferences
- Grants Management Trainings
- Performance Reporting Help
- Special Topic Cohort Calls

One-on-one Coaching: a dedicated TA coach who provides grantees with personalized support to address challenges and develop a targeted plan.

“



”

Help us Help You!!



Grantee Polling Question

Choose the answer that best reflects your program (or your project)

In what area is your YARG partnership particularly strong?

1. Employer engagement
2. Developing and maintaining strategic partnerships
3. Participant data tracking / Data driven decision making
4. Participant Outreach and recruitment
5. Making connections to best serve participant needs through co-enrollment
6. [Other]



Grantee Polling Question

Choose the answer that best reflects your program (or your project)

Which of the following types of YARG peer learning groups are you most interested in?

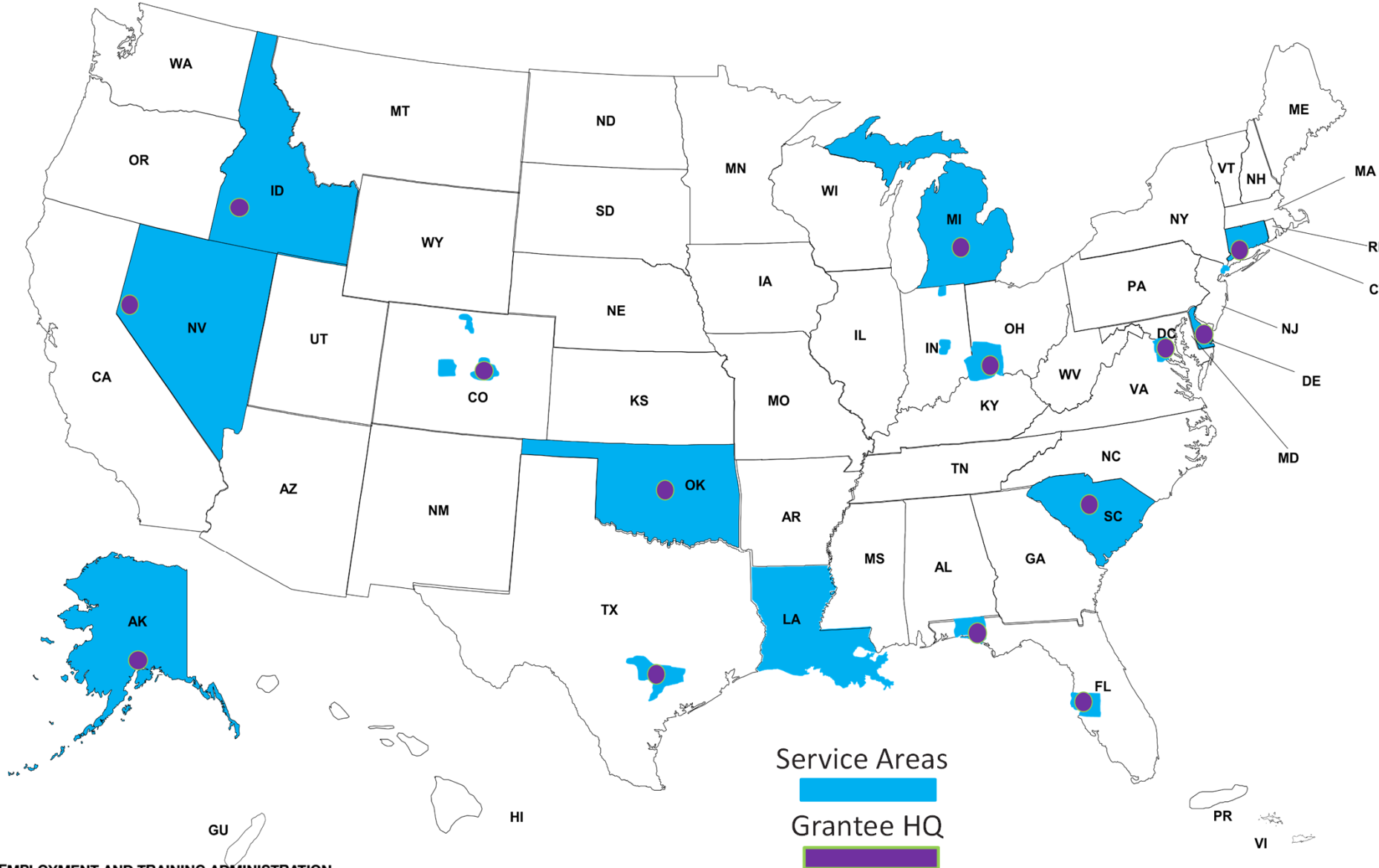
1. Peer groups based on industry
2. Peer groups based on specific target populations
(unemployed, special needs, etc.)
3. Peer groups based upon training strategies
4. Peer groups based on geographic considerations
(rural, urban, regional, opportunity zones, etc.)
5. Other (please specify!)

Grant Program Overview

Funding, Grantee Information

Toni Wilson

Funding Overview



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

**DOL awarded
\$42,296,247**

14 Grants

Awards range from
roughly \$1.5m - \$5m

Period of performance
is 48 months

- ▶ Grant start date:
July 1, 2020
- ▶ Grant end date:
June 30, 2024

Grantee Polling Question

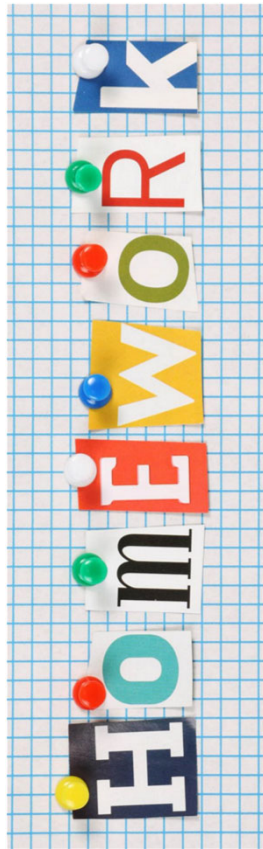


What level of apprenticeship experience is the average across your partnership team?

Choose the answer that best reflects your program (or your project)

1. **Dipping our Toes**
2. **Kiddie Pool**
3. **Doggy paddling**
4. **Crawl**
5. **Butterfly**
6. **Huh?** Isn't this the JobCorps grantee orientation?

