

TECHNICAL ASSISTANCE

Date: 05/26/2023

Contact: WBL@dwd.in.gov

Program: Office of Work-Based Learning and Apprenticeship (OWBLA)

Subject: DWD Technical Assistance 2022-17
Apprenticeship Building America Grant Guidance

Purpose

To provide supplementary apprenticeship guidance specific to the United States Department of Labor (DOL) Apprenticeship Building America (ABA) grant to assist local workforce development boards (referred to within this guidance as local boards or local areas) and other stakeholders with the implementation, administration, and management of the ABA grant. This guidance is intended to supplement DWD Policy 2022-09, Change 1 and DWD TA 2022-10, Change 1.

References

- 29 CFR Part 29
- FOA-ETA-22-06 *NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR: Apprenticeship Building America (ABA) Grant Program*¹
- TEGL 13-16 *Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA)*
- TEN 13-12 *Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources*
- DWD Policy 2022-09, Change 1 *United States Department of Labor (DOL) Apprenticeship Grants*
- DWD TA 2022-10, Change 1 *Indiana Career Connect Data Entry for DOL Apprenticeship Grants*

Content

Grant Overview

The ABA grant program is intended to support a coordinated, national investment strategy that aims to strengthen and modernize the Registered Apprenticeship Program (RAP) system centered on equity and promote Registered Apprenticeship as a workforce development solution. DWD's ABA grant will expand opportunities in RAPs and Certified Pre-Apprenticeship programs that lead to RAP enrollment during the grant period of performance through state apprenticeship system building and modernization.

¹ https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06.pdf.

Through this funding, DWD seeks to:

- Expand RAPs in target industries;
- Provide solutions for network coordination around data collection, data sharing, system change, and community of practice;
- Continue to integrate use of RAPs with other partner program resources, particularly with supportive services;
- Diversify RAP design and talent pipelines, with an emphasis on equity; and
- Bring local boards into the scaling of the existing Certified Pre-Apprenticeship framework in Indiana.

DWD has established ABA sub-awards with several local areas, with the sub-award period of performance being July 1, 2022, through May 15th, 2026. Milestones specific to each local area are included in the local areas' statements of work.

ABA Period of Performance

The table below outlines DWD's ABA award period of performance. As mentioned in the section above, local areas have slightly different period of performance dates than DWD's overall period of performance.

ABA Grant Period of Performance: July 01, 2022, thru June 30, 2026 (Sixteen quarters)			
End of 4 th Quarter POP (25%)	End of 8 th Quarter POP (50%)	End of 12 th Quarter POP (75%)	End of 16 th Quarter
July 1, 2022- June 2023	July 2023- June 2024	July 2024- June 2025	July 2025- June 30, 2026

Grant Performance Goals²

OWBLA's overarching goal is to significantly expand both certified pre-apprenticeships as well as apprenticeship opportunities within Indiana's DOL approved RAPs. Local areas are to prioritize the following objectives when implementing the ABA grant:

- **Engagement:** Activities that advance equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
- **Service Delivery, Marketing, and Targeted Outreach:** Service to all eligible individuals. Local areas should ensure that their services align with their goals of effectively serving a diverse population of eligible individuals. In implementing the ABA grant, local areas are to remain cognizant of equity and civil rights to diligently serve underrepresented populations and underserved communities.
- **Expansion:** Expand apprenticeship opportunities in new industries.

² **NOTE:** local areas will be provided individualized metric information based on their grant's statement of work.

Statewide Participant Outcomes

Participant Outcomes	Performance Goal
Total Participants Served	1619
Total Participants who Enroll in a RAP	1119
Total Number of Participants who Complete a RAP	45%
Total Number of Participants who Enroll in a Pre-Apprenticeship Served by ABA Grant Funding	500

Statewide Program Outputs

Program Outputs	Performance Goal
Total RAPs created as a result of ABA grant funding	25
Total RAPs expanded as a result of ABA grant funding	50

Target Industries and Key Occupations

RAPs and pre-apprenticeship programs related to the ABA grant must be centered on the following target industries that have been identified as part of Indiana's strategic priorities:

Industry	Example of Key Occupations and Subindustries
Advanced Manufacturing	Industrial Maintenance, Machinist, Robotics, Engineering Technician
Health & Life Science	Registered Nurses, Nursing Assistants, Medical Assistants
IT & Business Service	Software Developer, Computer Systems Analyst, Systems Security, Business Management
Agriculture	Precision & Sustainable Agriculture
Transportation & Logistics	Warehousing, Truck Driver, Supply Chain Manager
Building & Construction	Electrician, Plumbers/Pipefitters, Carpenters,
Growth or Emerging Industry	Teaching & Education, Biotechnology, Electric Vehicle

