

ALABAMA WORKFORCE INVESTMENT SYSTEM

**Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690**

February 23, 2012

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2011 – 14

SUBJECT: Training and Employment Notice (TEN)

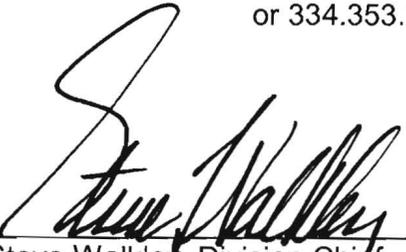
1. **Purpose.** This transmits the following TEN:

| <u>Number</u> | <u>Date</u> | <u>Subject</u> |
|---------------|-------------|-------------------------------------------------------------------------------|
| 28-11 | 02/15/12 | Online Portal for Financial and Performance Management Training and Resources |

2. **Discussion.** TEN No.28-11 announces the availability of a central online portal for training and resources related to financial and performance management for Employment and Training Administration (ETA) grants.

3. **Action.** TEN No. 28-11 is attached for informational purposes.

4. **Contact.** Questions regarding this TEN should be directed to Sara Calhoun, Workforce Development Division at Sara.Calhoun@ADECA.Alabama.gov or 334.353.1632.



Steve Walkley, Division Chief
ADECA, Workforce Development Division

Attachment: TEN 28-11

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|-------------------------------------------|----------------------------------|
| TRAINING AND EMPLOYMENT NOTICE | NO. 28-11 |
| | DATE February 15, 2012 |

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

FROM: JANE OATES /s/
Assistant Secretary

SUBJECT: Online Portal for Financial and Performance Management Training and Resources

1. Purpose. To inform the workforce community of a central online portal for training and resources related to financial and performance management for Employment and Training Administration (ETA) grants.

2. Background. ETA provides its grantees and the greater workforce system with technical assistance and guidance on the financial and performance management of grants in a variety of formats; including grantee conferences, guidance letters, in-person training sessions, and on-line training through webinars hosted on <http://www.Workforce3One.org>.

3. Launch of New Online Resource Portal.

In support of its mission and to optimize resources, time and grantee needs, including grants funded under the American Recovery and Reinvestment Act of 2009, ETA has created a wide array of online training materials and other resources covering financial and performance management. To aid in the efficient location and usage of these materials, ETA has created a resource page on Workforce³One. To access this resource page, please visit: <https://etareporting.workforce3one.org/>.

The resources provided on this site are intended to help ETA grantees maximize their Federal investments by providing in-depth, interactive, hands-on training on some of the major areas of focus related to financial and administrative management and grant performance in a self-paced environment. Upon entering the site, participants can access the trainings, webinars and resources by topic area by selecting either the tab labeled “Financial” or the tab labeled “Performance” at the top of the page. Training materials available under the Performance tab include a tutorial on completing the Workforce Investment Act Standardized Record Data (WIASRD) and prerecorded trainings covering quarterly WIASRD training, performance 101, literacy/numeracy gains, and Veterans and the public workforce system. Training materials available under the Financial tab include, but are not limited to, an overview of Financial

Management Principles; an Introduction to Procurement; an Introduction to Financial Reporting; and newly developed lessons on the Federal Cost Principles, the Uniform Administrative Requirements and Accrual Accounting. The information contained on this resource page will help grantees be successful in obtaining the outcomes they have committed to achieve, reporting those outcomes, and at the same time complying with the Federal requirements in their grant award.

This site also contains links to a number of archived webinars conducted for grantees providing general and program-specific guidance on ETA grants. Finally, the site contains a resource page that includes a list of commonly referenced materials, such as the One-Stop Comprehensive Financial Management Technical Assistance Guide, the Department of Labor's Uniform Administrative Requirements, the Federal Cost Principles, performance reporting timeframes, WIASRD key terms and edit checks, and other financial and performance-related Training and Employment Guidance Letters.

We will be adding additional training materials and other resources as they become available, so we encourage you to visit this site regularly.

4. Action Requested. States and all other ETA grant recipients are encouraged to broadly share this notice with other stakeholders and the workforce community.

5. Inquiries. Questions concerning this notice should be directed to the appropriate Regional Office.