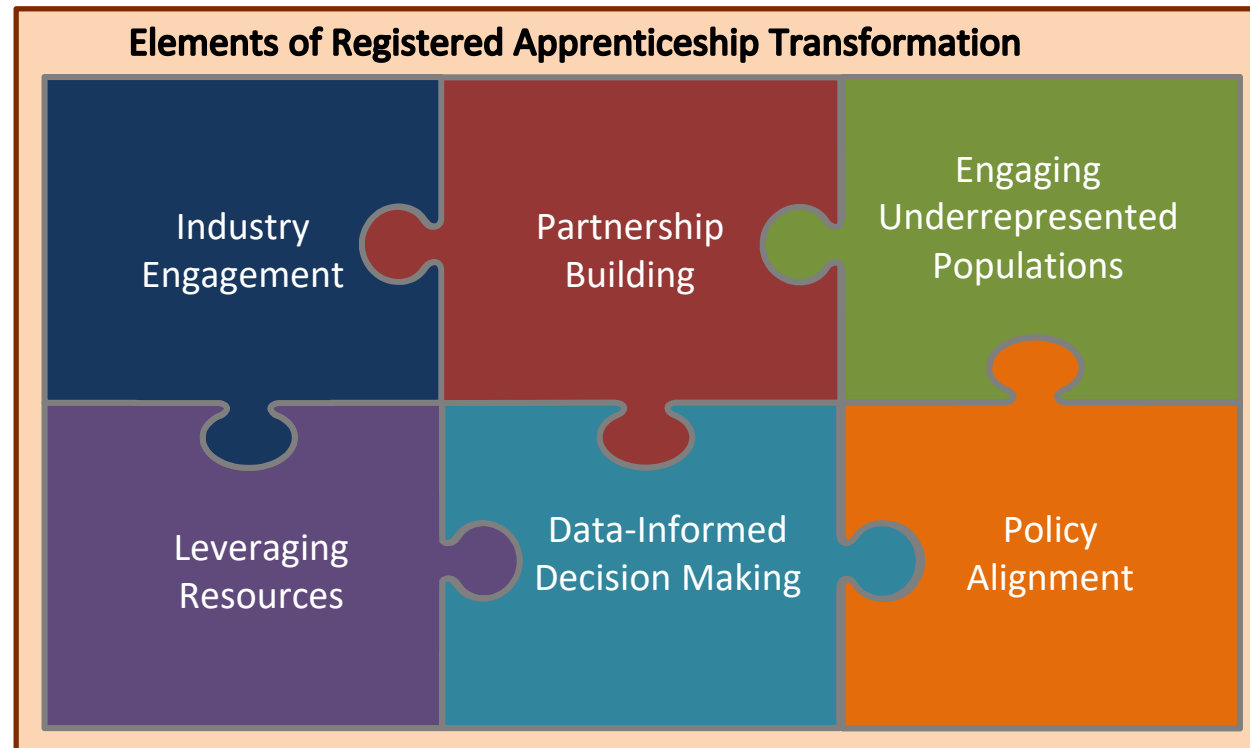
Program Design Elements



For those members of your partnership team who are new to apprenticeship

- please review the Apprenticeship 101 Bootcamp recorded webinars at <https://ase.workforcegps.org/resources/2019/11/05/17/14/Registered-Apprenticeship-101-Bootcamp>
- More introductory material available at apprenticeship.workforcegps.org
- Also see your resource package for more links

Success Factor Framework



Grantee Polling Question



Choose the answer that best reflects your program (or your project)

What area of grants management is your greatest interest in having TA cover first?

1. Coordination of partnership organizations
2. Our grant is starting during a pandemic
3. Developing proper written policies and procedures, financial or program
4. Financial tracking requirements of Federal grants
5. We have to chart our own compliance
6. Our lack of apprenticeship experience
7. [Other]

Grants Management Overview

Melissa Abdullah, Grant Officer

Grant Transmittal Package



- ▶ **Grant Award Letter**
- ▶ **Grant Agreement**
- ▶ **Grantee Handbook**



Grant Award Letter

Acknowledgements 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 Award Package

Grant Agreement:

- ▶ Notice of Award (NOA)/Signature Page
- ▶ Condition of Award Page/ Compliance Review Notification
- ▶ Terms and Conditions
- ▶ Application for Federal Assistance
- ▶ Budget
- ▶ Statement of Work (SOW)
- ▶ Indirect Cost Rate Agreement (if applicable)



Grant Agreement Notice of Award (NOA)

Project Title – *Youth Apprenticeship Readiness*

Grant Awardees' Identifying Information

Federal Award Identification Number (FAIN)

— Grant Number # AP-350XX-20-60-A-XX

Period of Performance

Award Amount

Uniform Administrative Requirements

Cost Principles

Signatures



Notice of Award Regulations

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

- **2 CFR Part 2900**
 - DOL Exceptions

- **Terms and Conditions of Award**



Conditions of Award

- ▶ Areas that require clarification and/or modification are outlined in the award package and specified as conditions of award.
 - ▶ Budget revisions/clarifications
 - ▶ Indirect Cost Rate Agreement

- ▶ Responses were due to your Federal Project Officer (FPO) within 30 days of the receipt of the grant award package.



Conditions of Award

Conditionally Approved Funding (if applicable): Grantee is conditionally approved with an initial increment of \$80,000 drawdown restriction in PMS. This constitutes a ***Partial Notice to Proceed***. Release of additional funds up to the amount approved for the project, will be based on the grantee's ability to address Condition 1 (see Conditions of Award page). Grantee is not authorized to incur costs above \$80,000 until Condition 1 is resolved.

- *Financial Assessment Form (All grantees)*
- *Financial and Administrative Policies and Procedures (Grantees new to ETA)*

Lifting the Drawdown Restriction: Submission of the requested information specified in Condition 1 does not in itself constitute approval by ETA. Should the provided documentation be found satisfactory, a ***Full Notice to Proceed*** will be incorporated into the grant agreement as an official modification, and the drawdown restriction will be lifted.

New Grantee to ETA: Grantee that has never received ETA grants or has not received ETA grants within five (5) years from the closing date of the FOA. Grantees that meet this criterion will receive Conditionally Approved Funding.



Program Compliance Notification

- ▶ Pilot project
- ▶ Federal Staff are still reviewing your projects
- ▶ Key areas of Compliance are highlighted
- ▶ Grantees are responsible for
 - ▶ Learning how to manage their award in compliance with all Federal Regulations & this grant agreement
 - ▶ Reading the grant agreement
 - ▶ Learning about Federal Regulations, and the nuances of your program
 - ▶ critically looking at their project and being proactive in clarifying items of potential concern with your FPO




Specific Terms and Conditions

- ▶ **Order of Precedence**
- ▶ **Funding Opportunity Announcement (FOA)**
 - ▶ & Amendment One (both incorporated by reference)
 - ▶ Page 48: PII Protections
 - ▶ Page 51: Sub-recipient monitoring
- ▶ **Creative Commons Attributions License**

Quarterly Financial Report

- ▶ Each grantee must submit a Quarterly Financial Report (ETA 9130), due no later than 45 days after the end of a quarter
- ▶ Use the Grantee Reporting System to submit QFR

ETA-9130



Financial Reporting Resources

A request for a password and PIN must be submitted via e-mail to ETApasword.pin@dol.gov. Passwords and PINs are sent to the primary contact person via e-mail. Technical assistance with the online reporting system should be directed to the Grantee Reporting System helpdesk at appsupport.egrants@dol.gov.

