

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Funding Vehicle
	CORRESPONDENCE SYMBOL OA
	DATE May 21, 2019

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 17-18
Change 1

TO: STATE GOVERNORS
STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE APPRENTICESHIP AGENCIES
STATE DIRECTORS, OFFICE OF APPRENTICESHIP
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE EDUCATION AGENCIES

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Change 1 to TEGL 17-18: Availability of Program Year 18 Funding for State Apprenticeship Expansion

1. Purpose.

To address and modify the below items within the Training and Employment Guidance Letter (TEGL) 17-18 for purposes of clarity and management. All other information in TEGL 17-18 remains the same.

2. Action Requested.

Reconcile newly clarified language with application.

Submit required documents detailed in Section 9.a. to www.Grants.gov no later than 11:59:59 pm June 3, 2019.

Extensions to apply will not be granted, but any application submitted which includes the requisite SF-424, SF-424A, and a project narrative will be considered for funding, subject to additional conditions upon award at the Grant Officer's discretion.

3. Background.

All other information in TEGL 17-18 remains the same. To submit application please go to grants.gov. For additional information, see the Frequently Asked Questions (FAQ) posted

RESCISSIONS None	EXPIRATION DATE Continuing
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under the heading Current Grant Funding Opportunities, State Apprenticeship Expansion: ETA-TEGL-17-18 at https://doleta.gov/grants/find_grants.cfm

4. Changes and Clarifications.

A. To clarify Attachment VI – Budget Narrative Guidance Information

Sub-awards are allowable under this award.

New Language:

Contractual: For each proposed contract, specify the purpose and activities to be provided, and the estimated cost.

Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. A subaward, defined by 2 CFR 200.92, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. This line-item does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

B. To clarify required minimum FTEs, as indicated in Attachment III

New Language:

Staffing Plan and Organizational Structure.

Provide a detailed organizational chart that identifies the lead applicant and any proposed partners. The chart must describe the structure of the relationships of all partners involved in the apprenticeship expansion strategies. The chart must also identify the proposed staffing plan to illustrate the capacity to carry out the proposed project. The staffing plan must describe the qualifications and experience of all technical, managerial, and administrative staff to fulfill the needs and requirements of the proposed project. Such qualifications and experience must demonstrate the ability to manage fiscal, administrative management, and technical project tasks and manage any procurement and sub-award activities in the project.

Minimum FTEs: The intent of this requirement is to ensure adequate State staffing capacity to properly execute the technical, managerial, and administrative activities required as part of the grant through the entirety of the period-of-performance. For the duration of this project, including any possible no-cost extensions and through close-out, all projects must include a minimum of one (1) FTE who is 100% dedicated to the management/execution of apprenticeship grant goals, and additional staff to total the equivalent of:

- o Three (3) FTEs, at least one (1) of which is 100%, working on this project for allotment levels above \$1,000,000.
- o Two (2) FTEs, at least one (1) of which is 100%, working on this project for allotment levels between \$600,001 and \$1,000,000.
- o One (1) FTE, at least one of which is 100%, working on this project for allotment levels \$600,000 and below.

Please note: 1) Project design must provide the minimum number of FTE required based on the allotment level received, but projects are not limited to that number. Beyond the minimum FTE requirements, the staffing plan can include additional staff. 2) While the intent of this requirement is to ensure adequate State staffing capacity as outlined above rather than to support positions elsewhere, there is no requirement that required FTEs or additional staff be paid in whole or in part with these grant funds.

C. To replace interactive Attachments with the static versions, to fully align with the published TEGL

Attachment V – Suggested Performance Outcome Measures Table
Attachment VIII – Project Attestation Confirmation

D. To add clarifying language to Section 9:Application Submission and Section 17:Action Requested

New Language:

Extensions to apply will not be granted, but any application submitted which includes the requisite SF-424, SF-424A, and a project narrative will be considered for funding, subject to additional conditions upon award at the Grant Officer’s discretion.

5. Inquiries.

Direct all questions prior to June 3, 2019 to: dehart.elizabeth@dol.gov

6. Attachment(s).

Attachment V – revised, Suggested Performance Outcome Measures Table
Attachment VI – revised, Budget Narrative Information Guidance
Attachment VIII – revised, Project Attestation Confirmation