Welcome – Please introduce yourself!

Enter your name, location, institution name
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
Polling Question: Who’s on the call?

What role do you play in your Youth Apprenticeship Readiness 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

Choose the best answer that reflects your role in your Youth As Ready grant project!
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.

<table>
<thead>
<tr>
<th>Maintains official (legal) grant documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Grant Officer approves grant modifications; has final approval on questions of policy</td>
</tr>
<tr>
<td>Regional Grant Officer can approve some types of grant modifications</td>
</tr>
</tbody>
</table>

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

- Assist you on grant-related matters
- Serve as your primary point of contact
- Provide compliance assistance
- Conduct oversight and review of grant performance
- 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
Grantees will receive technical assistance on core program design elements of this grant through many avenues, including your FPO.

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

Grantees are required to participate in all ETA grantee training activities as outlined in the FOA (pg 40)
Help us Help You!!
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]
Choose the answer that best reflects your program (or your project)

**Grantee Polling Question**

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

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
Engaging Underrepresented Populations
Policy Alignment
Data-Informed Decision Making
Leveraging Resources
Partnership Building
Industry Engagement

Success Factor Framework
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)
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
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**
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.

**Financial Reporting Resources**


<table>
<thead>
<tr>
<th>Quarter End Date</th>
<th>Financial Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31</td>
<td>May 15</td>
</tr>
<tr>
<td>June 30</td>
<td>August 14</td>
</tr>
<tr>
<td>September 30</td>
<td>November 14</td>
</tr>
<tr>
<td>December 31</td>
<td>February 14</td>
</tr>
</tbody>
</table>

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
Program Requirements

Andrea Hill
Purpose of Grant

Increase Youth enrolled in RAPS

- Develop and Expand RAP opportunities
- Increase youth, parents and teacher awareness
- Increase employer awareness
- Increase alignment between state & workforce systems
## 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

Increase the # of youth 16-24 enrolled in Registered Apprenticeship

- Registered Apprenticeship
- Pre-Apprenticeship*
- Youth Considerations
- Supportive Services
- Specialized Services
- Responsible Grants Management
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  

**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:
  

For more information see: [https://www.apprenticeship.gov/employers/explore-pre-apprenticeship](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
## Program Design Elements

<table>
<thead>
<tr>
<th>Supportive Services*</th>
<th>Specialized Services**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include transportation</td>
<td>Conducting participant assessments to determine skill levels, aptitudes, abilities, interests and competencies</td>
</tr>
<tr>
<td>Childcare</td>
<td>Conducing comprehensive case management to facilitate co-enrollment</td>
</tr>
<tr>
<td>Dependent care</td>
<td>** typically not a service that results in participant status</td>
</tr>
<tr>
<td>Housing</td>
<td>** typically not a service that results in participant status</td>
</tr>
<tr>
<td>Needs-related payments</td>
<td></td>
</tr>
</tbody>
</table>

**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
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

✓ If you don’t know where to go or what to do, ask
  ‣ FPO, TA Coach, OA SME, TA Resources galore, DOL website,

https://www.ecfr.gov/
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
Discuss potential mod with your FPO.

Write a formal letter of request addressed to your Grant Officer.

Include modification type, grant number, and justification for request.

Submit the final letter, signed by your signatory to FPO, who then forwards to the Grant Officer.

Formal review and execution of approved modification.
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.

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

C. Reach out to your FPO to discuss the need for your 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*

<table>
<thead>
<tr>
<th>Report Activities Occurring Between</th>
<th>Quarter End Date</th>
<th>Report Due Date</th>
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<tbody>
<tr>
<td>January 1 – March 31</td>
<td>March 31</td>
<td>May 15</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>June 30</td>
<td>August 14</td>
</tr>
<tr>
<td>July 1 – September 30</td>
<td>September 30</td>
<td>November 14</td>
</tr>
<tr>
<td>October 1 – December 31</td>
<td>December 31</td>
<td>February 14</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>In preparation, use PII protocol, to collect and track participant-level data with SSNs on:</td>
<td>Details key milestones and achievements attained each quarter</td>
<td>Covered in the Grant Agreement Section</td>
</tr>
<tr>
<td>- Demographic information</td>
<td>Describes challenges encountered</td>
<td>• Details financial activity during the quarter</td>
</tr>
<tr>
<td>- Services and training received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Credential outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Employment and employment retention information</td>
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</table>

For resources, visit:  
https://doleta.gov/performance/reporting/eta_default.cfm  
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

<table>
<thead>
<tr>
<th>System Status</th>
<th>August</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
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<tbody>
<tr>
<td>WIPS beta testing</td>
<td>WIPS beta testing</td>
<td>WIPS beta testing</td>
<td>Cohort Training</td>
<td>Cohort Training</td>
<td>Early Access</td>
<td>Reporting Live</td>
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</table>

<table>
<thead>
<tr>
<th>YARG grantee status</th>
<th>August</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Concept</td>
<td>System Concept &amp; Develop</td>
<td>System Develop</td>
<td>System Develop &amp; Finalize</td>
<td>System Active</td>
<td>System Active</td>
<td>Due Feb 14</td>
<td></td>
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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](https://youthasready.workforcegps.org/resources/2020/08/18/13/08/Youth-As-Ready-Grant-Performance-Page)

- **DOL ETA Performance Reporting Website**

- **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](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
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 organizations 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!