- ▶ ETA-9130 Financial Report forms and instructions may be found at: http://www.doleta.gov/grants/financial_reporting.cfm.
- ▶ The ETA-9130 Financial Reporting System may be accessed at: <https://www.etareports.doleta.gov>.
- ▶ The Financial Reporting Access Request Document is available at: http://www.doleta.gov/grants/financial_reporting.cfm.

Quarter End Date	Financial Report Due Date
March 31	May 15
June 30	August 14
September 30	November 14
December 31	February 14

ETA-9130 Financial Reports are due no later than 45 calendar days after the end of each quarter, unless otherwise specified in reporting instructions.



Budget and Statement of Work

Budget Information

- SF-424A
- Budget Narrative

Grantee's original proposal

- Project Narrative
- Abstract
- Project Work Plan (Appendix B)
- Performance Outcomes Table (Appendix A)
- Documentation of Partnership Commitment



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 agreements or submitting expired ones limited to lesser of either total claimed indirect costs or 10% of total Personnel budget

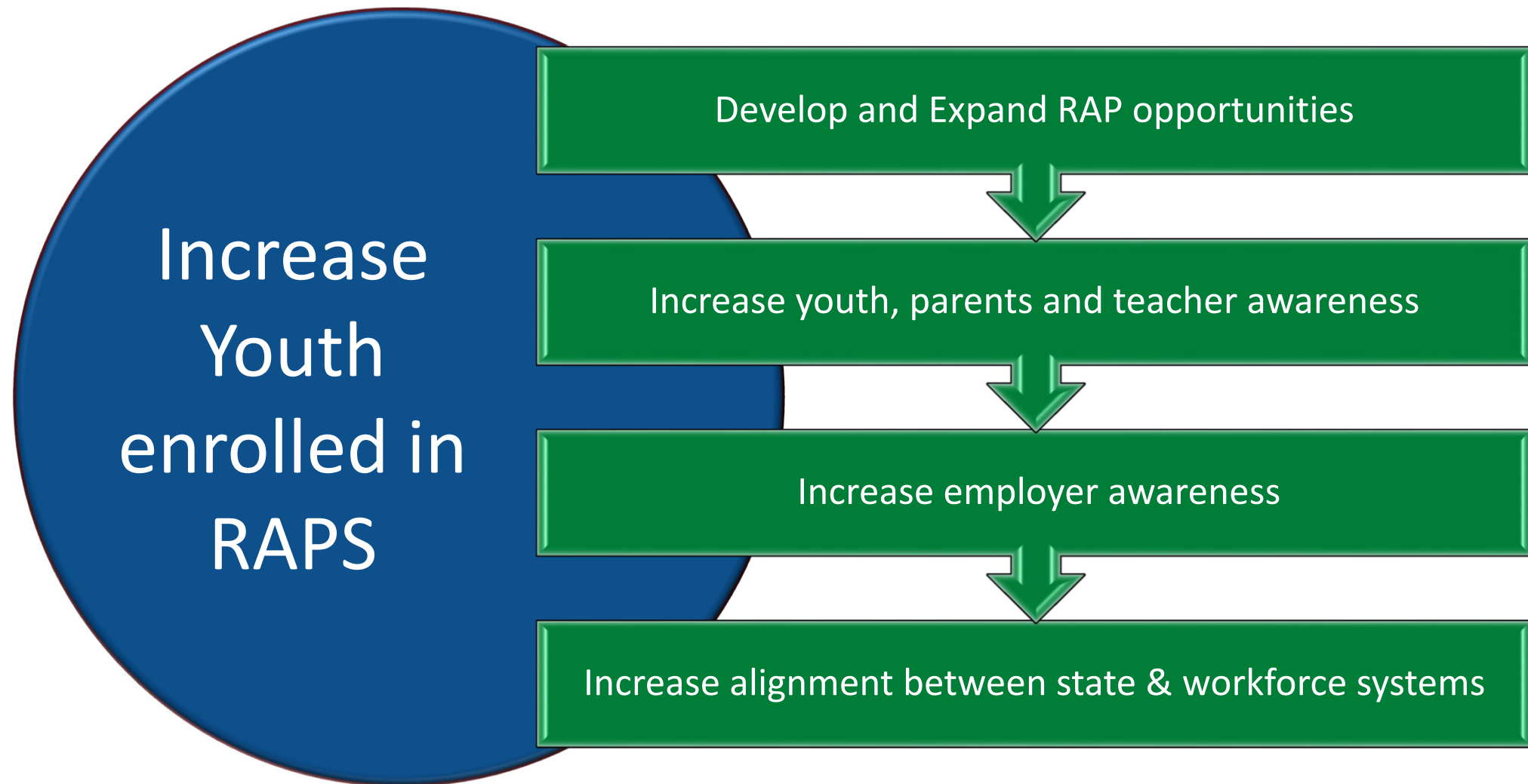


YOUTH APPRENTICESHIP READINESS

Program Requirements

Andrea Hill

Purpose of Grant



Youth Apprenticeship Partnership Design – FOA pages 12-15

LEAD partners

Prime Grantees could be

- Education and Training Providers,
- Workforce Development System Entities,
- Organizations Functioning as Workforce and Industry Intermediaries and
- State Agencies

