



Apprenticeship**USA**

AMERICAN APPRENTICESHIP INITIATIVE NEW GRANTEE ORIENTATION

OCTOBER 22, 2015

Grantee Polling Question

Is this your first ETA grant?

1. Yes

2. No

Please enter your questions in the Chat Room now, and throughout the hour!



Are you creating or expanding a Registered Apprenticeship program?

1. Creating new program(s)
2. Expanding existing program(s)

Please enter your questions in the Chat Room now, and throughout the hour!



American Apprenticeship Grant Initiative – Presenters

- Moderator: **Mike Qualter** - Division Chief, Office of Apprenticeship
- **Eric Seleznow** - Deputy Assistant Secretary, Employment Training Administration
 - **John Ladd** - Administrator, Office of Apprenticeship
 - **Sasha Cooper-Morrison** - Program Analyst, Office of Apprenticeship
 - **Meghan Wills** - Senior Policy Analyst, National Governor's Association Center for Best Practices
 - **Diane Walton** - Regional Consultant, Office of Apprenticeship
 - **Alex Jordan** - IT Specialist, Office of Apprenticeship
 - **Steve Rietzke** - Grants Officer, Office of Grants Management
 - **Liz DeHart** - Grants Management Specialist, Office of Grants Management

Today's Agenda



- **How did we get here** - Apprenticeship 101
- **Who are you** - Meet the grantees
- **Who are we** - DOL Grant Team
- **What do you need to know from us today** - Grant Management Plan
- **What do we need to know from you** - Reporting Requirements
- **What's next** - Next 45 days and beyond

How did we get here: Apprenticeship 101



John Ladd
ETA Office of Apprenticeship

ApprenticeshipUSA has been a growing part of workforce development in the United States



U.S. Secretary of Labor Thomas P. Vilsack

Ready to Work:
Job-Driven Training and
American Opportunity

Tonight, I'm also asking more businesses to follow the lead of companies like CVS and UPS, and offer more educational benefits and paid apprenticeships -- opportunities that give workers the chance to earn higher-paying jobs even if they don't have a higher education.
– President Obama, State of the Union Address, January 20, 2015



American Apprenticeship Grants
\$175 Million

Legislation and Regulations

The National Apprenticeship Act (Fitzgerald Act)

- 29 U.S.C. 50 was first authorized in August 1937 and has not been reauthorized.

There are **two major regulations** governing Registered Apprenticeship:

- **Title 29 CFR part 30**, Labor Standards for Registration of Apprenticeship Programs was revised in December 2008;
- **Title 29 CFR part 29, Equal Employment Opportunity in Apprenticeship and Training**, was published in 1978, and new regulations are pending at the Office of Management and Budget.

5

Core Components of Registered Apprenticeship



Employer Involvement Is Integral

Employer is the foundation for the RA program and must be directly involved and provider of OJT.



Structured On-the-Job Training (OJT) with Mentoring

Minimum of 2,000 hours
Structured and Supervised



Job Related Education

144 hours recommended per year
Parallel | Front-loaded | Segmented Options



Rewards for Skill Gains

Increases in skills brings about increases in earnings.



National Occupational Credential

Nationally recognized credential showing job proficiency. Sponsor certifies individual is fully competent for career.

Think Registered Apprenticeship is as simple as five...four...three...two...one

5 5 Core Components: Employers, OJT, Related Instruction, Rewards Skill Gains, National Credentials

4 4 Key Roles: Employers, Sponsors, Education Providers, and Supportive Services

3 3 Ways to Complete: Time-Based (Short as 1 year) | Competency-Based: No Time Limits | Hybrid

2 2 Ways to Register: US DOL and State Apprenticeship Agencies

1 1 System with unique National Credential

Registered Apprenticeship is rigorous and structured. It brings multiple components together to support work-based learning.

**Work
Experience**

Internships

**On-the-Job
Training**

**Registered
Apprenticeships**

Work-Based Learning Continuum

Less Intense-Structured ————— More Intense-Structured

Registered Apprenticeship has



union and **non-union** programs

Registered Apprenticeship is a proven model that delivers results for workers and the nation.

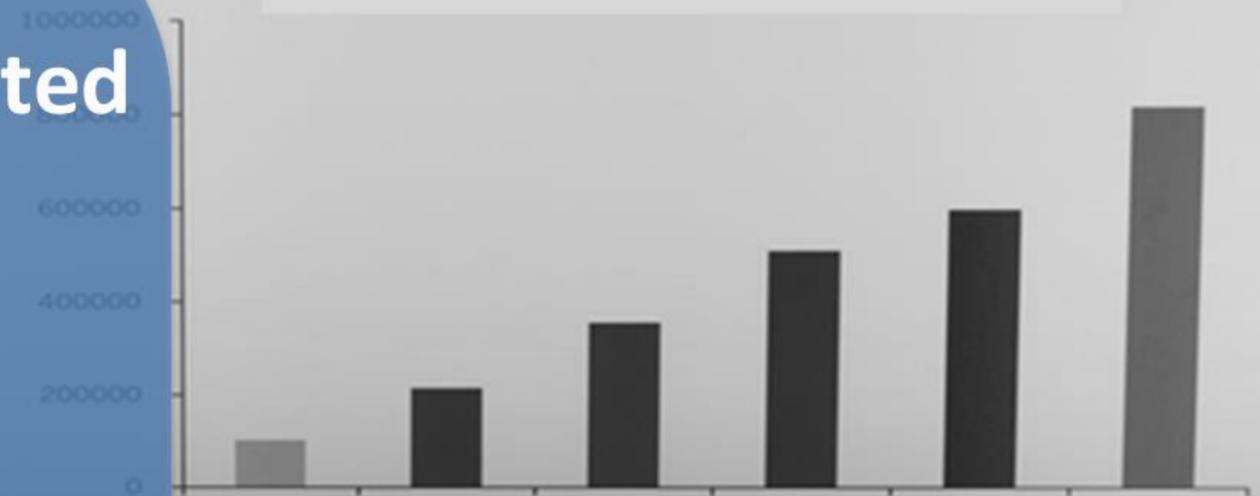
Impressive Public Benefits

- ✓ \$28 in benefits for every \$1 invested by Government*

Strong Outcomes

- ✓ Completers earn \$50,000 per year on average with career pathways
- ✓ 90% of completers employed
- ✓ Opportunities to earn college credit
- ✓ Over \$300,000 more than their peers in life-time earnings