<table>
<thead>
<tr>
<th>If you...</th>
<th>Contact:</th>
</tr>
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<tbody>
<tr>
<td>Are the grant lead</td>
<td>FPO</td>
</tr>
<tr>
<td>Are a member of a grant project</td>
<td>The lead for your grant</td>
</tr>
<tr>
<td>Have questions about performance reporting</td>
<td><a href="mailto:YouthASReady.Grants@dol.gov">YouthASReady.Grants@dol.gov</a> with a copy to your FPO</td>
</tr>
<tr>
<td>Have questions or difficulty accessing financial reporting system</td>
<td><a href="mailto:EBSS.help@dol.gov">EBSS.help@dol.gov</a> with a copy to your FPO and <a href="mailto:YouthASReady.Grants@dol.gov">YouthASReady.Grants@dol.gov</a></td>
</tr>
</tbody>
</table>
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
ETA Communications to You

- Your FPO or other ETA staff may contact you through their e-mail, by phone, or the YARG Mailbox for specific requests and information.

- ETA posts information on the WorkforceGPS.org Community of Practice site [YouthASReady.workforcegps.org](http://YouthASReady.workforcegps.org).

- ETA shares new information on its websites:

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
- Register at [YouthASReady.workforcegps.org](http://YouthASReady.workforcegps.org)
- Review the DOL Fiscal Training Tutorials (next page)
## Next Steps

### Get Started On Your Fiscal/Admin Online Training Series

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Allocation and Cost Allocation Plans (CAPs)</td>
<td>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.</td>
<td><a href="https://www.workforcegps.org/resources/2016/03/23/12/52/Cost_Allocation_and_Cost_Allocation_Plans_CAPs">https://www.workforcegps.org/resources/2016/03/23/12/52/Cost_Allocation_and_Cost_Allocation_Plans_CAPs</a></td>
</tr>
<tr>
<td>Indirect Costs and Indirect Cost Plans</td>
<td>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.</td>
<td><a href="https://www.workforcegps.org/resources/2016/03/23/14/07/Indirect_Costs_and_Indirect_Cost_Plans">https://www.workforcegps.org/resources/2016/03/23/14/07/Indirect_Costs_and_Indirect_Cost_Plans</a></td>
</tr>
<tr>
<td>Policies and Procedures for Federal Award Recipients</td>
<td>This module identifies the requirements of the Uniform Guidance in establishing written policies and procedures that promote sound management practices and effective management controls.</td>
<td><a href="https://www.workforcegps.org/resources/2016/03/23/14/58/Policies_and_Procedures_for_Federal_Award_Recipients">https://www.workforcegps.org/resources/2016/03/23/14/58/Policies_and_Procedures_for_Federal_Award_Recipients</a></td>
</tr>
<tr>
<td>Procurement and Performance-Based Contracts</td>
<td>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.</td>
<td><a href="https://www.workforcegps.org/resources/2016/03/24/09/34/Procurement_and_Performance-Based_Contracts">https://www.workforcegps.org/resources/2016/03/24/09/34/Procurement_and_Performance-Based_Contracts</a></td>
</tr>
<tr>
<td>Personnel Compensation, Labor Distribution, and Payroll Reports</td>
<td>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.</td>
<td><a href="https://www.workforcegps.org/resources/2016/03/23/14/50/Personnel_Comensation_Labor_Distribuition_and_Payroll_Reports">https://www.workforcegps.org/resources/2016/03/23/14/50/Personnel_Comensation_Labor_Distribuition_and_Payroll_Reports</a></td>
</tr>
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</table>

**Uniform Guidance: 2 CFR 200, and 2 CFR 2900**
Grants Management Resources:

- **Grantee Orientation Handbook**

- **Financial links - OGM**
  - Financial Reporting System, and Payment Management System links
  - [https://doleta.gov/grants/award_management.cfm](https://doleta.gov/grants/award_management.cfm)

- **Grant Reporting**
  - A very general overview of grant reporting requirements for Federal awards
  - [https://www.grants.gov/web/grants/learn-grants/grant-reporting.html](https://www.grants.gov/web/grants/learn-grants/grant-reporting.html)

- **FAQs**
  - Published during the application period

- **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/](https://www.doleta.gov/performance/)

- **Uniform Guidance Overview**
  - Brief overview of the UG, and DOL exceptions, with links to additional UG resources


- **WorkforceGPS Communities -**
  - [YouthASReady.workforcegps.org](https://YouthASReady.workforcegps.org)
  - General: [www.workforcegps.org](http://www.workforcegps.org)
  - Apprenticeship: [https://apprenticeship.workforcegps.org/home](https://apprenticeship.workforcegps.org/home)
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](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](https://www.dol.gov/apprenticeship/toolkit/learn.htm)

- **Office of Apprenticeship**
  [https://www.dol.gov/agencies/eta/apprenticeship](https://www.dol.gov/agencies/eta/apprenticeship)
  List apprenticeship jobs
  [https://www.apprenticeship.gov/list-your-apprenticeship-jobs](https://www.apprenticeship.gov/list-your-apprenticeship-jobs)
  Partner Finder
  [https://www.apprenticeship.gov/partner-finder](https://www.apprenticeship.gov/partner-finder)
  EEO requirements and recruitment
  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/eto/youth](https://www.dol.gov/agencies/eto/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