TRAINING AND EMPLOYMENT NOTICE	NO. 49-08
	DATE June 24, 2009

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE INVESTMENT BOARDS
DISCRETIONARY GRANTEES
WORKFORCE AGENCIES

FROM: DOUGLAS F. SMALL
Deputy Assistant Secretary

SUBJECT: On-line Financial Management Training Tutorials

1. **Purpose.** Notice to inform the Workforce Community regarding the availability of Financial Management Training Tutorials on the Workforce^{3}One Web site.

2. **References.** The Uniform Administrative Requirements, 29 CFR Part 97 and Part 95

3. **Background.** The Uniform Administrative Requirements Code of Federal Regulations (CFR) provides general and permanent rules published in the Federal Registers. The Code is divided into 50 titles; each title is divided into different Parts. Title 29 CFR Parts 97 and 95 identify the Uniform Administrative Requirements for grants and cooperative agreements for states and local governments and grants and agreements with institutions of higher education, hospitals, and other non-profit organizations.

The Employment and Training Administration (ETA) provides its grantees and the greater workforce system with technical assistance and guidance on the financial management of grants in a variety of formats including through grantee conferences, guidance letters, one-on-one training sessions and on-line training through webinars hosted on Workforce^{3}One.

The nature of the guidance that ETA provides is based on the needs expressed by grantees and identified by other members of the system. Currently, as budgets shrink and the demands on services and systems increase, there is an ever increasing need for technical assistance on the financial management of grants. This technical assistance needs to be provided remotely and timely to address the grantees' needs. To assist grantees, ETA has developed four on-line training tutorials covering the following financial management topics:

1) Introduction to Grant Application Forms (form SF-424 and form 424A)
In this lesson you will learn about the information needed to complete the Grant Award Package for ETA funded projects; this lesson will walk you through the ETA budget forms SF 424 and 424A.

2) Introduction to Procurement Requirements
In this lesson you will learn about the procurement requirements and process using competitive procedures when accruing goods and services with Federal funds. You will also learn the rationale for ensuring competition and the different procurement methods including the uniform administrative requirements applicable to the organizational type.

3) Financial Management Principles
This lesson provides an overview of the Federal Requirements applicable to each organization type; Financial Systems Standards; Cost Principles and Allowable Costs items that apply to Federal awards.

4) Introduction to Financial Reporting (form ETA -9130)
This lesson provides an overview of requirements and processes for submitting timely and accurate financial reports. This lesson identifies methods and schedules used to support financial data and submit financial reports.

These on-line training tutorials utilize experiential learning with exercises embedded within the modules to provide guidance on topics covering critical elements of the grant management cycle from completing the budget form SF 424A through submitting the required ETA 9130 financial reports. Financial training is critical to the efficient and effective management of a grant to ensure funds are used for their intended purposes. The on-line tutorials are expertly packaged for use on Workforce^{3}One (www.workforce3one.org) allowing for 24 hour access and review by ETA's grantee community and the larger workforce system.

4. Workforce^{3}One Instructions. Workforce^{3}One is ETA's interactive knowledge-sharing and learning platforms that offers workforce professionals, employers, economic development agencies, and education professionals a dynamic network featuring innovative workforce solutions. On-line learning events, resource information, and tools help organizations learn how to develop strategies that enable individuals and businesses to be successful in the 21st century economy.

Individuals interested in accessing the training tutorials must complete a simple registration form on the Workforce^{3}One Web site. After registering on Workforce^{3}One, the on-line Financial Management Training Tutorials are accessible through the links listed below.

- Introduction to Financial Reporting:
  http://www.workforce3one.org/view/3000914758141611670
- Financial Management Principles:
  http://www.workforce3one.org/view/3000914831758578573
- Introduction to Grant Applications and Forms:
  http://www.workforce3one.org/view/3000914831964994677
- Introduction to Procurement Requirements:
  http://www.workforce3one.org/view/3000914833849989433

5 Action Requested. States and all ETA grant recipients are encouraged to broadly share this notice with local Workforce Investment Boards, and other stakeholders and workforce communities.

6. Inquires. Questions concerning this notice should be directed to Nancy P. Williams in the Office of Grants and Contract Management at williams.nancy@dol.gov or at 202-693-3523.