OUTCOMES AND RESULTS



Registered Apprenticeship Today



About 19,000 programs estimated to serve the needs of 150,000 employers



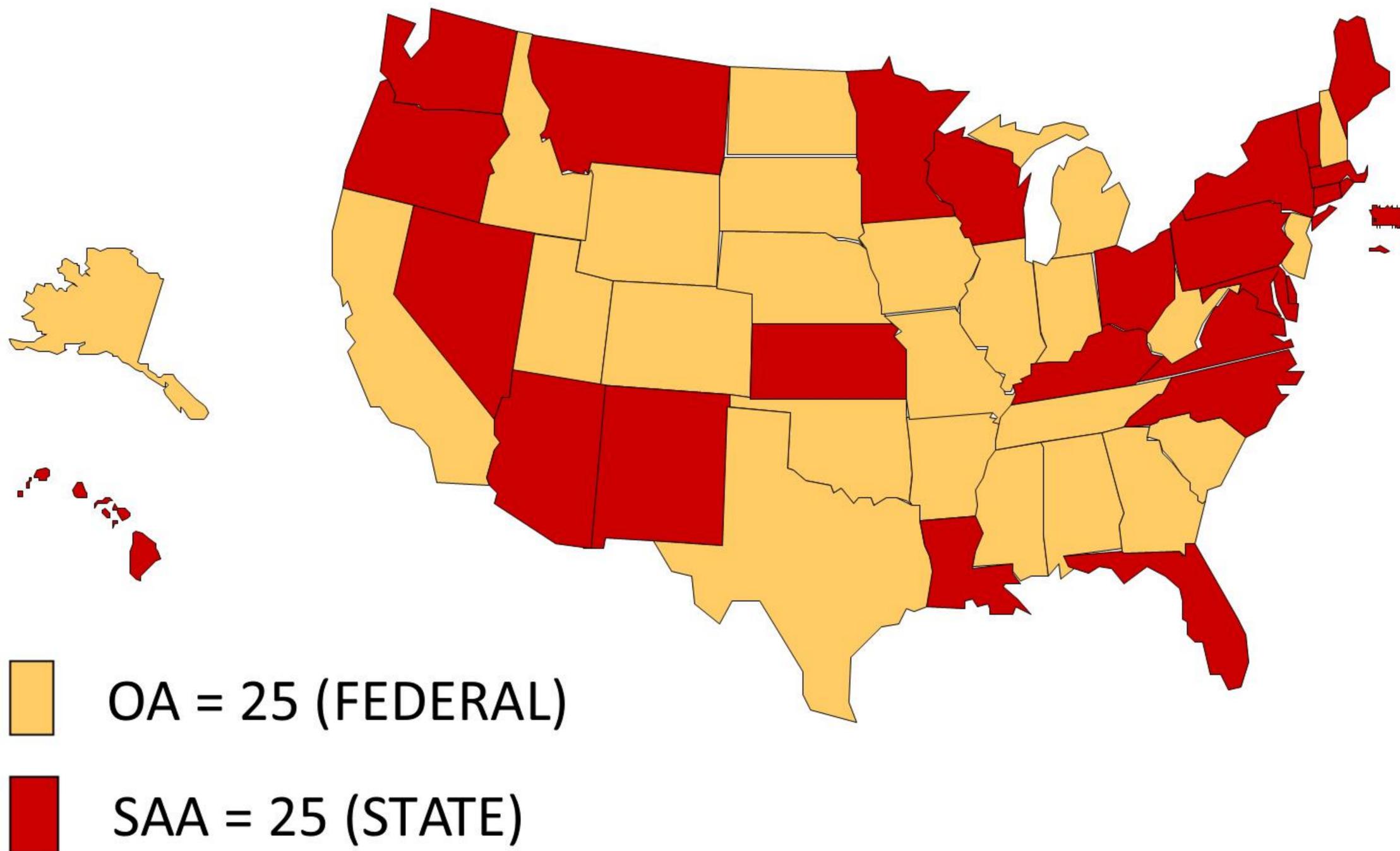
Approximately 448,000 active apprentices in FY 2015 in potentially 1,000 occupations.

Demographic snapshot of Registered Apprentices in 2015

Demographic	2015
Women	9%
Non-White	35%
Average Age	29
Active Military	24%
Military Veterans	7%



US Department of Labor, Office of Apprenticeship (OA) and State Apprenticeship Agency States (SAAs)



