

<b>II. Program-Specific Recovery Plan for Recovery.gov (Q 2.8 of Guidance)</b>	
<b>DOL Agency MAX ID and name: Employment and Training Administration</b>	
<b>Recovery Program: Training Grants for Green Jobs and Emerging Industry Sectors</b>	
Does this program align with an existing PART program?	No
Does this program align with an existing CFDA program?	17.275
<b>1. Objectives:</b>	
Program Purpose	The Recovery Act appropriated funds for a program of competitive training grants for worker training and placement in green jobs and high growth and emerging industry sectors, with emphasis on careers in energy efficiency and renewable energy.
Public Benefits	These grants will help train workers for employment in green, high growth and emerging industry sectors.
<b>2. Projects and Activities:</b>	
Kinds and scope of projects and activities to be performed	<p>The Recovery Act appropriates \$750,000,000, for a high growth and emerging industry sectors competitive grants program and provides that:</p> <ul style="list-style-type: none"> <li>• \$500,000,000 will be for research, labor exchange and job training projects that prepare workers for Green Jobs, or careers in energy efficiency and renewable energy; and</li> <li>• For awarding other grants, priority shall be given to projects that prepare workers for careers in the health care sector.</li> </ul>
List of Projects and Activities	Projects have not been awarded at this time; this information will be provided with specificity once projects are awarded.
Research	
Labor Exchange	
Job Training Activities in Energy Efficiency and Renewable Energy	
Health Care Worker Career Preparation and Other Grants	
<b>3. Characteristics:</b>	
Types of Financial Awards to be used.	B – Project Grants
Type of Recipient	TBD
Type of Beneficiary	Individual
<b>4. Major Planned Program Milestones:</b>	

Schedule with milestones for major phases of the program's delivery	Major phases of program delivery include Solicitation for Grant Application(s) publication, Solicitation for Grant Application(s) closing, grant award, grant execution, and grant period of performance. The schedule for this program is under development.
Publish Solicitation for Grant Application(s)	These funds will be awarded competitively through Solicitations for Grant Applications published on Grants.gov and in the Federal Register.
	Expected Completion Date: June 30, 2009
Award Grants	Grant announcement and grant execution.
	Expected Completion Date: Fall 2009
Orientation of New Grantees	Meetings to support grantee success and to orient grantees to Federal grant requirements, performance expectations, fiscal and program reporting requirements, and allowable use of funds.
	Expected Completion Date: Fall 2009
Technical Assistance for Grantees	Group or individuals meetings, either in person or virtually, to provide support for grantee achievement of grant outcomes.
	Expected Completion Date: Ongoing
Grantee Reporting	Grantees will report quarterly following grant execution. ETA will review and analyze the reports.
	Expected Completion Date: Ongoing
<b>5. Monitoring and Evaluation:</b>	
<p>The Department has established reporting systems and Office of Management and Budget-approved forms that grantees use to track, document and report expenditures and performance on a regularly scheduled basis that provides updated information to ETA at a minimum of once a quarter. Grantees are required to certify the accuracy of these reports prior to submitting them to ETA through the established electronic reporting systems.</p> <p>ETA uses its Grants Electronic Management System (GEMS) and other related electronic data collection systems to conduct and document quarterly desk reviews of financial obligations, expenditures and program performance. Grantees identified as "high risk grantees" through these reviews are given priority attention for on-site monitoring. ETA's quarterly desk reviews along with on-site reviews are used to identify potential risks and effect program improvements through technical assistance and training.</p> <p>ETA Regional Offices are conducting "Regional Readiness Consultations" with state and local areas during April and May 2009. The results of the consultations will be analyzed and will inform ETA of specific technical assistance needs required for states and local areas to successfully implement Recovery Act-funded programs.</p> <p>To further ensure that funds are spent on the intended purpose and accurately reported, the Department requires all grantees to submit single audits annually. ETA works with grantees to resolve any audit findings through additional reviews and the development and implementation of corrective action plans.</p> <p>ETA conducts a final review of each grantee's expenditures and performance during the grant close-out process.</p>	

As for program evaluations, the Department is in the process of developing a plan for evaluating several components of the Recovery Act-funded programs. These evaluations will likely be implementation studies.

Top Management Challenges identified by the Office of Inspector General for the Department include:

**Improving Performance Accountability**

With a large influx of Recovery Act funds, the Department faces challenges in conducting a variety of very large grant procurements while ensuring the Department receives the quality of services that the taxpayers deserve. Both the Office of Inspector General and the Government Accountability Office have found in the past year that ETA continues to have weaknesses in managing its grants to this end. ETA has recently increased the emphasis placed on awarding discretionary grants competitively. ETA will focus its future efforts on determining how best to prioritize its available resources to adequately monitor grant performance and how to evaluate grants to ensure desired results are achieved.