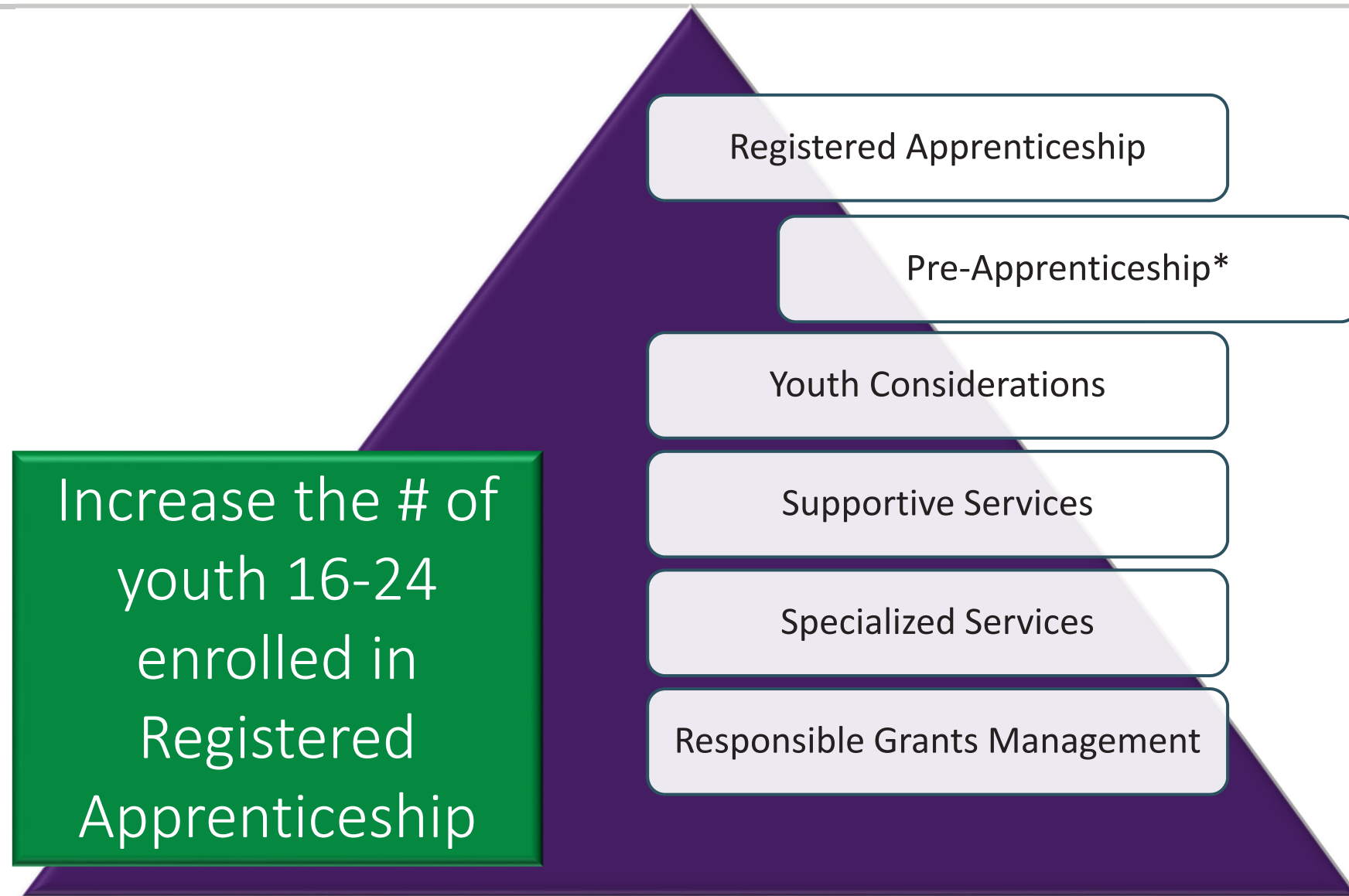
REQUIRED partners

- ▶ A minimum of:
 - ▶ **two employer partners**, or, an industry/trade associations that represents at least two employers;
 - ▶ **Education or Training Provider**;
 - ▶ The **State Apprenticeship Agency** (where applicable);
 - ▶ An **entity carrying out activities under WIOA**.

Optional partners

- ▶ *workforce intermediaries*
- ▶ *labor-management organizations*
- ▶ *community-based organizations*
- ▶ *training providers*
- ▶ *service providers*
- ▶ *industry-led training organizations*
- ▶ *industry intermediaries, unions, or educational organizations*
- ▶ *Small Business Development Centers*
- ▶ *American Job Centers*
- ▶ *community organizations that provide social support and/or wrap-around services*
- ▶ *YouthBuild programs, Job Corps Centers, or WIOA Youth programs*
- ▶ *foundations and philanthropic organizations*
- ▶ *federally-funded youth-serving programs*

Grant Program Design



Program Design Elements



Registered Apprenticeship

- ▶ Employers are essential
- ▶ RTI – or ‘related classroom learning’
 - ▶ OJT + a mentor
 - ▶ Wage progression
- ▶ Credential upon completion

Registered Apprenticeship Program = RAP

Program Design Elements

Registered Apprenticeship

Grant funds must be used primarily to support development in new or expansion of existing Registered Apprenticeship Programs, and participant services within those programs. Allowable activities include:

- **Training** - Develop and deliver training through the educational or instructional components.
 - **Work-based learning** - Provide paid, work-based learning components.
 - **RTI** - Support the development of curriculum
 - **OJT** - Expenditures for OJT contract execution
- **Supportive Services** - Provide supportive services such as childcare and transportation, designed to assist youth to remain in a RAP.
- **Quality Assurance** - Ensure RAP quality assurance and processes.

Note:
*to be considered a **participant**, an individual must receive a grant-funded service on an individual basis*

Program Design Elements

Registered Apprenticeship

► Employers

- outreach to new employers/sponsors
- Facilitating industry-specific engagement and support to promote RAPs
- Engage to develop and sustain RAPs for youth

► RTI

- Development of secondary level courses
 - i.e. RA tuition, educational fees, Instruction delivery

► OJT

- To reimburse employers through an OJT contract to compensate for the extraordinary costs of training up to 50% of a participant's hourly wage

► **Wage progression:** Wages are NOT an allowable expenditure for Federal grant funds

► **Credential upon completion**

- Incorporate stackable credentials
- Promote innovations, inclusion and alignment w/ CTE programs

► Establish new RAPs or expand existing RAPs

- Create new national guidelines &/or local program standards for new programs

► Provide all designated partners with TA and support to help create RAP standards

► Increase awareness of parents, educators, students and employer/sponsors of apprenticeship benefits

► Focus on growing industries, or those with skills gaps



Program Design Elements

▶ Grant Funds spent on pre-apprenticeships is an allowable cost

▶ As long as they

▶ Lead into a Registered Apprenticeship –are articulated or facilitated entry pre-apprenticeship programs

▶ Designed in collaboration with RAP sponsors

Pre-Apprenticeship

▶ Provide meaningful hands-on training which does NOT displace paid employees

▶ Are developed with sustainability in mind

▶ Provide access to supportive services

▶ 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

For more information see: <https://www.apprenticeship.gov/employers/explore-pre-apprenticeship> and FOA



Program Design Elements

- ▶ Serve ONLY those 16-24 years of age
- ▶ Recruiting and enrolling youth
- ▶ Design classroom instruction with flexibility to meeting the needs of youth apprentices
 - ▶ i.e. frontloading learning portion prior to OJT, or simultaneously while student is working
- ▶ Design work portion with flexibility to meet needs of youth apprentices such as accommodating those in school or alternative learning programs
 - ▶ i.e. work-study option
- ▶ Develop or modify training activities to meet the needs of youth
- ▶ Align academic and technical standards in secondary and postsecondary education
 - ▶ Including 2- and 4- year IHEs and technical colleges, CTE, and industry credentials
- ▶ Combine academic, career and technical education, classroom instruction with work experience so youth develop industry-specific workplace competencies, skills and knowledge
- ▶ Modify or develop curricula to prepare youth for entry into a RAP

Youth Considerations



Program Design Elements

Supportive Services*

- ▶ Include transportation
- ▶ Childcare
- ▶ Dependent care
- ▶ Housing
- ▶ Needs-related payments
- ▶ **Supportive Services cannot exceed 20% of the funding level**

***Can be the only YARG funded service if the participant is previously enrolled in another DOL program, and is co-enrolled in YARG**

Specialized Services**

- ▶ Conducting participant assessments to determine skill levels, aptitudes, abilities, interests and competencies
- ▶ Conducting comprehensive case management to facilitate co-enrollment
- ▶ ** typically not a service that results in participant status



Responsible Grants Program Management

✓ FOA Requirements

- 25% Leverage commitment (FOA p15)
- Collecting data on the required program elements for tracking and reporting performance outcomes of enrolled participants

✓ Be aware this is a **project, with a budget** vs: **operational funds**

- Talk to your accounting department regularly
- Manage to your budget, and your timeline/workplan. If you are not where you projected you would be determine why, and call your FPO to request any adjustments to your statement of work
- Remember all expenditures must be not only allowable, but allocable, necessary to the successful execution of this grant project, and reasonable

✓ **Educate yourself regarding grants management** – or hire those that already are

- Particularly for those who have elected to sub-award with their program design - there are particular legal requirement for a prime grantee in this situation, and the prime grantee is legally responsible for the organizations they choose to sub-award to.