Program Target Participant Populations³

Target populations for both RAPs and pre-apprenticeship programs are as follows:

- **Underrepresented populations:** This may include women, people of color, and persons with disabilities, as established in 29 CFR Part 30, where that population's participation in RAPs is less than would be reasonably expected given the availability of such individuals for apprenticeship in the relevant industry, occupation, or recruitment area.
- **Underserved communities:** Veterans, formerly incarcerated individuals, and youth. Within this population of youth, applicants may serve a wide range of individuals, such as high school and opportunity youth, youth who are employed or unemployed, justice-involved youth, underrepresented populations (i.e., people of color, women, persons with disabilities), and other youth with barriers to employment including foster youth, parenting youth, and housing insecure youth.
- **Unemployed workers:** An unemployed worker is an individual who is without a job, is seeking employment, and is available to work.

³ https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06.pdf.

- **Underemployed workers:** This term refers to individuals who are not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously, or who have obtained only episodic, short-term, or parttime employment. The RAPs must include components that will assist those who do not have particular educational prerequisites and/or experience.

Note: Local areas are to strive to increase equity of local apprenticeship offerings and must work with equity partners to increase participation among veterans, BIPOC, women, low-income individuals, individuals in rural areas, LGBTQ+ persons, persons with disabilities, and second chance populations.

Program Framework Overview⁴

RAPs

A RAP is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, receive progressive wage increases, classroom instruction, and a portable, nationally recognized credential.⁵ All RAPs contain the following five key elements:⁶

- Direct Industry Involvement;
- Structured On-the-job Learning (OJL);
- Related Technical Instruction (RTI);
- Progressive Wage Increase; and
- National Industry-Recognized Credential.

Pre-apprenticeship Programs

Quality pre-apprenticeship programs can play a valuable role in preparing qualified entry-level workers for Registered Apprenticeship careers while contributing to the development of a diverse and skilled workforce. For the purposes of the ABA grant, pre-apprenticeship programs must include the following five elements to be considered a quality pre-apprenticeship program:⁷

1. Designed in collaboration with RAP sponsors;⁸
2. Meaningful hands-on training that does not displace paid employees;
3. Facilitated entry and/or articulation;
4. Sustainability through partnerships; and
5. Access to appropriate supportive services.⁹

⁴ See TEN 13-12 *Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources* for additional guidance.

⁵ See DWD's *United States Department of Labor (DOL) Apprenticeship Grants* policy for additional RAP information.

⁶ Per FOA-ETA-22-06 *NOTICE OF AVAILABILITY OF FUNDS AND FUNDING OPPORTUNITY ANNOUNCEMENT FOR: Apprenticeship Building America (ABA) Grant Program*.

⁷ See **Attachment A** for additional information on the pre-apprenticeship program framework.

⁸ A sponsor, as defined by APPRENTICESHIPUSA (<https://www.apprenticeship.gov/help/what-apprenticeship-program-sponsor>) is any employer, association, committee, or organization that operates a RAP. This entity assumes the full responsibility for administration and operation of the program. Sponsors design and execute apprenticeship programs, provide jobs to apprentices, oversee training development, and provide hands-on learning and technical instruction for apprentices.

⁹ See DWD's *United States Department of Labor (DOL) Apprenticeship Grants* policy for additional guidance on apprenticeship grant supportive services.

Pre-apprenticeship programs funded through this grant must directly lead to RAPs during the grant period of performance. Pre-apprenticeship programs funded under this grant are to ensure that the skills and competencies being developed align with community industry needs including but not limited to the Target Industries in the table above.

Program Validation/Certification

RAPs

Registered Apprenticeships are industry-vetted and approved and validated by DOL or a State Apprenticeship Agency and must abide by the DOL Standards of Apprenticeship and Program Performance Standards.¹⁰

Pre-apprenticeship Programs

To ensure that pre-apprenticeship programs are high quality and provide a clear path to a RAP, an ABA funded pre-apprenticeship program must be certified through Indiana's DWD Office of Work-Based Learning and Apprenticeship (OWBLA).¹¹ The certification process for both existing and newly developed pre-apprenticeship programs will be completed through the use of the Next Level Jobs Portal. Certified Pre-Apprenticeship Program information and data will be housed within the Customer Relationship Manager (CRM).