Who are you: Meet the grantees

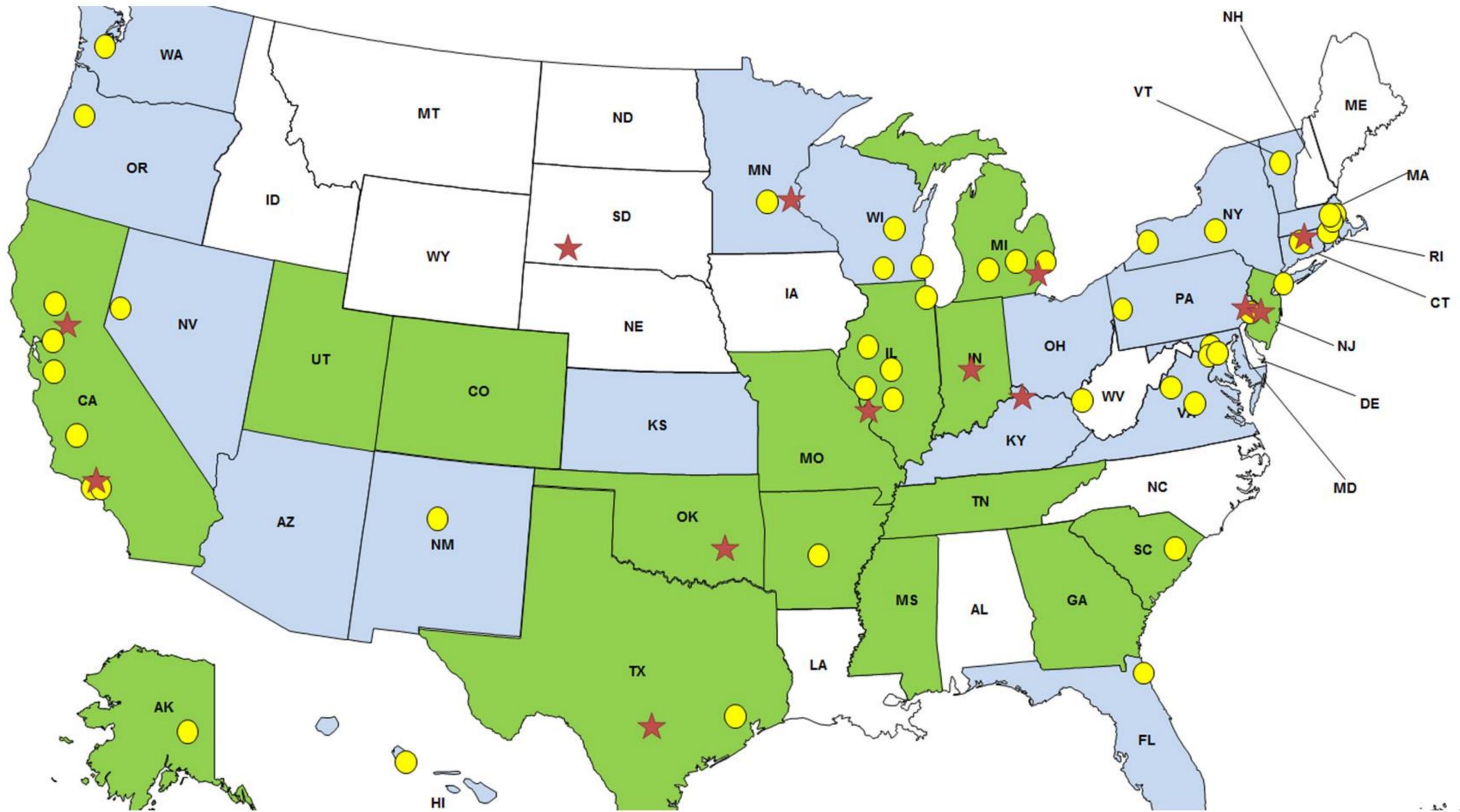


Sasha Cooper-Morrison
ETA Office of Apprenticeship

Overview

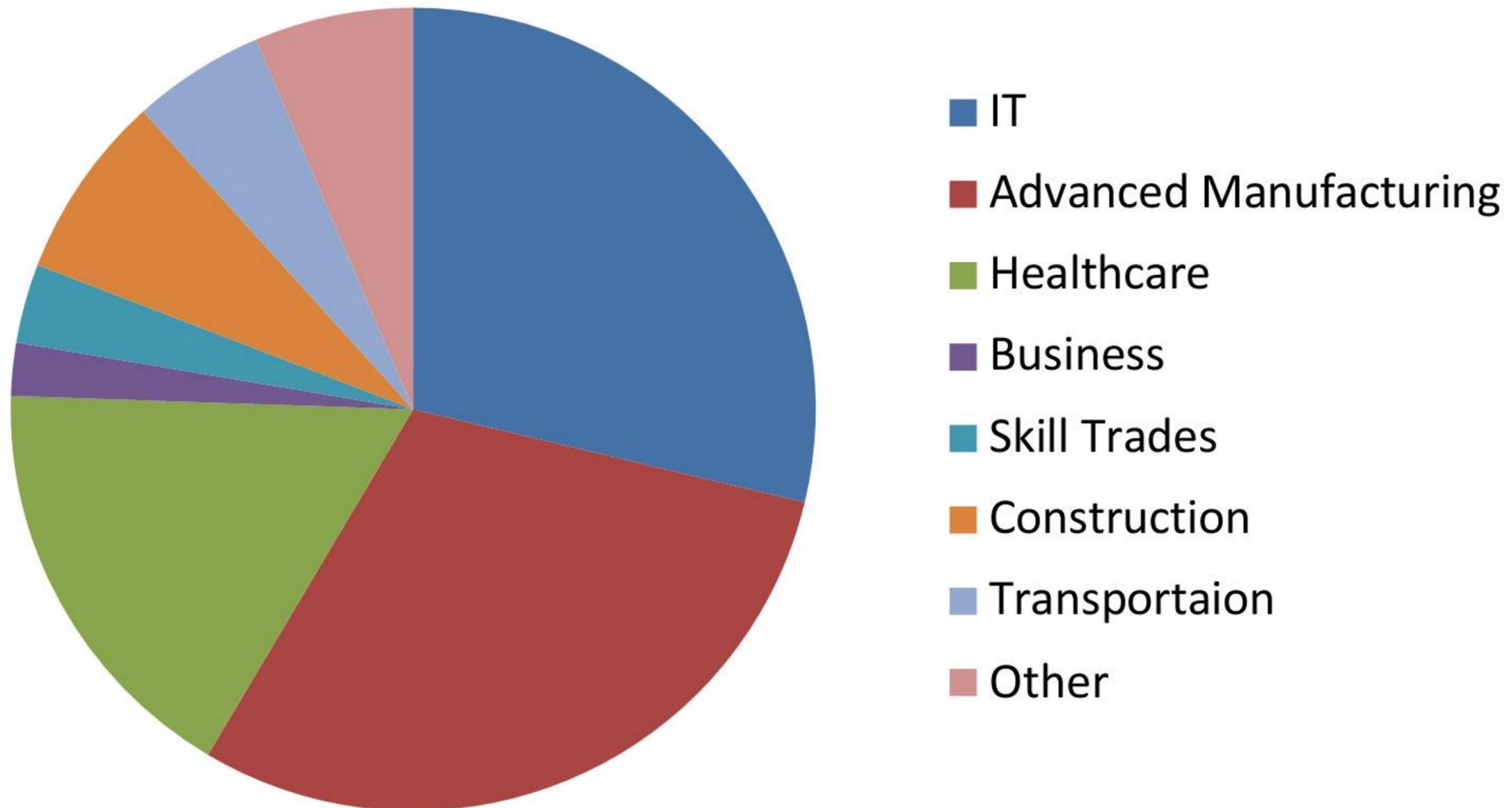
- \$175 million
- 46 grants
- Total number of apprentices served = 34,000
- Multi-state initiatives = 12
- 37 states will be served
- All grants are Public / Private partnerships
 - Employers, Labor, Industry Associations, State/Local Agencies, Workforce Boards, Colleges, Community Organizations

Where are the grants?