Responsible Grants Program Management

✓ Educate yourself regarding applicable Federal grants management rules and regulations

- ▶ Federal and state regulations regard child labor as outlined in FLSA (Child labor Bulletin 101)
- ▶ State Worker's Compensation laws
- ▶ The Uniform Guidance for Grants and Contracts including parts A-E at 2 CFR 200
 - Including DOL exceptions to the Uniform Guidance 2 CFR 2900
- ▶ National Apprenticeship Act and associated EEO requirements (29 CFR 29, 30)
- ▶ Standard recognized accounting principles
- ▶ Records retention policy
- ▶ PII protection policies
- ▶ look into some of the many professional associations or grants management certification programs

Electronic Code of Federal Regulations

e-CFR
TM

<https://www.ecfr.gov/>

✓ If you don't know where to go or what to do, ask

- ▶ FPO, TA Coach, OA SME, TA Resources galore, DOL website,

Grant Modifications

Requests, Review Process

Andrea Chism, OGM



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 (outlined in compliance notification)
- ✓ Key Personnel Changes



FPO Modification Analysis

➤ Grant Quality

- ✓ Services
- ✓ Staffing

➤ Grant Efficiency

- ✓ Timely
- ✓ Cost Effective

➤ Grant Performance

- ✓ Enrollments
- ✓ Expenditures

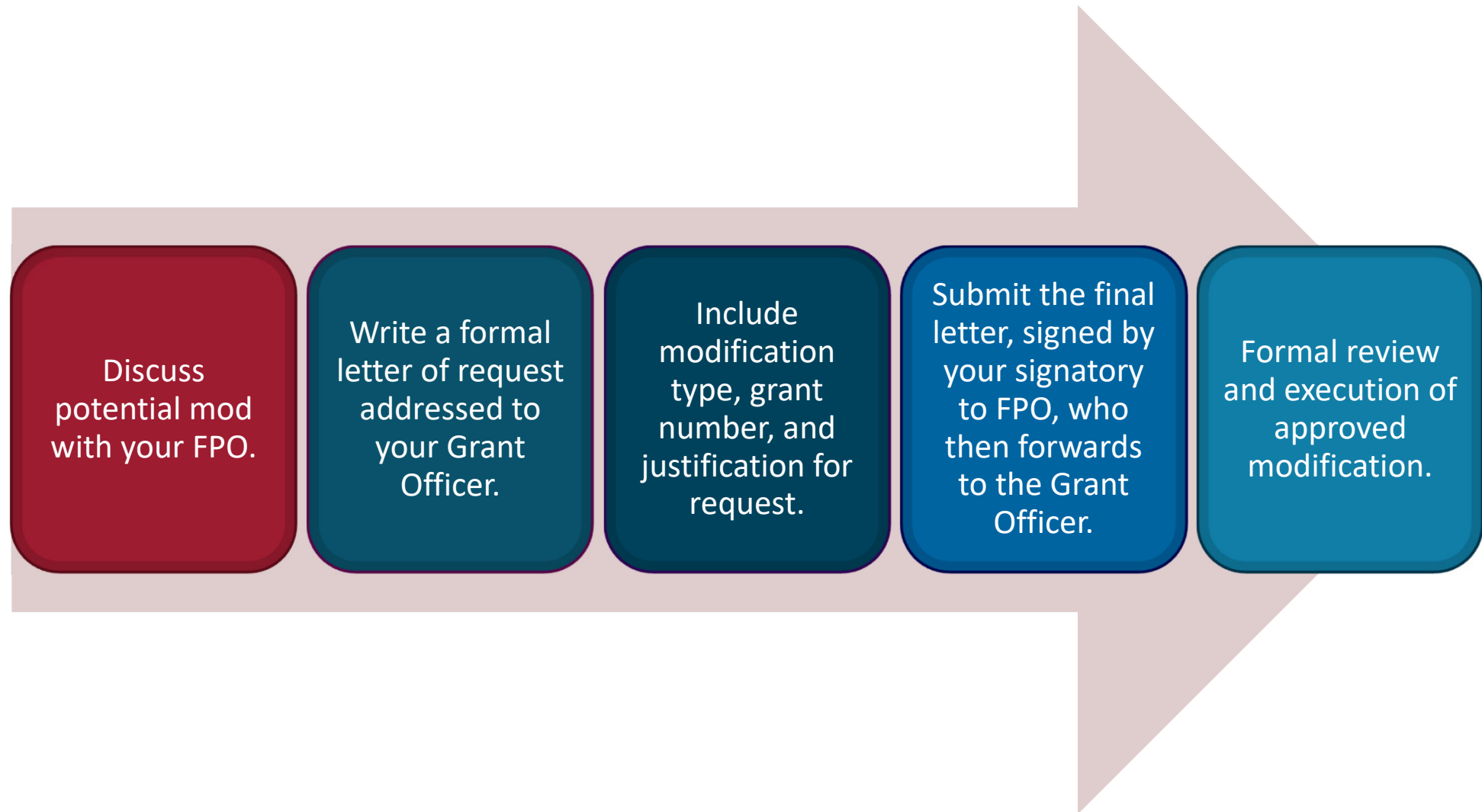
➤ Benefit to the Government's Goals for the Grant Program



Required Documentation for Modification Requests

- ▶ *Must* be submitted 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

Modification Process



POP QUIZ!

You would like to add a new industry or occupation to your grant.

Which answer provides the best response that describes the process for submitting a Grant Modification?

A

Launch the apprenticeship program in the new industry and begin enrolling apprentices.

C

Reach out to your FPO to discuss the need for your request.

B

Write a formal letter of request to the Grant Officer which provides a justification. Have the Authorized Representative sign and submit the request.

D

Reach out to your partner organizations to determine if the new industry or occupation is in-demand.