Program Participant Eligibility

Eligibility for both RAPs and pre-apprenticeship programs are as follows:

- Individuals served must be at least 16 years of age who are not already enrolled in a RAP at the time of initial grant service;¹²
- Legally entitled to work in the United States;¹³ and
- Participants must be enrolled in a RAP or Certified Pre-Apprenticeship prior to end of the grant's period of performance.

NOTE: Veterans and eligible spouses must receive priority of service for all DOL funded job training programs.¹⁴ Veterans must meet each program's eligibility criteria to receive services under the respective employment and training program.

Use of Funds and Maximum Allowable Amounts

The following activities may be provided with grant funds for RAP and pre-apprenticeship participants:

Related Technical Instruction (RTI)

ABA Grant funds can be used to fund RTI for both RAP and Certified Pre-Apprenticeship programs.

¹⁰ 29 CFR Part 29 provides additional guidance.

¹¹ Additional DWD guidance that details the pre-apprenticeship program certification process is under development.

¹² Local area outreach should focus on engaging and serving targeted participant populations.

¹³ See DWD's *United States Department of Labor Apprenticeship Grants* policy for additional guidance on eligibility to work in the U.S.

¹⁴ See DWD's *Priority of Service for Veterans and Eligible Spouses in Indiana Department of Workforce Development's Integrated WorkOne Offices* policy for additional guidance.

- RTI providers identified within an approved RAP and/or OWBLA Certified Pre-Apprenticeship programs must be listed on DWD's INTraining and Eligible Training Provider Lists (ETPL).¹⁵
 - These approved programs will be identified as Apprenticeship or Certified Pre-Apprenticeship.
- ABA Grant funds may be used in RTI course work as defined within approved RAP or Certified Pre-Apprenticeship Program.
- All RTI training funded by the ABA grant must be recorded within Indiana Career Connect (ICC) following applicable DWD guidance.

On the Job Learning (OJL)

ABA Grant funds can be used with OJL for RAP and Certified Pre-Apprenticeship programs.

OJL is provided by an employer to a paid participant while engaged in productive work in a job as part of a RAP or Certified Pre-Apprenticeship Program. ABA funds may be used to provide reimbursement to the employer of up to 50% of the wage rate of a participant for the extraordinary costs of providing the training and additional supervision related to the training. OJL programs must:

- Provide knowledge or skills essential to the full and adequate performance of the job; and
- Be limited in duration as appropriate to the occupation being trained, and as defined within the RAP or Certified Pre-Apprenticeship program.

Note: RAP OJL providers (employers) are not required to be on the ETPL, unless they are providing RTI, but are required to be added as a provider in ICC.

Supportive Services¹⁶

ABA Grant funds can be used for supportive services in both a RAP and Certified Pre-Apprenticeship programs. Local areas may use up to 20% of total grant funds to provide supportive services to individuals who are participating in education and training activities provided through the grant, **only** when such services:

- Cannot be obtained through other programs; and
- Necessary to enable individuals to participate in education and training activities under the grant.

Note: where stipends for supportive services are provided, the stipend amount must be for costs of a specific supportive service (e.g., childcare), rather than simply based on an unidentified need.

¹⁵ See DWD's INTraining and Eligible Training Provider List (ETPL) Eligibility and Establishment Under WIOA Title I policy for additional guidance.

¹⁶ See DWD's United States Department of Labor (DOL) Apprenticeship Grants policy and Indiana Career Connect Data Entry for DOL Apprenticeship Grants technical assistance for additional supportive service and data entry guidance for DOL apprenticeship grants.

Maximum Allowable Amounts

Category/Service	Maximum
Administrative Costs	Up to 5% of award
Program Maintenance and Support	Up to 20% of award
Supportive Service Costs	Up to 20% of award
RTI/OJL Costs for Certified Pre-Apprenticeship	Up to 10% of award
RTI with RAP	No percentage limit of award
OJL with RAP	No percentage limit of award

DWD Grant Performance Management

Apprenticeship grant performance is managed by the DWD OWBLA. To ensure data entry is timely and reported activities and outcomes are accurately supported with the appropriate source documentation, performance outcomes will be reviewed and compared to established milestones at least quarterly. OWLBA's grant performance management process may include, but is not limited to, review of the following:

- Case management and Client Relationship Manager (CRM) system reports;
- Electronic participant records; and
- Financial records.