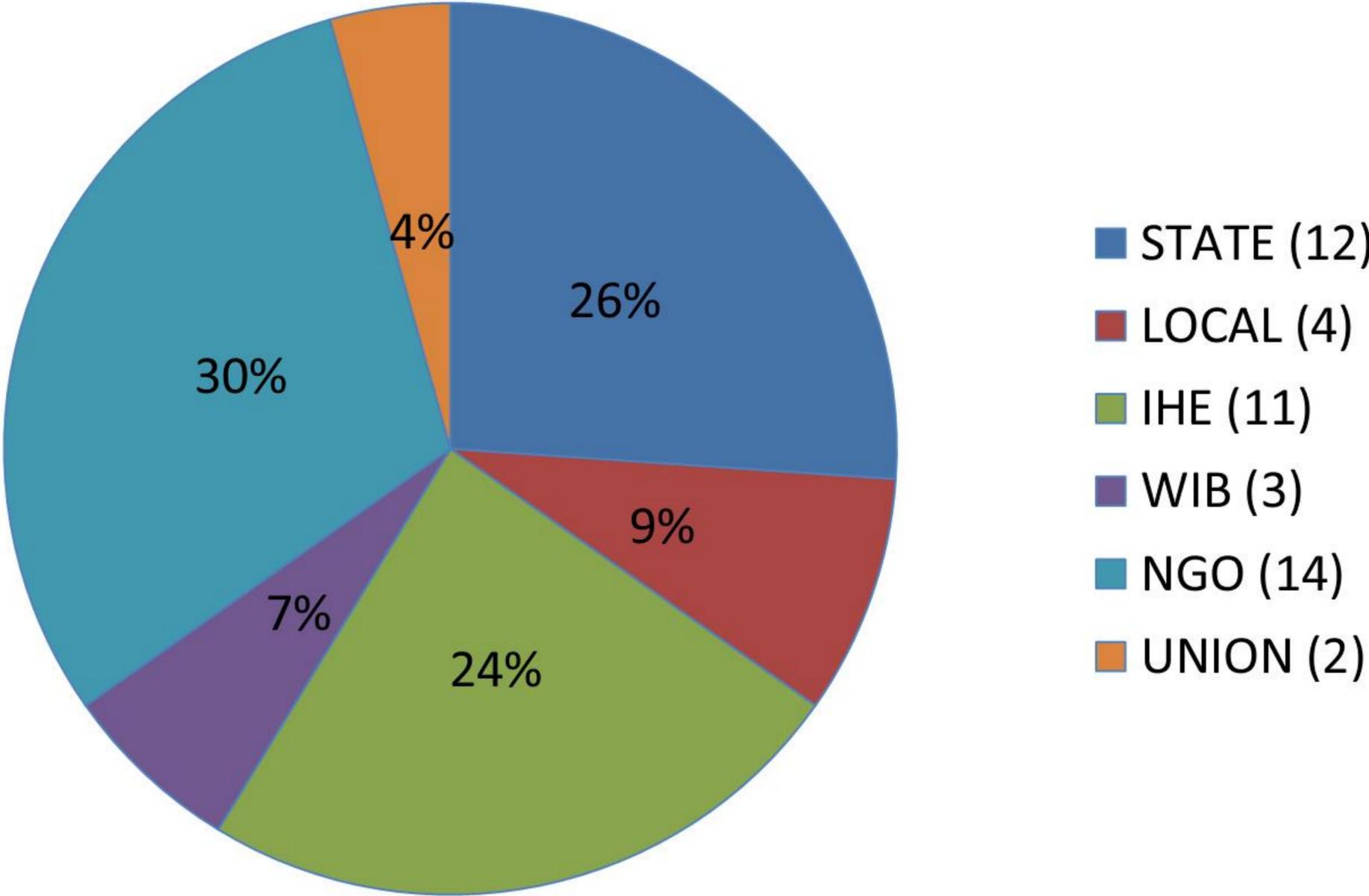
Grant Distribution: Industry Sector

SECTOR BREAK DOWN



Grant Distribution: Sponsor

SPONSOR ENTITY BREAKDOWN



Target Populations



38 projects
targeting
women



34 projects
targeting
persons of
color



35 projects
targeting
veterans



14 projects
targeting
disabled
populations



24 projects
targeting
youth

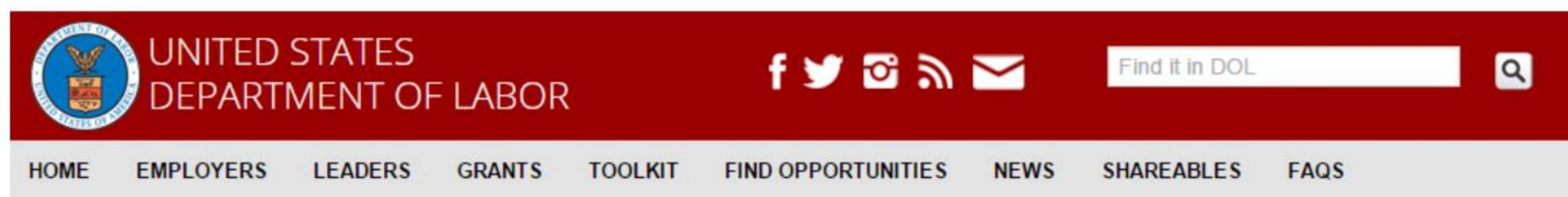


12 projects
targeting
incumbent
workers



American Apprenticeship Initiative Webpage

- *Press release and list of your fellow AAI grantees:*
<http://www.dol.gov/opa/media/press/eta/ETA20151762.htm>
- *AAI website and Registered Apprenticeship resources:*
<http://www.dol.gov/apprenticeship/grants.htm>



Note: Jump to 32:15 mark for Apprenticeship Grant announcement

AMERICAN APPRENTICESHIP GRANTS

Who are we: DOL Grant Team



Diane Walton

ETA Office of Apprenticeship

Megan Wills

National Governor's Association Center for Best Practices

Who are we?

This is not your grandfather's Department of Labor grant. This is not even your older sister's Dept. of Labor grant. This is new.

- The Acronyms
- The Expectations



The Acronyms: Meet the Office of Apprenticeship (OA) & Apprenticeship Consultants

The Office of Apprenticeship (OA) is the program office for your grant. It works in conjunction with independent State Apprenticeship Agencies (SAAs). They are responsible for:

- Registering apprenticeship programs that meet Federal and State standards
- Protecting the safety and welfare of apprentices
- Issuing nationally recognized and portable Certificates of Completion to apprentices
- Promoting the development of new programs through marketing and technical assistance
- Assuring that all programs provide high quality training
- Assuring that all programs produce skilled competent workers

Meet the Office of Grants Management (OGM)

