

STATE APPRENTICESHIP EXPANSION FORMULA ROUND 2 Grantee Orientation FAQs



FOA-ETA-24-03

July 22, 2024; 1–2:30 p.m. ET

GRANTEE QUESTIONS ASKED DURING SAEF2 GRANTEE ORIENTATION

1. **Since the State Apprenticeship Expansion Formula (SAEF) Round 1 (SAEF1) period of performance was extended July 1, 2023–June 30, 2024, to July 1, 2023–June 30, 2025, will grantees continue be responsible for the Quarterly Reports (i.e., Quarterly Narrative Reports [QNRs], Quarterly Performance Reports [QPRs], and Quarterly Financial Reports [QFRs])? Will SAEF Round 2 (SAEF2) be reported separately, or will SAEF1 and SAEF2 be reported in one report?**

Response: Grantees who were awarded the SAEF1 Base award will see that the grant number is the same for their SAEF2 Base award. Additionally, grantees who were awarded both the SAEF1 Base award and the SAEF2 Base award have a Condition of Award (COA) to submit a budget amendment to reflect the combined SAEF1 and SAEF2 Base award amounts. Therefore, grantees are responsible for the submission of one set of Quarterly Reports (i.e., QNR, QPR, and QFR) based on the combined data for SAEF1 and SAEF2 Base awards. Quarterly Reports are due by 11:59 p.m. ET on the 15th of November, February, May, and August. Please refer to Section VI.C. Reporting of the [SAEF2 Funding Opportunity Announcement \(FOA-ETA-24-03\)](https://www.dol.gov/sites/dolgov/files/ETA/grants/SAEF2_FOA-ETA-24-03.pdf) for more information.

https://www.dol.gov/sites/dolgov/files/ETA/grants/SAEF2_FOA-ETA-24-03.pdf.

2. **With SAEF's extension to another year, what scenario can we expect when SAEF3 is released with respect to Base Awards?**

Response: The Office of Apprenticeship (OA) is unable to comment on details of any future Funding Opportunity Announcements (FOAs). Please visit [grants.gov](https://www.dol.gov/grants) for details about any future grant opportunities.

3. **Has the handbook been updated to include GrantSolutions information?**

Response: The [2020 Grantee Handbook](https://www.dol.gov/grants/grant-solutions) is the most current version available; therefore, GrantSolutions information is not in the Grantee Handbook. However, more information can be found here: <https://www.dol.gov/grants/grant-solutions>.

4. **Please address strategies to incentivize employers. The grant indicates wages cannot be funded with the grant.**

Response: The Program Office (PO), in this case OA, recommends reviewing “Use of Funds for Incentives to Employers” under Section IV.E. Funding Restrictions of the SAEF2 FOA (page 37). Please also connect with your federal project officer (FPO) and technical assistance (TA) coach for peer-to-peer resources.

5. **In the grant agreement, if serving participants, there's a new requirement to provide a cost per participant in the SF-424A and budget narrative that contains related instruction (RI), on-the-job learning (OJL), and/or supportive services (SS). Is there a form that we can use to calculate the cost?**

Response: For the purposes of this FOA, eligible participants are persons 16 years of age and older who receive a direct grant-funded service. If the grantee proposes to serve participants, then the grantee's budget (SF-424A) and budget narrative must detail the cost per participant. The cost per participant contains the use of those funds for RI, OJL, and/or SS. Please confirm with your FPO how the cost per participant is broken down by RI, OJL, and/or SS.

As a point of clarification, the PO is not asking the grantee to provide the “cost per participant” using a formula. Rather, the PO is asking how grant-funded participant services are broken down by the total amounts of SS, RI, and/or OJL, and the number of individuals who will receive the direct grant funds. Please work with your FPO to provide this information.

6. **May we use the date July 1 as the first countdown day for the COA response due date?**

Response: Yes, you should use July 1 as the first countdown day.

7. **If the budget identified on page 2 of the Notice of Award (NOA) does not match the approved 424A, how should this be resolved?**

Response: Per the COA, grantees should submit a revised SF-424A and Budget Narrative that provides unobligated funds from SAEF1 and SAEF2 funds. Please work with your assigned FPO to align your budget.