Performance Reporting Requirements

Performance, Financial, and Narrative Reports

Evan Rosenberg



The Benefit of Reporting

Grant Recipients

- ✓ Be able to adjust to changing conditions by making data-driven decisions
- ✓ Continuously improve program design to better meet the needs of participants
- ✓ Demonstrate grant outcomes to investors and partners
- ✓ Provide accountability and transparency of activities, finances, and performance
- ✓ Illustrate Return on Investment (ROI) to employer partners
- ✓ Build additional strategic partnerships and leveraging resources which leads to
- ✓ Sustainability of the project and partnership

Department of Labor

- ✓ Identify TA needs to better assist grantees
- ✓ Assess program improvement
- ✓ Report the success of high profile programs to Congress, Administration, OMB, GAO, etc.
- ✓ Provide accountability and transparency of activities, finances, and performance
- ✓ Inform the design of future grant investments
- ✓ Demonstrate the impact of these grant investments
- ✓ Capture effective program design models and service delivery strategies.



Quarterly Report

Each grantee must submit a Quarterly Report

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

Report Activities Occurring Between	Quarter End Date	Report Due Date
January 1 – March 31	March 31	May 15
April 1 – June 30	June 30	August 14
July 1 – September 30	September 30	November 14
October 1 – December 31	December 31	February 14

Your 1st reports are due no later than November 14, 2020

➤ **Covers activities from July 1 through September 30.**



Reporting Requirements

- Each grantee must submit reports, due no later than 45 days after the end of a quarter.
 - The due date remains the same even if it falls on a holiday or weekend

Quarterly Performance Report (QPR)	Quarterly Narrative Report (QNR)	Quarterly Financial Report (QFR)
<p>In preparation, use PII protocol, to collect and track participant-level data with SSNs on:</p> <ul style="list-style-type: none">▸ Demographic information▸ Services and training received▸ Credential outcomes▸ Employment and employment retention information	<ul style="list-style-type: none">■ Details key milestones and achievements attained each quarter■ Describes challenges encountered	<p>Covered in the Grant Agreement Section</p> <ul style="list-style-type: none">• Details financial activity during the quarter

For resources, visit: https://doleta.gov/performance/reporting/eta_default.cfm
<https://ion.workforcegps.org/resources/2017/11/15/16/30/Performance-Accountability-Tools-Resources-and-the-Workforce-Integrated-Performance-System-WIPS>



Reporting Roll-out

- ▶ WIPS system currently in BETA Test phase, If no major problems, will be active for Feb. 14, 2021 report the below schedule is where you should be
- ▶ Grantee training on WIPS, OMB-approved performance reporting requirements, and TA materials will be provided
- ▶ For now, please see the performance page on the community, and familiarize yourself with the resources currently indicated – and watch your newsletter for updates, and hints

	August	Sept	Oct	Nov	Dec	Jan	Feb
System Status	WIPS beta testing	WIPS beta testing	WIPS beta testing	Cohort Training	Cohort Training	Early Access	Reporting Live
YARG grantee status	System Concept	System Concept & Develop	System Develop	System Develop & Finalize	System Active	System Active	Due Feb 14

Important Links to DOL Performance Reporting Info

➤ YARG Performance Reporting

- <https://youthasready.workforcegps.org/resources/2020/08/18/13/08/Youth-As-Ready-Grant-Performance-Page>

➤ DOL ETA Performance Reporting Website

https://doleta.gov/performance/reporting/eta_default.cfm

➤ DOL-only Performance Accountability, Information, and Reporting System - OMB Control No. 1205-0521

- **(PIRL):** Apprenticeship elements for participant level data collection and tracking
<https://performancereporting.workforcegps.org/resources/2019/10/01/13/32/PIRL-Reporting-Online-Resource>

More to Come!

Detailed Reporting Guidance/Training
Performance Reporting Technical Assistance





Expected Outcomes and Outputs Table



Provided a table that clearly identifies whole number outcomes and outputs including:

- ✓ Total participants served. This includes all individuals who receive a grant-funded service including both youth who enter pre-apprenticeship and Registered Apprenticeship;
- ✓ **Total participants who enroll in a RAP (please see minimum participant enrolled in Registered Apprenticeship thresholds in Section II.A.);**
- ✓ Total participants who complete a RAP;
- ✓ Total participants who receive a degree or other type of credential during the period of performance;
- ✓ Average hourly wage of apprentice at exit; and
- ✓ Total participants in Post-Exit Training-Related Employment in the second quarter after exit.



Expanding Registered Apprenticeship Program

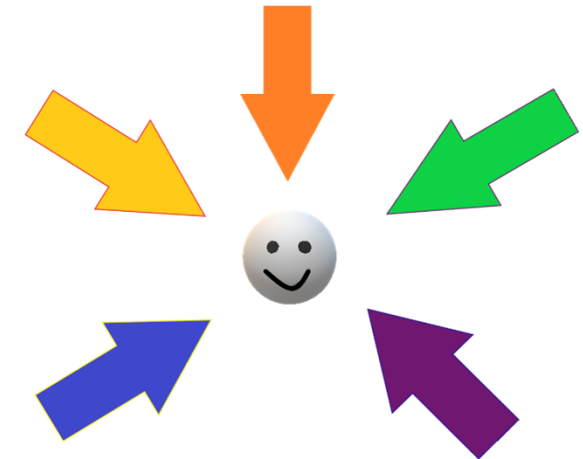


Feasible targets provided for the following performance metrics:

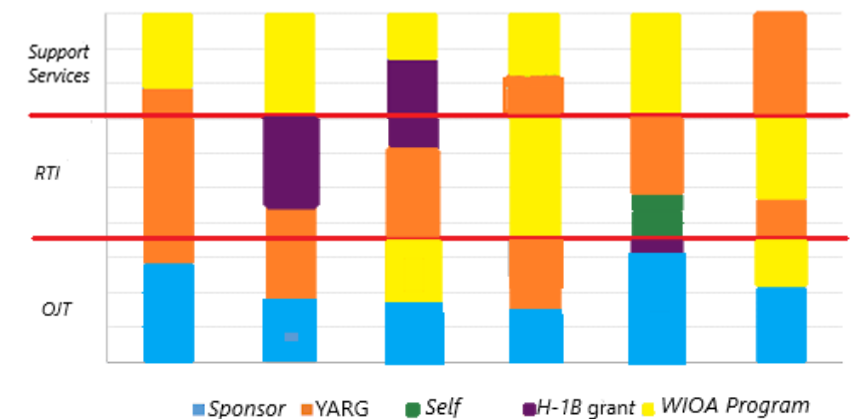
- ✓ Total number of all newly created RAPs;
- ✓ Total number of existing RAPs if applicable, that are expanded, (e.g., new industries, occupations or service areas, or increased number of apprentices registered); and
- ✓ Total number of new employers engaged due to the grant (i.e., those employers that adopt apprenticeship programs as a result of your grant project).