All state and local government and nonprofit recipients that expend \$500,000 or more in Federal assistance in one year are required by the Single Audit Act to obtain an annual audit by an independent public accountant. A challenge for the Department is that grantees' audits conducted under the Single Audit Act are not always completed in a timely manner. Therefore, ETA has implemented a procedure for annually reviewing ETA grantees' Single Audit Act report status and sending written notifications to grantees whose single audit reports are delinquent.

Issue	Actions Remaining
Ensure that grants are properly awarded.	
Monitor grantee compliance with OMB Circular A-133 (Audits of State, Local Governments and Non-Profit Organizations) audit requirements and place further emphasis on this requirement in grant packages	In September 2007, ETA modified its grant agreement to emphasize the A-133 Single Audit requirement. Also, ETA now reviews audit status as part of the Core Monitoring process and includes any delinquent status as a finding requiring follow-up and compliance by grantees.
	FY 2009
Emphasize use of electronic reports in tracking and evaluating grantees' actual cash needs	ETA migrated to the SF 9130 for grantee financial reporting in September 2007. This form contains specific information on cash receipts and disbursements and is submitted electronically so that all Federal Project Officers (FPO) and managers may review them or perform financial analysis. In addition, ETA included an appendix to its 2009 edition Grants Management Desk Reference covering the SF 9130 and is emphasizing training on this form and its use as a management tool to review grantee cash needs in our newly developed FPO training.
	FY 2009
Ensure that grantees accomplish their grant objectives and enhance monitoring of direct grants and enhance monitoring of direct grants.	
Use electronic reports in evaluating grantees' cash needs	ETA migrated to the SF 9130 for grantee financial reporting in September 2007. This form contains specific information on cash receipts and disbursements and is submitted electronically so that all Federal Project Officers (FPO) and managers may review them or perform financial analysis. In addition, ETA included an

	appendix to its 2009 edition Grants Management Desk Reference covering the SF 9130 and is emphasizing training on this form and its use as a management tool to review grantee cash needs in our newly developed FPO training.
	FY 2009
Continue training Grant Officers on reviewing Statements of Work and other areas of grant operations.	New Grant Officers have been hired and will receive additional training regarding statements of work reviews in the near future.
	FY 2009
Issue plan for technical assistance to grantees and provide technical assistance to grantees	ETA developed a technical assistance plan in September 2008. On-line classes in a number of grant management areas are being developed for grantees, webinars and onsite training on requirements have been conducted and several classes covering indirect cost rates will be offered soon.
	FY 2009
Conduct additional Federal Project Officer training sessions	Additional FPO training may be delayed due to work associated with the immediate implementation and allocations of funds related to the Recovery Act.
	April 2009
Conduct pilot test of 3½ Day Training Course and Web-based tutorial for Federal Project Officers	The pilot FPO class was conducted in January 2009 and the first class will be conducted in the National Office the last week of February 2009. The introductory Web-based class is complete and is available for all staff.
	November 2009
Monitor third party evaluations of training grants and identify any interim successes and findings	Contract researchers from the Urban Institute, the Johns Hopkins University, and Capital Research Corporation are on track to issue the final report of the HGJTI Evaluation in spring 2009. This study evaluates implementation and net impacts of activities at five selected HGJTI sites.
	FY 2009
Collect common measures data and compute results	Common measures data will be collected as stated in the Solicitation for Grant Applications, and results will be reported in accordance with Recovery Act reporting requirements. Grantees will provide quarterly data, including the number of people receiving training and the number attaining a degree/certificate.
	FY 2009
<b>Single Audits</b>	
Send follow up letters to grantees who continue to be delinquent	No action to report.
	November 2009
Codify standard operating procedures into Procedures Manuals.	To date, procedures have been updated to include steps for sending delinquent notices to grantees once the list has been received from the accounting office.