Technical Reviews

In the event that a local area does not meet established performance milestones for a particular quarter, OWBLA will request a one-on-one meeting with the LWDB and staff delivering the ABA grant activities. Potential interventions include but are not limited to the following:

- Provide additional technical assistance;
- Provide strategy suggestions; and
- Provide insight to Federal Regulations and DWD policy.

The ABA grant is non-formula funded and will be subject to applicable requirements and practices specified in DWD's *Non-Formula Grant Performance Management* policy.

In addition to the grant management and performance protocols described herein, grant performance outcomes will be reviewed and assessed during routine DWD grantee monitoring and may result in monitoring findings, including questioned or potentially disallowed costs, and corrective action requirements.

Local Board Grant Expectations

Participating boards are to ensure their grant activities address program goals which must include, at a minimum, the following activities:

- Expand RAPs in target sectors.
- Provide solutions for network coordination around data collection, data sharing, system change, and community of practice.

- Continue to integrate use of RAP with local area partners and resources.
- Diversify RAP design and talent pipelines, with an emphasis on equity.
- Scale the existing Pre-Apprenticeship framework in Indiana.

Overall, grant activities must align with Indiana's WIOA State Plan goals, while grant strategies are to result in improved performance outcomes as identified in and mutually agreed upon in each local area's respective statement of work.

The local board will adhere to applicable state and federal laws and regulations as well as all applicable DWD policies and technical assistance issuances during the execution of the grant.

Data Collection and Eligibility Documentation¹⁷

The local board, as a grant recipient, will be required to collect and record participant data services and outcomes into DWD's electronic information systems accurately and timely. Participants and employers served by the ABA grant must be fully documented in ICC and the CRM system. Certified Pre-Apprenticeship Program's information and data will be housed within the CRM.

States are required to submit individual participant records that include information on demographics, services received, and resulting outcomes. Program eligibility must be verified through the collection and maintenance of supporting documentation within DWD information systems.

All workforce staff must access, maintain, and store participant information in a manner that ensures confidentiality in accordance with all federal and state guidance related to confidentiality and the handling of protected information.¹⁸

Co-Enrollment

To meet all data elements of apprenticeship grant reporting, participants are required to be fully enrolled into both Wagner-Peyser (WP) and the Apprenticeship Grant.

Additionally, local areas are expected to follow DWD's *Co-enrollment and Common Exit* policy to improve participant outcomes through strategic co-enrollment as well as leverage other funding sources to provide braided and comprehensive service delivery.¹⁹ Programs potentially eligible for co-enrollment include but are not limited to Workforce Innovation and Opportunity Act programs, state funded programs, and programs funded through philanthropy.

Quarterly Progress Reports and Invoicing

Local areas will be required to report grant activities, expenditures, and performance outcomes on a quarterly basis with the first report due to the OWBLA Grants Manager electronically by the dates outlined in the LWDB's statement of work.

¹⁷ See DWD's *Indiana Career Connect Data Entry for DOL Apprenticeship Grants* technical assistance for additional data entry guidance and **Attachment C** of DWD's *United States Department of Labor (DOL) Apprenticeship Grants* policy for a list of acceptable eligibility documentation.

¹⁸ See DWD's *Safeguarding Protected Information and DWD User Accounts Management* policy for additional guidance.

¹⁹ DWD's *Co-enrollment and Common Exit* policy for additional guidance.

Local areas must prepare and electronically submit the following quarterly grant progress reports²⁰ to the OWBLA Grant Manager at WBL@dwd.in.gov:²¹

- ABA Grant - Quarterly Narrative Report
- ABA Grant - Quarterly Staffing, Time Charging and Point of Contact (POC)
- ABA Grant Invoice²²
- ABA Grant - Quarterly Productivity Report

ABA Grant Quarterly Report Due Dates

ABA Grant Timeline and Quarters - Reports Due ²³					
Quarters	Quarter Begins	Quarter Ends	Quarterly Reports Due	Years	# Of Quarters
Jan, Feb, March	January 1st	March 31st	April 15th	2023, 2024, 2025, and 2026	4
April, May, June	April 1st	June 30th	July 15th	2023, 2024, 2025, and 2026	4
July, Aug, Sept	July 1st	September 30th	October 15th	2023, 2024, and 2025	4
Oct, Nov, Dec	October 1st	December 31st	January 15th	2023, 2024, and 2025	4
Total Quarters					16

Local-Level Oversight & Monitoring

Local boards must include their apprenticeship grants in local oversight and monitoring processes to ensure grant funds are being spent appropriately, grant participants are progressing according to RAP guidelines, and data entry and documentation requirements are being followed.