Participant Data and New Co-Enrollment Policy

- ▶ What is Co-Enrollment ?
- ▶ How does it apply to this grant?
 - ▶ Financial requirements remain
 - ▶ OJT calculation not more than 50%
 - ▶ Funding from different sources cannot pay for the same activity
 - ▶ Looking at the chart, got more than one supportive service, or had multiple classes for RTI
- ▶ Collecting accurate participant-level data is essential



Funding Streams for Selected Participants



Communication

Communication Plan, Point of Contact and Grant Community

Toni Wilson

Grantee Roles

Role of Authorized Representative and Point of Contact

- ▶ Receives official communication from ETA
- ▶ Is responsible for sharing information with project team and consortium members



- ★ Any time the personnel identified on the SF-424 changes, please remember to contact your Federal Project Officer (FPO) **to initiate a grant modification**
- ★ Any time the primary program contact for your grant changes, please remember to contact the Federal Project Officer (FPO) and Program Office by email.



Grantee Roles

Role of Additional Program Contact/s

- ▶ A Welcome Letter was sent with the grant agreement to the contacts identified on the SF-424 submitted with your application.
- ▶ The letter included a request to have any additional contacts working on the grantee team beyond those two receiving the grant agreement sent to the program mailbox. If this has not already been done please do so today.
- ▶ These are the ‘boots on the ground’ personnel who the FPO and TA Coaches may have the most contact with, depending on how your organization is structured

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 who are responsible for sharing appropriately.*
- 2. The A/R and POC will continue to be copied on general communications along with whomever else has been provided to the DOL/ETA program office.*



Communication Plan



Always contact your FPO first if you have questions!

If you...	Contact:
Are the grant lead	FPO
Are a member of a grant project	The lead for your grant
Have questions about <u>performance</u> reporting	YouthASReady.Grants@dol.gov with a copy to your FPO
Have questions or difficulty accessing the <u>financial</u> reporting system	EBSS.help@dol.gov with a copy to your FPO and YouthASReady.Grants@dol.gov

Communication Guidelines




When you communicate with ETA.:




- ★ Include your grant number in the subject line and include grantee organization name in the body
- ★ Copy your FPO if you're contacting anywhere beyond the FPO
- ★ Describe your question or issue in detail
- ★ Please be patient!
- ★ Program Office Mailbox: YouthASReady.Grants@dol.gov

YouthASReady.workforcegps.org




WorkforceGPS
Navigate to Success

My WorkforceGPS ▾ | Resources | ETA Grants | Communities ▾ | Events | Member Directory | Help | About ▾



Youth Apprenticeship Readiness


Youth Apprenticeship Readiness ▾ Search 

[Home](#) | [About](#) | [Announcements](#) | [Events](#) | [Resource Library](#)

[Tell us how we're doing! →](#)

WorkforceGPS / Youth Apprenticeship Readiness

Welcome to the Youth Apprenticeship Readiness Community!



YOUTH
APPRENTICESHIP
READINESS

The Youth Apprenticeship Readiness Grants (YARG) Community is a virtual platform where grantees can collaborate, knowledge-share, and access specialized program technical assistance. Grantees will find and contribute resources such as virtual discussions (blogs, webinars), toolkits and other related content that supports successes and mitigate challenges in creating, facilitating, and promoting the adoption of Registered Apprenticeship Programs (RAPs).

[JOIN COMMUNITY](#) ▸ *(must be logged in to join)*



ETA Communications to You



- ★ Your FPO or other ETA staff may contact you through their e-mail, by phone, or the the YARG Mailbox for specific requests and information
- ★ ETA posts information on the WorkforceGPS.org Community of Practice site YouthASReady.workforcegps.org
- ★ ETA shares new information on its websites
 - www.dol.gov/agencies/eta/ and www.apprenticeship.gov



Please make sure your email system does not confuse our communication as spam by adding *@dol.gov, *@apprenticeship.gov to your safe list.



Please enter your questions in the Chat Room!

(lower left of screen)