	FY 2009
<b>6. Measures:</b>	
Measure Text	Number of Participants Receiving Training
Measure Type	Outcome
Measure Frequency	Monthly
Direction of Measure	Increasing
Unit of Measure	Number of Participants
Explanation of Measure	This indicator is the count of participants served with Recovery Act funds that are receiving training. DOL is working to use data from previous, similar programs to set a target for the number of workers who will receive training under these grants.
Year	2009
Original Program Target	NA
Revised Full Program Target	NA
Targeted ARRA Increment	NA
Actual	
Goal Lead	Gay Gilbert, Administrator Office of Workforce Investment
Measure Text	Entered Employment Rate
Measure Type	Outcome
Measure Frequency	Quarterly
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	The entered employment rate represents the percent of participants employed in the first quarter after exit. This is a Federal job training program common measure, which enables the High Growth and Emerging Industry Sectors Competitive Grant (High Growth) program to describe in a similar manner the core purposes and results of the program compared to other education, employment and job training programs. For example, while the target population for the High Growth program is workers and employers in high demand, high growth or emerging industry sectors, the ultimate outcomes for this program are the same as for all other employment and training programs. Common measures remove a barrier to service integration among programs by ensuring that programs no longer have different definitions and methodologies for measuring performance. In this case, the performance indicator measures how many participants got a job according to the following formula: of those who are not employed at the date of participation – the number of participants who are employed in the first quarter after the exit quarter divided by the number of participants who exited during the quarter. Since this is a new program, DOL will not be able to determine a targeted ARRA increment because there is no baseline data available for comparison.

Year	2009
Original Program Target	NA
Revised Full Program Target	NA
Targeted ARRA Increment	NA
Actual	
Goal Lead	Gay Gilbert, Office of Workforce Investment (OWI) Administrator
Measure Text	Employment Retention Rate
Measure Type	Outcome
Measure Frequency	Quarterly
Direction of Measure	Increasing
Unit of Measure	Percentage
Explanation of Measure	The employment retention rate represents the percent of participants employed in the first quarter after program exit that are still employed in the second and third quarters after exit. This is a Federal job training program common measure, which enables the High Growth and Emerging Industry Sectors Competitive Grant (High Growth) program to describe in a similar manner the core purposes and results of the program compared to other education, employment and job training programs. For example, while the target population for the High Growth program is workers and employers in high demand, high growth or emerging industry sectors, the ultimate outcomes for this program are the same as for all other employment and training programs. Common measures remove a barrier to service integration among programs by ensuring that programs no longer have different definitions and methodologies for measuring performance. In this case, the performance indicator measures how many participants retained their employment once placed in a job, according to the following formula: of those who are employed in the first quarter after the exit quarter – the number of participants who are employed in both the second and third quarters after the exit quarter divided by the number of participants who exited during the quarter. Since this is a new program, DOL will not be able to determine a targeted ARRA increment because there is no baseline data available for comparison.
Year	2009
Original Program Target	NA
Revised Full Program Target	NA
Targeted ARRA Increment	NA
Actual	
Goal Lead	Gay Gilbert, OWI Administrator
Measure Text	Average earnings
Measure Type	Outcome
Measure Frequency	Quarterly
Direction of Measure	Increasing

Unit of Measure	Dollars
Explanation of Measure	This measure represents the average six-month earnings for program participants. This is a Federal job training program common measure, which enables the High Growth and Emerging Industry Sectors Competitive Grant (High Growth) program to describe in a similar manner the core purposes and results of the program compared to other education, employment and job training programs. For example, while the target population for the High Growth program is workers and employers in high demand, high growth or emerging industry sectors, the ultimate outcomes for this program are the same as for all other employment and training programs. Common measures remove a barrier to service integration among programs by ensuring that programs no longer have different definitions and methodologies for measuring performance. In this case, the performance indicator measures participants' average six-month earnings once placed in a job (note: the average earnings for a year can be obtained by doubling the performance measure result), according to the following formula: of program participants who are employed in the first, second, and third quarters after the exit quarter – total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of participants who exited during the quarter. Since this is a new program, DOL will not be able to determine a targeted ARRA increment because there is no baseline data available for comparison.
Year	2009
Original Program Target	NA
Revised Full Program Target	NA
Targeted ARRA Increment	NA
Actual	
Goal Lead	Gay Gilbert, OWI Administrator
<b>7. Transparency and Accountability:</b>	
Consistent with the transparency and accountability objectives of the American Recovery and Reinvestment Act of 2009 (Recovery Act), competitive grant programs may provide additional monthly participant information as necessary and when applicable. This information would be in addition to current quarterly and annual reporting requirements. ETA Competitive Grantee information may be extracted from the relevant case-management system. Competitive Grantee case-management systems include participant-level information including types of services received and outcomes when available.	
ETA will post monthly, quarterly and the annual summary of program data on the ETA website, the DOL Recovery webpage, and Recovery.gov.	
<b>8. Federal Infrastructure Investments:</b>	
NA	
<b>9. Barriers to Effective Implementation:</b>	
NA	

<b>10. Environmental Review Compliance:</b>
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