Performance

Local boards are expected to meet their established goals as defined in the statement of work section of their grant agreement. Failure to meet performance milestones for two consecutive quarters may result in, at DWD OWBLA's discretion, ABA funds being returned to re-distribute appropriately.

Attachments

Attachment A - Quality Framework for Pre-apprenticeship Programs

Attachment B - Examples of the ABA Grant's Quarterly Reports

Additional Information

Questions regarding the content of this publication should be directed to WBL@dwd.in.gov.

²⁰ See **Attachment B** for examples of each of the ABA Grant's quarterly progress reports.

²¹ Original report templates and instructions will be provided to the local area by the OWBLA Grant Manager.

²² Significant changes in services or programs (such as overbilling or contract amendments) will require prior approval by DWD OWBLA.

²³ **Note:** If the Quarterly Reports due date is on a weekend or Holiday, submit on the next regularly scheduled workday.

Attachment A²⁴

Quality Framework for Pre-apprenticeship Programs²⁵

- 1. Designed in collaboration with RAP sponsors.²⁶**
 - a. Quality pre-apprenticeship programs are designed by organizations with input from a RAP sponsor. A pre-apprenticeship program's educational and pre-vocational services prepare individuals to meet the entry requisites of one or more RAPs. They have training goals to teach participants a defined set of skills required and agreed upon by the RAP sponsor for entry into their programs. The start date and length of specific pre-apprenticeship programs may vary. Ideally, pre-apprenticeship programs provide an industry-recognized credential and possibly stipends or wages.
- 2. Approved training and curriculum.**
 - a. Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s);
- 3. Strategies for long-term success.**
 - a. Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged, or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:
 - i. Strong recruitment strategies focused on outreach to populations underrepresented in local, state, and national Registered Apprenticeship programs;
 - ii. Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and
 - iii. Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs;
- 4. Access to appropriate supportive services.**
 - a. Quality pre-apprenticeship programs facilitate access to appropriate supportive services during the program; these supportive services may continue after the participant leaves the pre-apprenticeship program and enters a RAP. Services may include counseling, transportation assistance, childcare, and rehabilitative services, among others.
- 5. Sustainability through partnerships.**
 - a. To support the ongoing sustainability of a quality pre-apprenticeship partnership, such partnerships collaboratively promote the use of RAPs as a preferred means for industry to develop a skilled workforce and to create career opportunities and pathways leading to RAP enrollment for individuals.

²⁴ **Note:** items 1, 4, 5, 6, & 7 are specific to the ABA Grant.

²⁵ TEN 13-12.

²⁶ A sponsor, as defined by APPRENTICESHIPUSA (<https://www.apprenticeship.gov/help/what-apprenticeship-program-sponsor>) is any employer, association, committee, or organization that operates a RAP. This entity assumes the full responsibility for administration and operation of the program. Sponsors design and execute apprenticeship programs, provide jobs to apprentices, oversee training development, and provide hands-on learning and technical instruction for apprentices.

6. Meaningful hands-on training that does not displace paid employees.

- a. Quality pre-apprenticeship programs provide hands-on training to individuals in 1) a workplace, 2) simulated lab experience, or 3) work-based learning environment, and also do not supplant a paid employee, while accurately simulating the industry and occupational conditions of the partnering RAPs, which includes observing proper supervision and safety protocols; and

7. Facilitated entry and/or articulation.

- a. The purpose of a pre-apprenticeship program is to train individuals for entry into a RAP. A quality pre-apprenticeship program assists in exposing participants to local, state, and national apprenticeship programs and provides direct assistance to participants applying to those programs. Whenever possible, formalized agreements exist with RAPs that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a RAP. These may also include articulation agreements that allow the individual to earn advanced credit/placement for skills and competencies already acquired.