Next Steps

Andrea Hill

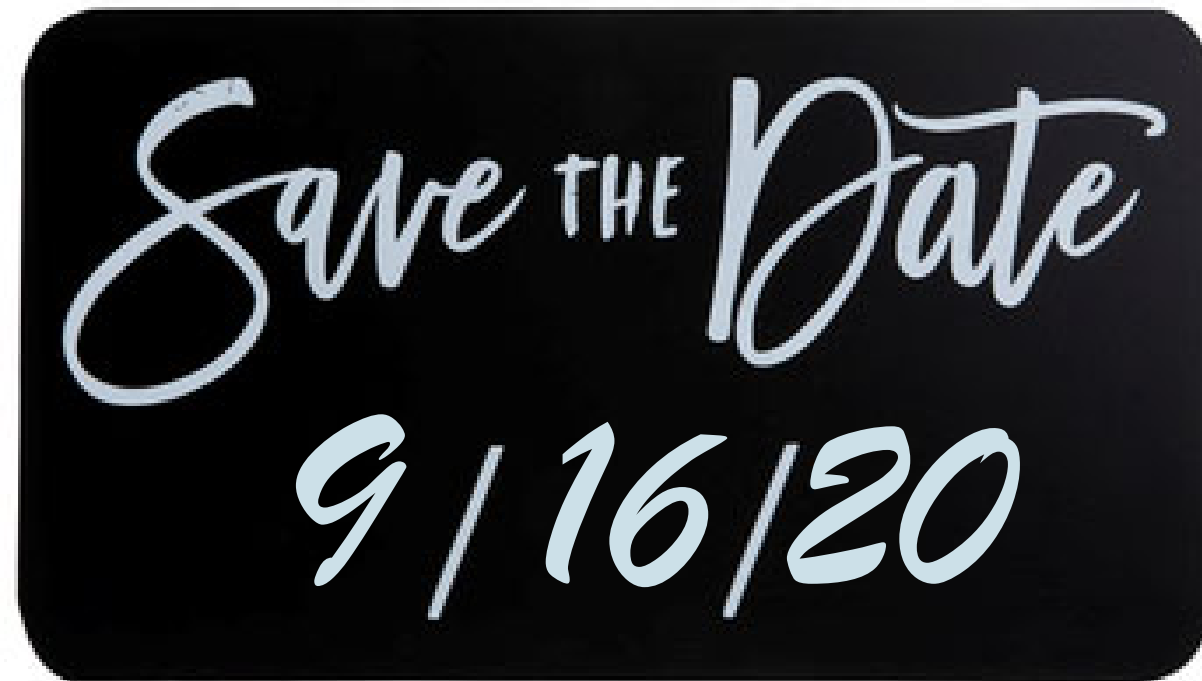


TA kickoff

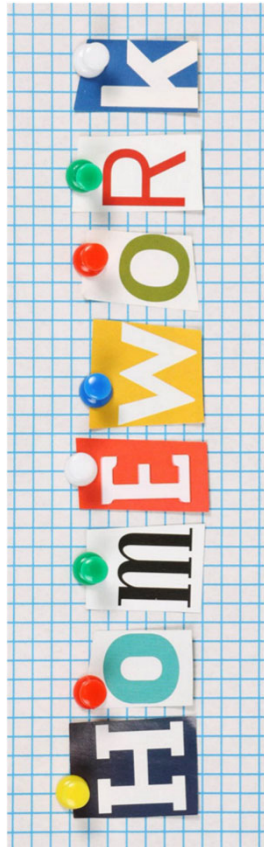


COME MEET YOUR COACHES

**LEARN
WHAT INDIVIDUALIZED
TA IS ALL ABOUT!**



Next Steps

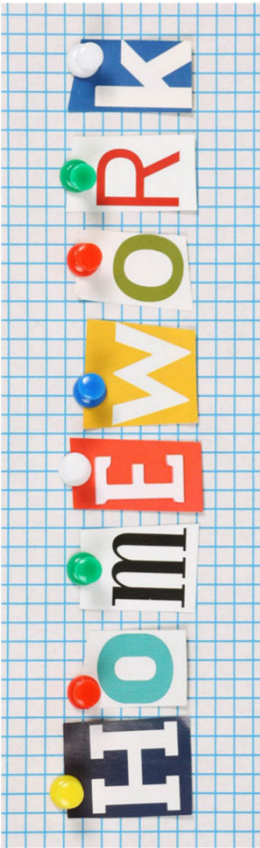


- ☐ Have the team read the grant agreement
- ☐ Respond to Conditions of Award in your Grant Award Package, as appropriate
- ☐ Review the DOL Performance Reporting Requirements
- ☐ Review the Grantee Handbook
https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ETA_Grantee_Handbook.pdf
- ☐ Register at YouthASReady.workforcegps.org
- ☐ Review the DOL Fiscal Training Tutorials (next page)



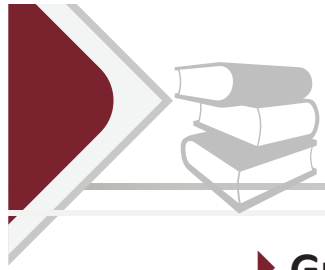
Next Steps

Get Started On Your Fiscal/Admin Online Training Series



Title	Description	Link
Cost Allocation and Cost Allocation Plans (CAPs)	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/2016/03/23/12/52/Cost Allocation and Cost Allocation Plans -CAPs
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 distinguishes between the different types of federally approved rates, and explains when and how to apply for a federal rate.	https://www.workforcegps.org/resources/2016/03/23/14/07/Indirect Costs and Indirect Cost Plans
Policies and Procedures for Federal Award Recipients	This module identifies the requirements of the Uniform Guidance in establishing written policies and procedures that promote sound management practices and effective management controls.	https://www.workforcegps.org/resources/2016/03/23/14/58/Policies and Procedures for Federal Award Recipients
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/2016/03/24/09/34/Procurement and Performance-Based Contracts
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/2016/03/23/14/50/Personnel Compensation Labor Distribution and Payroll Reports

Uniform Guidance: 2 CFR 200, and 2 CFR 2900



Grants Management Resources:

▶ Grantee Orientation Handbook

⇒ https://doleta.gov/grants/docs/ETA_Grantee_Handbook.pdf

▶ Grant Reporting

A very general overview of grant reporting requirements for Federal awards

⇒ <https://www.grants.gov/web/grants/learn-grants/grant-reporting.html>

▶ 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 Communities -

⇒ YouthASReady: [workforcegps.org](http://youthasready.workforcegps.org)

⇒ 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/grants/pdf/TEGL-17-18-FAQs-5_21_19.pdf

▶ Uniform Guidance Overview

Brief overview of the UG, and DOL exceptions, with links to additional UG resources

⇒ <https://doleta.gov/grants/UniformGuidance.cfm>

▶ TEGL-39-11: Guidance on the Handling and Protection of Personally Identifiable Information (PII)

⇒ https://wdr.doleta.gov/directives/attach/TEGL/TEGL_39_11_Acc.pdf



Apprenticeship & Program Resources

Upcoming Webinars to which YARG grantees are invited

- ▶ **August 21:** [Incorporating Universal Design and Accessibility into Apprenticeship and Pre-Apprenticeship](#): a discussion on how intensive career pathways programs, program designers, instructors, and mentors can support inclusive and accessible apprenticeships and pre-apprenticeships
- ▶ **August 27:** [AAI Grantee Webinar: "Registered Apprenticeship Reimagined: Lessons Learned from AAI"](#)
- ▶ **August 27:** [Understanding Institutional Funding Sources as Part of Apprenticeship System Building](#): Exploring the how, what, and when of institutional funding to support apprenticeship; and strategies for building partnerships to support apprenticeship, especially for populations with barriers to work.
- ▶ **September 16** – [YARG TA Kick-off](#)
Come meet your coaches and get started with your individualized TA!

- ▶ **Apprenticeship 101** - Geared towards grantees
<https://ase.workforcegps.org/resources/2019/11/05/17/14/Registered-Apprenticeship-101-Bootcamp>
- ▶ **Introduction to Apprenticeship** - Geared towards potential employers and sponsors
<https://www.dol.gov/apprenticeship/toolkit/learn.htm>
- ▶ **Office of Apprenticeship**
<https://www.dol.gov/agencies/eta/apprenticeship>
www.Apprenticeship.gov
 - List apprenticeship jobs*
<https://www.apprenticeship.gov/list-your-apprenticeship-jobs>
 - Partner Finder*
<https://www.apprenticeship.gov/partner-finder>
 - EEO requirements and recruitment*
<https://www.apprenticeship.gov/employers/diversity-and-inclusion-apprenticeship>
 - Pre-apprenticeship for Women*
[https://www.dol.gov/sites/dolgov/files/ETA/apprenticeship/pdfs/Pre Apprenticeship_GuideforWomen.pdf](https://www.dol.gov/sites/dolgov/files/ETA/apprenticeship/pdfs/Pre_Apprenticeship_GuideforWomen.pdf)
- ▶ **Division of Youth Services**
<https://www.dol.gov/agencies/eta/youth>



Contact Information:

ASE Grant Number
AP - _____



YouthASReady.grants@dol.gov

YouthASReady.workforcegps.org

Authorized Representative (A/R)




Federal Project Officer (FPO)




TA Coach




OA SME






How do you feel after today's webinar?

Choose the answer that best reflects your program (or your project)

- 1. Geronimo!!!**
- 2. Unsure, but Promising Outlook... ???**
- 3. Excited and ready to rock it !!!**



THANK YOU

Kia Ora Mamama Kiitos Juspeaxar Dankon Maake Ua Tsaug Rau Koj Mochchakkeram Terma Kasih Multumesc Merci Raibh Maith Agat Obrigado Virringrazziak Matondo Dank Je Obbrigado Mochchakkeram Obrigado Salamat Virringrazziak Matur Nuwun Chokrane Raibh Maith Agat Kiitos Arigato Welalin Multumesc spasibo Cam on ban Kiitos Raibh Maith Agat Mochchakkeram Chokrane Grazie Maake