8. **Can Base funding be used toward Competitive grant activities, such as related training costs and incentives to employers, consistent with the guidelines under the Competitive grant?**

Response: The Base Formula funding and Competitive funding are separate awards with differing and separate required and allowable activities. Grantees are required to execute the activities they proposed within their Base Formula funding grant agreement and, if applicable, their Competitive funding grant agreement. Additionally, co-enrollment is not allowable between two grants within the same grant program.

For more information, please see page 36 of the [presentation](#).

On-the-Job Training Wage Reimbursement: May be as high as 50 percent of the participant's hourly wage; however, the U.S. Department of Labor encourages grant recipients to negotiate lower rates or variable rates.

SS for Apprentices: May use up to 20 percent of grant funds to provide supportive services. Grantees are encouraged to leverage supportive services through Workforce Innovation and Opportunity Act (WIOA) or other funding available before using SAEF2 grant funds.

Incentives to Employers: May use up to 20 percent of grant funds to provide one-time "incentive" funds to new employers, joint labor management organizations, or industry associations to directly fund new or expand existing Registered Apprenticeship Programs (RAPs) in targeted industries.

Allowable uses of funds include:

- Registration of RAPs with the State Apprenticeship Agency or OA
- Costs related to design and startup of RAPs
- Classroom education or online training for apprentices
- Extraordinary costs related to OJL
- Train-the-trainer costs or activities
- Training supplies for apprentices
- Curricula development.

9. Can you please define "expanded programs"?

Response: Grantees can find more information on grant expansion on WorkforceGPS within a TA aid document: <https://d2leuf3vilid4d.cloudfront.net/-/media/D88F1C06E9C148D99F57EE46C3EC74E3.ashx?rev=94F7DE68DB08F48CF1E9F776297632D6>.

10. Are the outcomes and outputs for both the Formula and Competitive grantees?

Response: The Base Formula funding and Competitive funding are separate awards with differing required and allowable activities. Grantees are required to execute the activities they proposed within their Base Formula funding grant agreement and, if applicable, their Competitive funding grant agreement. Additionally, co-enrollment is not allowable between two grants within the same grant program.

Additionally, outcomes and outputs would be specific for each grant (Base and/or Competitive). Targets for outcomes and outputs were not required of Base Formula funding grantees. If Base Formula funding grantees proposed performance targets, they will be held accountable for those goals. For reporting purposes, participants (i.e., pre-apprentices and registered apprentices) as well as reportable individuals are reported in the Participant Individual Record Layout (PIRL).

11. Where do we access the NOA?

Response: The NOA is located in your GrantSolutions account, which you can access through <https://www.dol.gov/grants/grant-solutions> .

12. What is the grant number to use when submitting a QNR?

Response: There are separate grant numbers for Base and Competitive awards. Grant numbers are listed in your NOA.

13. Can you explain participant vs. reportable individual? Are both reported in the Workforce Integrated Performance System (WIPS)/PIRL, or is one reported in the narrative? Also, is there a bare minimum of data/info (Social Security number, etc.) that must be captured for the participants?

Response: Both participants (i.e., pre-apprentices and registered apprentices) and reportable individuals are reported using PIRL data elements. This data is uploaded into WIPS, which generates an aggregated QPR. The QNR is used to report any qualitative data necessary to explain or accompany the quantitative data reported in the QPR.

Grantees should visit the [Apprenticeship Grant Performance Reporting page](#) on WorkforceGPS to read the TA aid identified as "Types of Individuals (Released July 2021)." This resource provides definitions of the various individuals who are served by apprenticeship grants including reportable individuals, pre-apprentices, and registered apprentices.

Grantees will find specific reporting information on the same [Apprenticeship Grant Performance Reporting page](#) on WorkforceGPS, in the Excel spreadsheet titled Apprenticeship Grants Reporting Resources. Tab #2 of this spreadsheet lists the data elements required for registered apprentices, pre-apprentices, and reportable individuals. Data elements listed on this tab are called the Apprenticeship Schema.

More information and TA on performance reporting for OA-managed grants will be provided over the next few months. In the meantime, the Employment and Training Administration encourages grantees to review all the documents and resources published on [the Apprenticeship Grant Performance Reporting page](#) on <https://www.workforcegps.org> .

ADDITIONAL RESOURCES FOR GRANTEE QUESTIONS

OA and the Office of Grants Management are here to help!

- **SAEF2 grant program and performance questions:** Email: SAEF.Grant@dol.gov .
- **Grants management questions:** Please contact your assigned FPO. Their contact information can be found in your NOA.