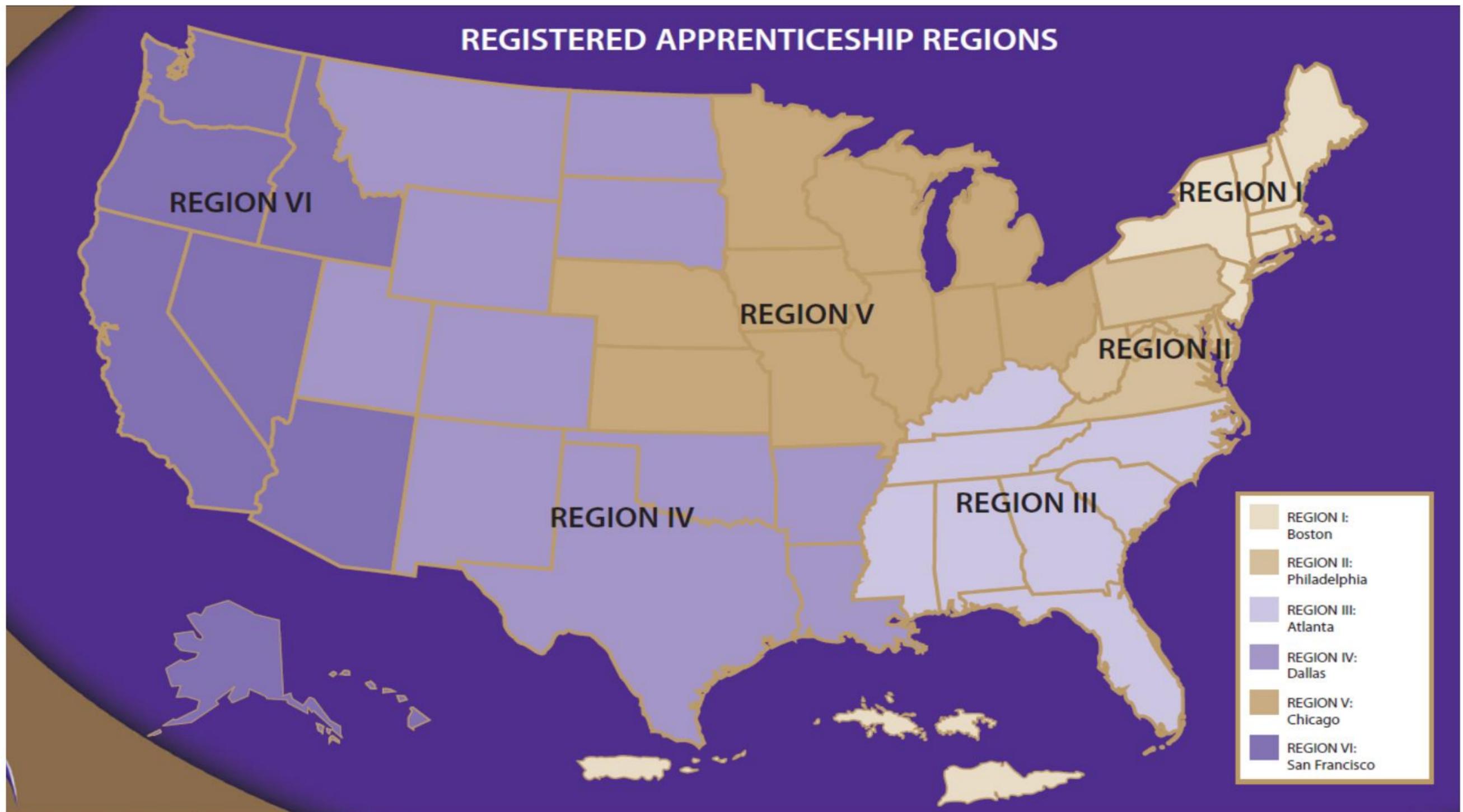
The Grant Officer performs official grant duties:

- Maintains official grant documents such as modifications, no-cost extensions, and other relevant documents
- Approves all purchases over \$5,000
- ETA Grant Officer: Steve Rietzke

The Office of Grants Management (OGM) also provides guidance on policy issues and training on fiscal and administrative requirements

The Acronyms: Meet the Regions (Federal Project Officers and OA Field Staff)

HINT: ETA and Registered Apprenticeship Regions are the SAME!



Acronyms: Office of Policy Development & Research/Chief Evaluation Office Meet OPDR (pronounced OP DUR)

Evaluating Successful AAI Strategies

- Conduct the AAI national evaluation
- Oversight of Evaluation Contractors: To be selected through competitive process
- Committed to producing strong evidence about what works

Next Steps:

We will be reaching out to grantees in the near future to tell you more about the evaluation and to learn more about your programs.

Acronyms Continued: NGA in Partnership with DOL

National Governors Association Center for Best Practices (NGA Center) is our Technical Assistance (TA) Provider, doing the following activities:

- 1) Grantee Coaching and Customized Support:** NGA Center will work intensively with grantees to address specific challenges, and learn about what is working so promising practices can be shared across the grantee cohort.
- 2) American Apprenticeship National Activities:**
 - National Meetings: Three times over the course of the performance period to support peer learning and sharing of promising practices among grantees.
 - Learning Network: Monthly conference calls with grantee leads and periodic topic specific webinars.
 - Expert Faculty: Provide strategic advice and input to the project team as well as to grantees.

NGA in Partnership with DOL (cont'd)

NGA Center tasks continued:

3) Grantee Institutes and State Policy Academy:

- Institutes are topic-specific workgroups where grantees will discuss challenges and solutions to common challenges. The institutes will showcase promising practices models and approaches that could be replicated across the grantee cohort.
- State Policy Academy will focus on supporting state leadership and capacity to grow apprenticeship opportunities and sustaining grant strategies by aligning it with state workforce and education systems.

4) Documenting and Disseminating Promising Practices and Lessons

Learned: To inform the grantees, the apprenticeship field, as well as the broader workforce and education communities and DOL.