Attachment B

Examples of the ABA Grant's Quarterly Reports

ABA Grant - Quarterly Narrative Report	
Author:	
LWDB:	
Quarter Ending:	
Date Submitted:	
<p>Please provide an executive summary of all ABA Grant activities within your local area for the current quarter while addressing the following: Outreach efforts, employer engagement, registered apprenticeship expansion, and any partnership development or related work in addressing DEIA.</p>	
<p>Please summarize how the local area is leveraging their resources and funding to support the implementation of the grant. Leveraged resources may include monetary support or in-kind donations.</p>	
<p>Please summarize what activities, events, meetings and/or efforts were taken by the local area this quarter to meet or exceed the LWDB's performance metrics. If metrics were not met, please summarize what measures will be implemented to meet performance metrics next quarter.</p>	
<p>Please summarize this quarter's supportive services and/or any specialized participant services provided to the participants of the ABA Grant. Please include a description of the type(s) of services offered, how they were delivered, and how they contributed to a participant's ability to fully participate in grant-funded activities.</p>	

<p>Describe in detail any promising practices, innovative processes, lessons learned, and success stories during this quarter. If appropriate, please highlight one or two grant or participant-level success stories from this quarter (with the participant's permission).</p>
<p>Please provide or describe any Technical Assistance (TA) needed, and/or how better OWBLA may support your local area.</p>

ABA Grant - Quarterly Staffing, Time Charging and Point of Contact (POC)				
Point of Contact for the ABA Grant				
Individual Name, Title, and all contact information	Name:	Title	Phone:	Email:
Main Contact				
Back Up Contact				
Time charged to the ABA Grant				
Below: List all staff charging time to the ABA Grant this quarter.				
Individual Name and Title	Activity	Total Monthly Hours	Cost Per Hour	Program Funds
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Cumulative Total Cannot Exceed 20% of Program award			Total	\$0.00
Travel charged to the ABA Grant				
Below: List all staff charging travel costs to the ABA Grant this quarter.				
Individual Name	Purpose of Travel	Quarterly Mileage	Cost of Travel	Program Funds
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Cumulative Total Cannot Exceed 20% of Program award				\$0.00
Quarter Ending - Total Time and Travel				\$0.00



INVOICE



To:
 Indiana Department of Workforce
 Development
 Attn: Chris Schmitt

 10 N. Senate Ave
 Indianapolis, IN 46204
cschmitt@dwd.in.gov
 Invoice Request
 Period: _____

Invoice #: _____
 Invoice Date: _____
 Grant Name: ABA Grant IN AP-38633-
 22-60-A
 Contract
 Number: _____
 PO Number: _____
 Sub-
 Grantee: _____

Budget Categories	Expenditures		Total Budget	Balance Remaining
	Current	Cumulative		
Administration	_____	_____	_____	\$ -
Program	_____	_____	_____	\$ -
Supportive Services	_____	_____	_____	\$ -
_____	_____	_____	_____	\$ -
_____	_____	_____	_____	\$ -
_____	_____	_____	_____	\$ -
_____	_____	_____	_____	\$ -
_____	_____	_____	_____	\$ -
_____	_____	_____	_____	\$ -
Total	\$ -	\$ -	_____	\$ -

Total Due This Invoice: \$ -

Grantee Approval:

I certify to the best of my knowledge that the above information is correct and represents expenditures for the invoice request period.

 Printed Name

 Signature

Title

Date

DWD Approval:

 Printed Name

 Signature

Title

Date

Invoice #: 0
 Invoice Date: 0
 Grant Name: ABA Grant IN AP-38633-22-
 60-A
 Contract Number: 0
 PO Number: 0
 Sub-Grantee: 0
 Invoice Request Period: Jan-00

Department of Workforce Development Grant Invoice Expense Detail - ABA Grant

Budget Categories	Expense Amount	Expense Description - Please provide a brief description of the expenses included in the submitted grant invoice.
Administration Costs		
Program		
Maintenance and Support Program		
Contracted Services		
OJL/RTI		
Training		
Miscellaneous/Supplies and Materials		
Supportive Services		
Pre-Apprentice(ship)		

ABA Grant - Quarterly Productivity Report

ABA Grant - Quarterly Productivity Report			
Local Workforce Development Board Number: Submitted by: Completed by (if submitted is different): Contact Information for Completed by person: Date Submitted Electronically/email to OWBLA Grants Manager:			Enter Quarter Ending Date
US DOL Approved Registered Apprenticeship Programs (RAPs) and Certified Pre-Apprenticeships			
1	Local Workforce Development Board's Created and/or Expansion of DOL RAPS		
	1a	Total Number of New - DOL Approved RAPS created	
	1b	Total Number of Expanded DOL Approved RAPS	
	1c	Total Number of Certified Pre-Apprenticeships created	
	1d	Total Number of Expanded Certified Pre-Apprenticeships created	
	1e	Completed and Continued into Registered Apprenticeship Program (RAP)	