



March 23, 2018

Dear SAE Grantee:

The Employment and Training Administration (ETA), U.S. Department of Labor (DOL), intends to award additional funds and establish a second round of funding (i.e., continuation) to States that received awards under the Apprenticeship State Expansion Grant, Funding Opportunity Announcement (FOA), FOA-ETA-16-13. As stated in the FOA, continuation funding to grantees is subject to the discretion of DOL and contingent upon the availability of funds, satisfactory progress of the grantee's project, and adequate stewardship of federal funds. This continuation funding is authorized by the Consolidated Appropriations Act of 2017.

Please review the attached spreadsheet to determine the amount of funds your state will receive. While the FOA indicates an 18-month period of performance for this funding, based on lessons learned from the first round of funding and the time to develop and enroll apprentices, DOL will grant a 30-month period of performance from the date of award. The first round funding under FOA-ETA-16-13 will have a period of overlap with the second round funding. The grantee will be managing both rounds of funding simultaneously, with the period of performance for the first round funds set to end on April 30, 2019, and the period of performance for the second round funds ending 30 months from the date of award (with an estimated time span beginning in the spring of 2018 and ending in the fall of 2020).

Second round grant funds can cover expenses that support state apprenticeship capacity, state innovation, and expansion activities described in the recipient's grant, including but not limited to:

- State system alignment, capacity, and subject matter expertise to embed apprenticeship as a key training vehicle for employers within the state.
- Provision of a range of training services that support individuals enrolled in a Registered Apprenticeship program, including: classroom occupational training; development of curricula and standards for apprenticeship; online and technology-based learning; accelerated and competency-based training that integrates academic and occupational skills training; and apprenticeship training costs and other supportive services.
- Outreach and communication to support strategies for engaging employers, parents, educators, underrepresented populations, other critical stakeholders, and state residents; explaining the benefits of apprenticeship; and generating further support across the state.
- Employer, industry and workforce intermediary, and partnership engagement activities such as convening state and regional industry-focused round table events; peer-to-peer exchanges; state apprenticeship institutes; secondary and post-secondary partnerships,

including arrangements that support youth apprenticeship; and apprenticeship training and consultation.

- Program administration activities designed to improve program efficiency, program quality, and outcome measurement such as project management, data collection, grant reporting, grant monitoring, and grant evaluation.
- Registered Apprenticeship financial supports, such as state apprenticeship training funds, state-level incentives/credits for Registered Apprenticeships, apprenticeship training costs and related supportive services, and other types of seed funding to industry and workforce intermediaries and employers.
- Pathways to Registered Apprenticeship opportunities such as career awareness models for underrepresented populations, career pathway development activities, and quality pre-apprenticeships and career pathway programs as defined in Training and Employment Notice 13-12 at: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=5842](http://wdr.doleta.gov/directives/corr_doc.cfm?docn=5842).
- Modernization of IT systems and data collection. States may use a portion of these funds to enhance data collection capabilities and reporting of individual records (i.e., registered apprentices and program sponsors) to the Office of Apprenticeship.

Grantees eligible to receive these funds must submit the following documentation to the Office of Grants Management at [ogm@dol.gov](mailto:ogm@dol.gov):

- **SF-424** - complete the SF-424, "Application for Federal Assistance" listing the amount of funding requested (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>);
- **SF-424A** - complete the SF-424A Budget Information Form (available at: <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request. The SF-424A should list the amount requested for this round of funding;
- **Budget Narrative** - the Budget Narrative must provide a description of costs associated with each line item on the SF-424A. It should also include a description of leveraged resources provided (as applicable) to support grant activities; and
- **Continuation Project Narrative** – grantees must provide a Continuation Project Narrative which includes:

1. An updated plan for continuation funding which describes:
  - a. The need for continuation funding and additional proposed activities and/or projects that will lead to 25 percent growth of Registered Apprenticeship over the baseline number of apprentices identified through the State Apprenticeship Expansion grant project (number of registered apprentices as of June 30, 2016) by October 30, 2020 (i.e., the end of the period of performance).

**Note:** States that have not done so must work directly with their Federal Project Officer and Office of Apprenticeship point of contact to validate the baseline numbers identified for the project to ensure progress can be measured.
  - b. The state's plan to use continuation funding to develop additional capacity and capability in areas such as: 1) core functions including promotion (such

as outreach to businesses and to underrepresented populations), program approval, oversight, technical assistance, and support for potential and existing employers and program sponsors; 2) continued training and support for front-line staff that promotes both innovation and quality in Registered Apprenticeship; 3) continued engagement with industry to develop multi-employer programs and program templates to assist targeted industries in establishing sustainable talent pipelines that offer a viable career path for U.S. workers; and 4) support of industry efforts to establish and implement apprenticeship programs.

- c. The sustainability activities that the state will implement to advance strategies that institutionalize these activities over and beyond the 30-month continuation funding period of performance.
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2. Through industry and employer engagement efforts, the state must work to identify unregistered apprenticeship programs (i.e., those employer apprenticeship programs not formally recognized by DOL or a State Apprenticeship Agency) and associated apprentices in the state and include a description of these efforts as part of the quarterly performance report narrative. The Office of Apprenticeship will adjust the narrative section of the quarterly performance report to make this request on a quarterly basis. This information will help create new leads for grantees to pursue, as well as support DOL's broader efforts to document the overall apprenticeship footprint within states and the country as a whole. These should not be included in the quantitative table of the quarterly performance report, which focuses more on 'registered' apprenticeship activity.

Finally, to receive continuation funding, grantees must ensure that they have met the Special Conditions included in their initial award and must also have addressed any compliance review findings. Grantees must work directly with their Federal Project Officer and the Office of Apprenticeship to resolve any remaining Special Conditions and/or compliance review findings related to their original grant in order to be eligible to receive these funds. The submissions will be reviewed and the continuation funding will be added to the grant through a modification that also establishes the continuation funding period of performance.

Please submit the required documentation to [ogm@dol.gov](mailto:ogm@dol.gov), with a copy to your Federal Project Officer, by **April 23, 2018**. If you have any questions regarding this request, please contact Kia Mason, Grants Management Specialist, at [ogm@dol.gov](mailto:ogm@dol.gov).

Thank you,



Melissa Abdullah  
Grant Officer

## 2018 SAE Continuation Funding Amounts

State	Total Amount Continuation Funding (put this amount on your SF-424 and SF-424A)
AK	\$ 847,601
AR	\$ 1,089,989
CA	\$ 1,574,429
CO	\$ 1,089,989
CT	\$ 1,271,654
DE	\$ 968,879
FL	\$ 1,814,553
GU	\$ 968,880
HI	\$ 1,816,649
IA	\$ 1,089,989
ID	\$ 847,586
IL	\$ 1,574,430
IN	\$ 1,574,429
KS	\$ 1,271,654
KY	\$ 1,085,871
LA	\$ 1,271,654
MA	\$ 1,816,649
MD	\$ 1,816,649
MI	\$ 1,574,429
MN	\$ 1,816,649
MO	\$ 1,574,429
MS	\$ 847,769
MT	\$ 968,879
NC	\$ 1,271,655
NH	\$ 847,770
NM	\$ 957,320
NV	\$ 968,595
NY	\$ 1,816,650
OH	\$ 1,816,650
OR	\$ 1,816,650
PA	\$ 1,816,650
SC	\$ 1,089,990
SD	\$ 847,770
TX	\$ 1,574,430
VT	\$ 968,880
WA	\$ 1,816,650
WI	\$ 1,816,650