

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 
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

Suggested Performance Outcome Measures Tables

The performance outcomes measures indicated below must be included as an Attachment to the application. DOL suggests the following format:

A. Apprenticeship Employment & Training Apprentice Performance Outcomes			
1	<p>Total participants served (please see minimum enrolled participant levels in 7. Required Activities/Program Level Activities)</p> <p><i>Total number of all participants served (receiving a grant-funded service and/or grant-funded education/training) in Registered Apprenticeship Programs (RAP).</i></p> <p><i>Figures provided for total apprentices served include all individuals who receive a grant-funded service, after they are determined eligible to be served by the program.</i></p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	Total:
2	<p>Total Participants that are hired by an employer and enrolled in a Registered Apprenticeship program</p> <p><i>The total apprentices newly enrolled in education/training activities should not exceed total apprentices served.</i></p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	Total:
3	<p>Total Participants who complete an apprenticeship education/training program</p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	Total:
4	<p>Total Participants who complete a Registered Apprenticeship program and receive a degree or other credentia</p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	Total:
5	<p>Total number of participants identified as unemployed, LTU, dislocated or incarcerated prior to enrollment who complete an Registered Apprenticeship program and maintain their employment status with a new employer</p> <p><i>Incumbent Workers should not be included in this outcome.</i></p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	Total:

6	<p>Total number of incumbent worker apprentices who complete an apprenticeship education/training program and advance into a new position</p> <p><i>This includes incumbent workers who advanced into a new position with their current employer or a new employer following the completion of a training program.</i></p> <p><i>Incumbent workers who did not advance into a new position (i.e., who retained their existing position or layoff aversion) following the completion of a training program should not be included in this outcome.</i></p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	<p>Total:</p>
7	<p>Average hourly wage of apprentices at enrollment into Registered Apprenticeship program</p> <p><i>This is the participant's average hourly wage earned at the time of enrollment into an apprenticeship program.</i></p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	<p>Total:</p>
8	<p>Average hourly wage of apprentices at completion of Registered Apprenticeship program</p> <p><i>This is the participant's average hourly wage earned when they are placed into unsubsidized employment upon completion of the apprenticeship program.</i></p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	<p>Total:</p>

B. Expanding Apprenticeship Program Outputs			
1	<p>Total number of newly created Registered Apprenticeship Programs (RAP) (including any other programs developed as a result of RAP efforts)</p> <p><i>Reporting will include identifying type of new programs: Competency-Based RA, Time-Based RA, Hybrid RA</i></p>	<p>Year 1:</p> <p>Year 2:</p> <p>Year 3:</p>	<p>Total:</p>

Please Note:

- Applicants should provide targets in raw numbers; percentages or other types of data projections are not acceptable.
- Applicants should provide targets for each year of the grant and for the total grant period. The figure provided for the total should equal the sum of the projections for each year.

Budget Narrative Guidance Information

The Budget Narrative must provide a description of costs associated with each line item on the SF-424A.

The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities, however, any indicated leveraged resources will have no bearing on the proposal review, or funding decision. Do not show leveraged resources on the SF-424 and SF-424A.

Each category should include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative:

1. **Personnel** – List all staff positions by title. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant and the total personnel cost for the period of performance.
2. **Fringe Benefits** – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
3. **Travel** – Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel, and the projected number of travelers.
4. **Equipment** – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies.
5. **Supplies** – Supplies include all tangible personal property other than “equipment.” The detailed budget should identify categories of supplies (e.g. office supplies). List the quantity and unit cost and total cost per item.
6. **Contractual** – For each proposed contract and subaward, specify the purpose, activities, and 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. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.

7. **Construction** – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. DOL does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.
8. **Other** – List each item in sufficient detail for DOL to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here.
9. **Indirect Charges** – If indirect charges are included in the budget, include the approved indirect cost rate with a copy of the Indirect Cost Rate Agreement.

Project Attestation Confirmation

Document must be printed out, signed by a person authorized to encumber the applicant organization, scanned, and submitted as an Attachment to the application via grants.gov.

By receiving a grant agreement, and subsequent draw-down of funds awarded under ETA-TEGL-17-18 the State agrees to the following:

The State attests that these grant funds will be utilized for projects/activities in alignment with the State’s approved Unified or Combined WIOA State Plan.
The State attests that it will ensure that the grant is sufficiently staffed.
The State attests that it will deliver the required Annual report.
The State attests that it will serve the minimum required number of participants.
The State understands that ETA may conduct an independent evaluation of the processes, outcomes and benefits of these grants and that by accepting the grant, agree to participate in such an evaluation.

Attester Signature: _____

Printed Name: _____

Title/Organization: _____

E-Mail Address: _____

Direct Telephone Number: _____