

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION ARRA
	CORRESPONDENCE SYMBOL OFAM/TMG
	DATE September 30, 2009

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 01-09, CHANGE 2

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE WORKFORCE ADMINISTRATORS
STATE AND LOCAL WORKFORCE INVESTMENT BOARDS
ALL DIRECT ETA RECIPIENTS

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Reporting Requirements under Section 1512 of the American Recovery and Reinvestment Act of 2009

1. Purpose. To provide additional guidance on the reporting requirements included in Section 1512 of the American Recovery and Reinvestment Act of 2009 (Recovery Act) and to provide clarification for grantees using any of the three methods offered by the Office of Management and Budget (OMB) to submit data using the XML schema, Excel spreadsheet or manual entry of data.

2. References.

- The American Recovery and Reinvestment Act of 2009, Public Law 111-5
- OMB Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009 (OMB M-09-21), dated June 22, 2009.
- Training and Employment Guidance Letter (TEGL) 17-08, dated April 23, 2009: “American Recovery and Reinvestment Act (Recovery Act) Funds Financial Reporting Requirements”
- Recipient Reporting Data Model, V.3.0 dated August 17, 2009

3. Background. Section 1512 of the Recovery Act requires recipients to report on the use of Recovery Act funding, and provide detailed information, such as: total amount of funds received; the amount spent on projects and activities; a list of those projects and activities funded, including name, description, completion status and estimates of jobs created and retained; and details on subawards and other payments.

OMB issued implementing guidance which provides details on Section 1512 recipient reporting on June 22, 2009 (OMB M-09-21). The Employment and Training Administration (ETA) synthesized this information to provide initial guidance to its grantees, including reporting

RESCISSIONS None	EXPIRATION DATE Continuing
---------------------	-------------------------------

requirements and data elements, and this information was issued as TEGL 01-09. ETA also provided clarification on the jobs creation estimates in TEGL 01-09, Change 1.

Subsequent to the issuance of TEGL 01-09, Change 1, technical questions were raised concerning reporting for the Workforce Investment Act (WIA) Adult, WIA Dislocated Worker, and WIA Youth programs, which share a common grant award number, but separate Catalog of Federal Domestic Assistance (CFDA) numbers. Change 2 to TEGL 01-09 is designed to provide additional clarification.

4. Clarification for Reporting on FederalReporting.gov. Prime recipients are required to report Section 1512 information using the grant award number, as required in the Recipient Reporting Data Model, V.3.0 dated August 17, 2009. The reporting website, FederalReporting.gov, **does not allow for reporting multiple CFDA numbers associated with a single grant award number**, i.e., WIA Adult, WIA Dislocated Workers, and WIA Youth programs. Due to these system constraints, grantees cannot file three separate reports for the WIA programs, because the programs share a common grant award number.

Until the Reporting Data Model is updated to allow for submitting data for multiple programs with the same grant award number but different CFDA numbers on FederalReporting.gov, OMB has advised the Department of Labor to inform grantees to use the CFDA number for the largest program amount for reporting Section 1512 data. Grantees should identify program data by CFDA number in the Award Description data element text field. This text field can contain up to 4,000 characters. Grantees are also encouraged to report summary level jobs created by funding stream to provide the intended transparency of the data.

5. Example.

The following example illustrates how the data would be reported discretely once the technical programming corrections are completed:

Program	Award Number	ARRA Allotment	Actual CFDA Code
WIA Dislocated Workers	AA-17144-08-55-A-42	\$42,482,006.00	17.260
WIA Youth	AA-17144-08-55-A-42	\$40,647,780.00	17.259
WIA Adult	AA-17144-08-55-A-42	\$16,545,744.00	17.258
Combined	AA-17144-08-55-A-42	\$99,675,530.00	

For the purpose of meeting reporting deadlines and until technical corrections can be made, data will be submitted and ultimately appear on Recovery.gov as noted below using only one CFDA number for the program with the largest dollar amount awarded of all three of the WIA programs:

WIA Dislocated Workers AA-17144-08-55-A-42 \$99,675,530.00 CFDA 17.260

The separate WIA program information would be provided in the text box on the report form as follows: WIA Dislocated Workers \$42,482,006.00, CFDA 17.260; WIA Youth \$40,647,780.00, CFDA 17.259; and WIA Adult \$16,545,530.00, CFDA 17.258.

6. Technical Assistance. A series of webinars on Section 1512 recipient reporting was offered by OMB the week of July 20, 2009. The list of OMB webinars is posted on www.Recovery.gov and recordings are available. ETA conducted a webinar on August 17, 2009 and a recording is available at www.workforce3one.org. Additionally, ETA plans to continue to provide technical assistance, training and outreach to recipients. Please check www.doleta.gov for further details.

7. Inquiries. Questions regarding this guidance should be directed to the appropriate ETA Regional Office.