What you need to know from us today: Great (Grant) Expectations

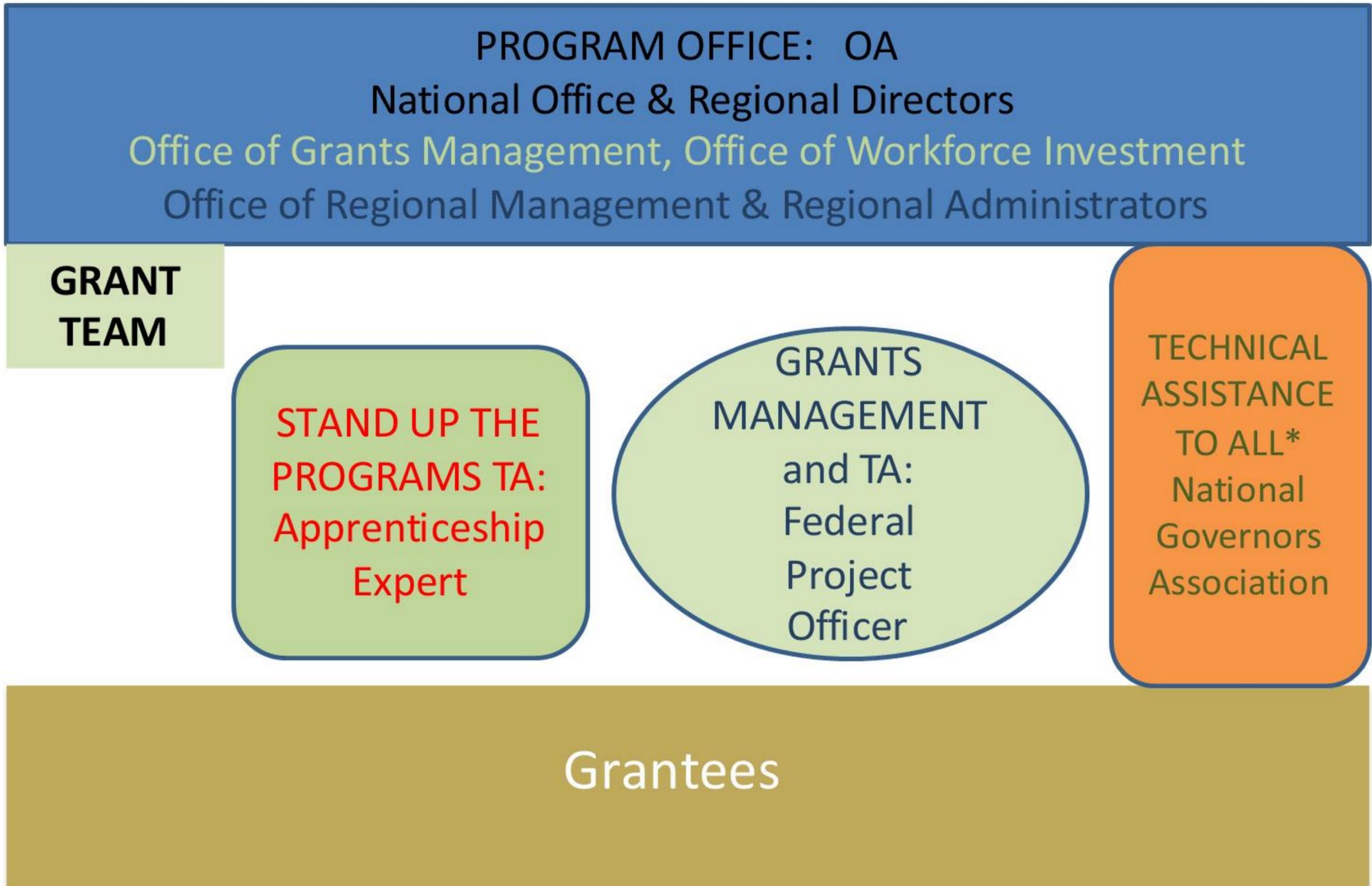


Mike Qualter
ETA Office of Apprenticeship
Sasha Cooper-Morrison
ETA Office of Apprenticeship

Great (Grant) Expectations

- Meet the Goals of Statement of Work
 - Create new apprenticeship ecosystem, and integrate RA as part of workforce transformation
 - Implement RA programs and register apprentices
 - Align systems in support of RA
 - Sustain partnerships to drive future expansion
- Ramp-Up Quickly and Effectively
- Report Accurately and Timely
- Monitor Progress

Grant Management Structure & What's My Role



*and particular attention to state grantees

Grants Management Game Plan

- Each grant has been assigned an FPO from the Regions, an apprenticeship program expert from OA and an NGA Center liaison.
- Regional Administrators and OA Regional Directors will work together to provide joint management and oversight of the grants and teams at the field level and consult with Office of Grants Management when necessary.
- FPO will generally be responsible for grant management aspects of the grant and the OA program office representative will generally be responsible for programmatic expertise.
- It is expected the grant teams will work together on all aspects to ensure consistency in working with the grantees and provide TA as appropriate.

What is the role of Federal Project Officer

- Guide grant initiation, including statement of work review and risk assessment
- Ensure adherence to statutory and regulatory parameters, grant terms and conditions, and federal fiscal and administrative requirements, throughout life of grant
- Review quarterly reports (fiscal & performance) to ensure progress toward grant outcomes
- Monitor (from desk and on site), manage budget and program modifications, accept quarterly reports and identify promising practices
- Provide TA, in partnership with OA staff

What is the role of Apprenticeship Consultants

- Assist the FPO with Grant Analysis
- Assist with grantee and FPO with apprenticeship related program questions
- Maintain clear lines of communication
- Join calls organized by FPO and grantee to address program issues (e.g., registration hurdles)
- Map out a game plan to develop & register program
- With the FPO, elevate programmatic issues/challenges
- Assist in highlighting success

Communication plan for grantees

Contact your FPO on grant questions!

If you...	Contact:
Are the grant lead	Federal Project Officer
Need help registering your apprenticeship program	Apprenticeship consultant with a copy to your FPO
Are a partner in grant project	The lead for your grant
Have questions or difficulty accessing the <u>performance</u> reporting system	Apprenticeship.grants@dol.gov with a copy to your FPO
Have questions or difficulty accessing the <u>financial</u> reporting system	EBSS.help@dov.gov with a copy to your FPO
Have questions about evaluation	Apprenticeship.grants@dol.gov with a copy to your FPO
Have questions about technical assistance	NGA liaison with copy to your FPO

Grant Expectations - Communication Plan (cont'd)

From ETA To You

- Usually through your FPO for specific requests and information
- Office of Apprenticeship Website:
<http://www.dol.gov/apprenticeship/>

From You To ETA (National Office)

- **Contact your FPO first**
- Copy the AAG Mailbox: apprenticeship.grants@dol.gov, if appropriate

Grant Expectations - Communication Plan (cont'd)

From: You To NGA (regarding TA matters)

- **Contact your NGA liaison and copy your FPO**
- Copy the OA program office representative, if appropriate

Remember

- Include your grant number and lead grantee organization name
- Describe your question/issue as specifically as possible
- Please be patient!

Grant Expectations - Grantee Team Communications & Support

Grantee Main Point of Contact (POC)

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

Note: Changing signature authority requires a formal grant modification through your FPO.

What do we need to know from you: Reporting Requirements



Alex Jordan
ETA Office of Apprenticeship

The Value of Reporting

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

Reporting Requirements

American Apprenticeship grantees are required to submit reports quarterly to ETA, including a final report.

