

SAE CONTINUATION FUNDING FAQs

APPLICATION	
Who?	The same entity that administers the current State Apprenticeship Expansion (SAE) Award.
How?	This funding is being made available as continuation funding to FOA-ETA-16-13 (available at: https://doleta.gov/grants/pdf/FOA-ETA-16-13.pdf). The existing statement of work, award Terms and Conditions, and performance standards remain in effect.
What?	SF-424: Reflecting only the CONTINUATION funding as outlined in the funding notification letter, and on pages 18-19 of the FOA, webinar slides 14-15, and notification letter.
	SF-424A: Reflecting only the CONTINUATION funding as outlined in the funding notification letter as outlined on page 19 of the FOA, webinar slides 14-15, and notification letter.
	Budget Narrative: Reflecting the line-item expenditures as outlined on pages 19-20 of the FOA, webinar slides 14-15, and notification letter.
	Continuation Project Narrative: This narrative should address primarily NEW work to which the continuation funding will be applied – should you wish to request any modifications to your existing statement of work you must clearly separate sections of the narrative as NEW or EXISTING. Allowable activities have not changed, they are as indicated in the FOA. Please be sure to include the four areas of focus as indicated in the letter and the webinar in your application.
	Format: While there is no specific required format for this narrative, we would not expect the narrative to exceed 25 pages, 8.5x11 except in extreme circumstances. You may look to the guidelines as indicated on pages 21-29 of the FOA for structural ideas, but the continuation project narrative should be sure to include the four required items as indicated in the letter and in the PowerPoint on the webinar: Justification of Need; Proposed Expansion Activities; Sustainability Plan; Plan for Identifying Unregistered Apprenticeships. All activities allowable in the FOA are allowable for the continuation funding as well; for allowable activities see the FOA available here: https://doleta.gov/grants/pdf/FOA-ETA-16-13.pdf .
	Special Conditions: A Special Condition was placed on each initial award to respond to compliance review findings which consisted of at least Baseline documentation of apprentices. The baseline document was sent to every grantee and FPO to incorporate into their grant agreement to release the Special Condition/s. Additional special conditions may be present and should be resolved as a part of applying for these additional funds, refer to your initial grant agreement special conditions page. See webinar slides 10-11. Contact your FPO for additional information.
Where?	Performance Goals: As indicated in a few places in the FOA including pages 23 and 43, the first round of funding performance standard is 5% above the baseline number of apprentices, an additional 10% for the second round – at the end of the 2 nd round period of performance a 15% increase of registered apprentices is the expectation.
	Baseline figures were developed with the grantee organizations during the compliance review process based on their submitted data. Documents were transmitted to the grantees & FPOs, and from there should have been submitted as part of a modification request so this baseline documentation could be incorporated into the grant agreement. Performance metrics are based on these documents. Performance growth is projected from these static and unchangeable baseline numbers.
When?	Submit the four documents above and any additional documents to satisfy your special conditions via e-mail to OGM@DOL.GOV See webinar slides 16, 33, and notification letter.
When?	By April 23, 2018 . See webinar slide 16, and notification letter

AWARD OF FUNDS

Who?	OGM will send the Notice of Award (NOA) to the Authorized Representative (A/R), Point of Contact (POC) and the FPO.
What?	A modification - adding funds to the existing award - incorporating the NEW Continuation Funding project narrative as an SOW addendum - incorporating any approved changes requested to the initially funded SOW - the grant award end date will be extended to the FALL of 2020 See webinar slides 17-18.
How?	After the Office of Grants Management & the Office of Apprenticeship review and approve the documentation, the modification will be executed and transmitted. See webinar slides 17-18.
How much?	The amount listed on the spreadsheet attached to the Continuation funding notification letter will be ADDED to the amount in the existing grant. Consider it supplemental funding to the existing award, to continue doing the work in the initial award, and adding new elements to it. See webinar slides 17-18.
When?	It is anticipated a modification will be executed by mid-June (pending approval of any required revisions) then transmitted to the A/R and POC indicated on the SF-424. The new grant end date will be the Fall of 2020.

REPORTING

How?	Program: Via the QPR form. A revised QPR will be distributed before the end of the first quarter after receiving the additional funding. Grantees will continue to report on the grant activities, and aggregate apprenticeship data exclusive to this grant. For reporting purposes, the grant will be considered to have a single period of performance. Grantees are not required to track performance for each round of funding separately. Financial: ETA-9130 form. One ETA-9130 will be submitted for the grant, which contains BOTH cycles of funding as a cumulative total award. NOTE: please be sure to expend the entirety of the first funding cycle first. Contact the PMS helpdesk for assistance identifying the sub-account if needed.
When?	45-days after quarters ending March 31, June 30, September 30 and December 31 of each year .
What?	On performance and achievements attained during the most recent quarter. Quantitative reporting includes demographic data on apprentices, such as enrollments/completions, supportive services, funding sources, and business engagements. Qualitative reporting includes clarifying specific data points, and should also include successes/failures/strengths/challenges/business engagements, and AREAS WHERE YOU NEED TECHNICAL ASSISTANCE.
Where?	QPR to be submitted via e-mail to: Apprenticeship.Grants-ETA@DOL.gov (a revised QPR will be transmitted prior to the end of Q3, July 31, 2018) with cc's as instructed Financial Reporting systems are available here: https://doleta.gov/grants/award_management.cfm RAPIDS system access is available here: https://dol.appiancloud.com

ADDITIONAL QUESTIONS

Who?	Should you have any additional questions about this funding, or this process contact Lead Grant Specialist KIA MASON at OGM@DOL.GOV
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