These reports are:

- Quarterly Progress Reports (QPR)
 - Includes performance report
 - Includes narrative report
- Quarterly Financial Report (ETA-9130)
- Final Report

Quarterly Progress Report

Each grantee must submit a Quarterly Progress Report (QPR)

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

Quarter End Dates	QPR Due Date	Report Activities Occurring Between
December 31, 2015	February 14, 2016	October 1 – December 31, 2015
March 31, 2016	May 15, 2016	January – March 31, 2016
June 30, 2016	August 14, 2016	April 1 – June 30, 2016

Quarterly Progress Reports

Submitting QPRs to ETA

- Web-based reporting system is still in development and is anticipated to be available in early 2016 (before 1st report is due)
- In preparation, grantees should prepare to collect and track participant-level data on demographic information, services and training received, credential outcomes, and employment and employment retention information.
 - This includes providing participant SSNs, which will be used by ETA to track and report long-term employment outcome measures (ETA Common Measures)
 - Please ensure you follow PII protocol.

Stay tuned for training on performance reporting in Winter 2016!

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
- Financial reporting system different than performance reporting system
- *More information and training will be provided*

Quarter End Dates	9130 Due Date	Report Fiscal Activities Occurring
December 31, 2015	February 14, 2016	October 1 – December 31, 2015
March 31, 2016	May 15, 2016	January – March 31, 2016
June 30, 2016	August 14, 2016	April 1 – June 30, 2016

Key Dates

Grant Start Date	October 1, 2015
1st QPR Due Date ➤ <i>Performance report and narrative</i>	February 14, 2016
1st ETA QFR Due Date ➤ <i>Financial report (9130)</i>	February 14, 2016
Grant End Date	September 30, 2020

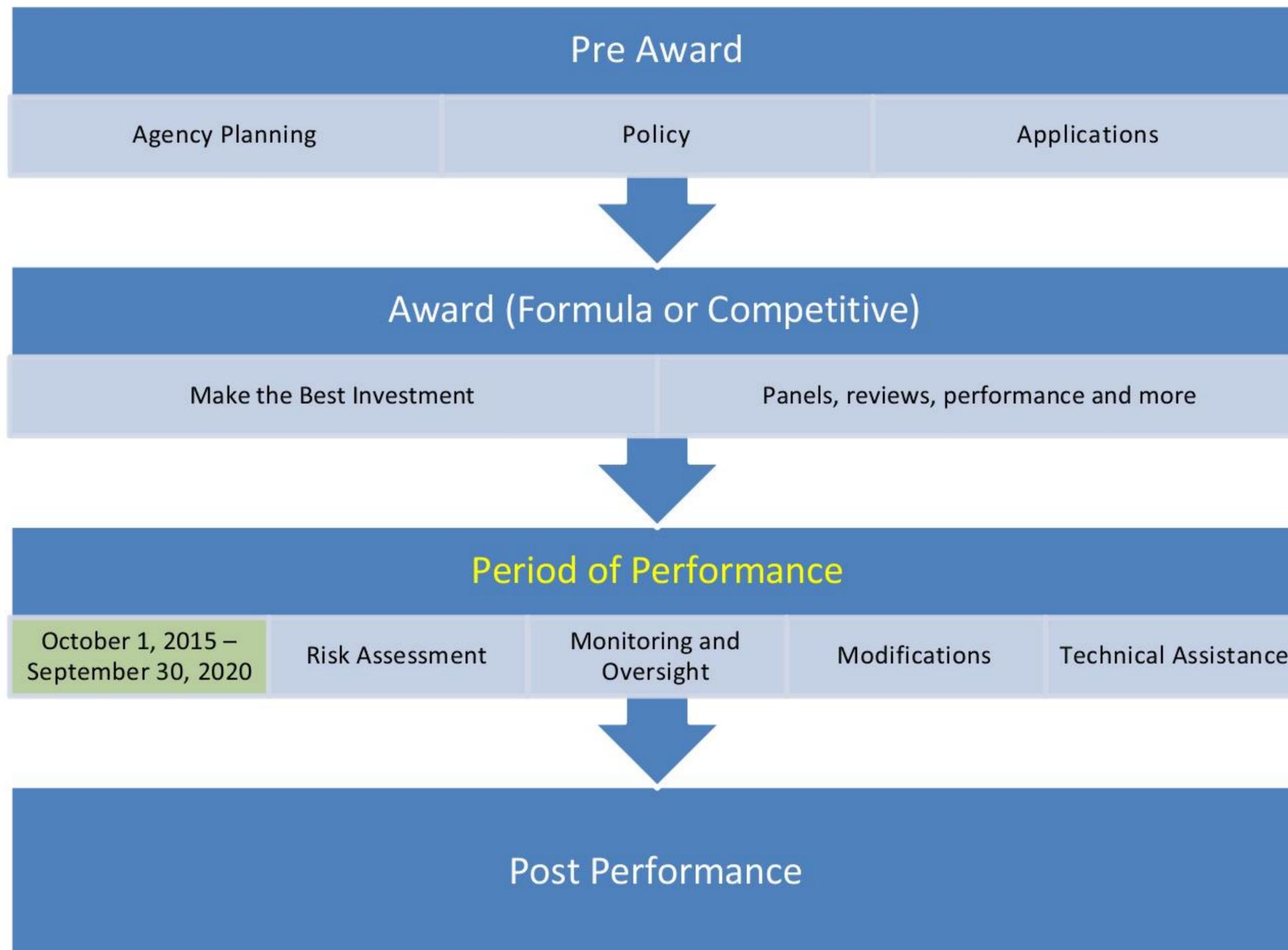
Grant Award Package



Steve Rietzke
Liz DeHart

ETA Office of Grants Management

ETA Grant Cycle



The Grant Award



Grant Award Letter

Grant Agreement -

- Signature Page / Notice of Obligation (NOO)
- Condition of Award Page
- Terms and Conditions
- Application for Federal Assistance
- Budget
- Statement of Work (SOW)
- Indirect Cost Rate Agreement (if applicable)



Acknowledgements of Award Payment Management System

- Information and forms on www.doleta.gov/grants under Payment Information

ETA's on-line Grantee Fiscal Reporting System

- ETA 9130
- Information to access system on www.doleta.gov/grants under Financial Reporting

Passwords/PINs are sent separately after supplying the necessary information

Once you receive this please DO NOT LOSE IT!

Grant Agreement Notice of Award Obligation

Project Title – *American Apprenticeship Initiative Grant Program
(American Apprenticeship Initiative)*

Grant Awardees' Identifying Information

DOL Identifying Information

– Agreement # **AP-2XXXX-15-60-A-XX**

Period of Performance

Award Amount

Regulations and Cost Principles

Signatures

Notice of Award Obligation Regulations & Cost Principles

Code of Federal Regulations (CFR) can be found at:

- <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule
- 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200

Grant Agreement

Condition of Award & Terms and Conditions

Condition of Award

- All have first 2 conditions with additional conditions as needed

Terms and Conditions

- Order of Precedence
- Solicitation for Grant Applications (SGA) and Amendments (incorporated by reference)



Grant Agreement Terms and Conditions

- Indirect Cost Rates
- FPO Contact Information
- Equipment Requirements
- Pre-Award Costs
- Reporting Requirements
- Consultant Fees
- Publicity
- Procurement
- Audit Requirements
- Intellectual Property



Grant Agreement Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment E: Indirect Cost Rate Agreement (if applicable)



Terms and Conditions – Equipment Purchases

- Equipment purchases with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year need prior approval from Grant Officer.
- Submit a detailed equipment purchase list with descriptions of each item to your Federal Project Officer (FPO) for review. We encourage you to submit this request as early as possible in the period of performance, with as many planned pieces of equipment as possible.
- Your FPO will review the items and submit the list for approval. A modification to your grant will be processed approving the equipment purchases.

Budget and Statement of Work

Budget Information

- SF-424A
- Budget Narrative

Grantee's original proposal

- Technical Proposal
- Abstract
- Documentation of Employer commitment
- Documentation of Commitment to Participate in an Evaluation
- Organization Chart
- Performance Outcomes Table

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
- Until agreement is negotiated, indirect cost spending limited to lesser of either 10% of total Personnel budget or total claimed indirect costs
- *De minimis* rate of 10% of direct costs can be used if grantee is not planning on negotiating an agreement but is claiming indirect costs

American Apprenticeship Initiative grantees

(Any conditions detailing potential issues in your SOW are included in your grant package)

- **Detailed review of SOW, budgets, other attachments**
 - Assistance from FPO, OA, and OGM
 - Letters detailing potential issues in your SOW will be sent in December
 - 30 days to respond
- **Review of Program Outcomes**
 - Assistance from FPO and OA
 - Mathematical accuracy and benchmarks for years 1-4
 - 30 days to respond

WHAT'S NEXT?



Next Steps

Sasha Cooper-Morrison
ETA Office of Apprenticeship

Immediate Next Steps for ETA

- The teams will jointly onboard the new grantees through introductory phone calls/meetings
- The teams will jointly review the new grant SOW and identify issues or concerns, including the cost-compliance review
- If issues are identified in the SOW, the grant team will discuss with the grantee

Immediate Next Steps for You, the Grantee

- Redacted Technical Proposal or redaction waiver – due immediately
 - If you have not already submitted, please do so ASAP to Apprenticeship.Grants@dol.gov with copy to FPO
- Send updated point of contact information to FPO with copy to Apprenticeship.Grants@dol.gov
- Get started on fiscal/admin online training series
- Stay tuned for NGA webinar on technical assistance

Next Steps – Upcoming TA

Available Now!

Get Started Now on your Fiscal/Admin Online Training Series!

Title	Event Type	Link	Due Date
(1) Uniform Guidance Overview	Online Training	https://www.workforce3one.org/view/5001521029250676516/info	Watch by November 20, 2015
(2) Uniform Administrative Requirements	Online Training	https://etareporting.workforce3one.org/view/4011200950256115537/info	Watch by November 20, 2015
(3) Cost Principles and Selected Items of Cost	Online Training	https://etareporting.workforce3one.org/view/4011130552739025566/info	Watch by November 20, 2015
(4) Administrative Costs and Indirect Costs	Online Training	https://www.workforce3one.org/view/4201120336293625358/info	Watch by November 20, 2015
(5) Fiscal Management Principles	Online Training	https://etareporting.workforce3one.org/view/4011130549531844024/info	Watch by November 20, 2015

Next Steps – Upcoming TA

Title	Event Type	Link	Due Date
(6) Introduction to Financial Reporting	Online Training	https://etareporting.workforce3one.org/view/4011130549705686017/info	Watch by November 20, 2015
(7) Overview of 9130 Line by Line	Online Training	https://etareporting.workforce3one.org/view/4011130549705686017	Watch by November 20, 2015
(8) Accrual Accounting	Online Training	https://etareporting.workforce3one.org/view/4011200950296341934/info	Watch by November 20, 2015
(9) Accrual Reporting	Online Training	https://etareporting.workforce3one.org/view/4011130554441492945	Watch by November 20, 2015
(10) Live ETA Reporting, ETA 9130, and Q &A	Live webinar	TBD	December 4, 2015

Next Steps – Upcoming TA (cont.)

Coming in Winter 2016!

NGA Technical Assistance Live Webinar

Performance Reporting

- *Live* Performance Reporting Overview and Quarterly Progress Report Training
- *Live* QPR Reporting System Orientation and Q&A

Evaluation Orientation

Other trainings to be announced!

Orientation and training rollout (first 6 months)

- **October – December 2015 Grantee webinars**
 1. Uniform Guidance Overview
 2. Uniform Administrative Requirements
 3. Cost Principles and Selected Items of Cost
 4. Administrative Costs and Indirect Costs
 5. Fiscal Management Principles
 6. Introduction to Financial Reporting
 7. Overview of 9130 Line by Line
 8. Accrual Accounting
 9. Accrual Reporting
 10. Live ETA Reporting, ETA 9130, and Q &A
- **January – March, 2016:** Live Q&A on previous topics, NGA Technical Assistance Plan, other webinars TBD
- **In Person Orientation March 2016**

Day-to-day NO Points of Contact

Primary POC:

Sasha Cooper-Morrison

CooperMorrison.Sas@dol.gov

Secondary POCs:

Torrey Cunningham

cunningham.torrey@dol.gov

Diane Walton

walton.diane@dol.gov

Michael Qualter

qualter.michael@dol.gov

Grant General Email Inbox:

apprenticeship.grants@dol.gov

Grantee Polling Question

Please provide feedback on your TA needs based on the below topics:

1. Developing and registering my apprenticeship program
2. Diversity and inclusion: Outreach to underrepresented populations
3. State policy to expand RA
4. Performance Reporting
5. Other: Specify in chat window



Grantee Polling Question

How do you feel now, after today's webinar?

1 SO VERY ready.

2 ALMOST ready.

3 Oh dear.



RESOURCES



- American Apprenticeship webpage:
<http://www.dol.gov/apprenticeship/>
- American Apprenticeship Online Community:
<https://21stcenturyapprenticeship.workforce3one.org/>
- Your FPO!





Apprenticeship**USA**