

Alabama Workforce Investment System

Office of Workforce Development
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

August 31, 2009

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2009-03

SUBJECT: Reporting requirements under Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA)

- Purpose.** This Directive transmits general reporting information and links to the websites, which will provide guidance on the information necessary to effectively implement the reporting requirements included in Section 1512 of the American Recovery and Reinvestment Act of 2009
- Discussion.** Because of the unprecedented level of transparency for how Federal dollars are being spent under the American Recovery and Reinvestment Act of 2009, it is critical that all recipients of employment and training funds under the ARRA immediately prepare to implement the requirements of Section 1512 of the Recovery Act.

The Office of Management and Budget (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) has synthesized this information in Training and Employment Guidance Letter (TEGL) No. 1-09 to provide initial guidance to its grantees, including reporting requirements and data elements. *Note: this guidance complements the OMB guidance and provides customized guidance for ETA funding recipients. All funding recipients are strongly encouraged to read the full OMB guidance located at, http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf.* The final detailed reporting requirements, along with data entry instructions, will be posted on www.FederalReporting.gov.

Section 1512 recipient reports are an OMB requirement and must be submitted separately from the ETA 9130 financial reports (OMB No. 1205-0461). Through Executive Order Number 47, Governor Bob Riley designated the Director of the Alabama Department of Finance as the official charged with

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2009-03

Page 2

collecting the required information, verifying its accuracy, reporting, monitoring competitive and formula-driven federal funds, and otherwise determining the state is in compliance with all requirements imposed by the Recovery Act and its implementing rules and regulations.

The Alabama Department of Finance has issued guidance that mandates monthly reporting of selective data not otherwise reported or collected through the normal contract performance standards, policies, or practices. State agencies must submit monthly reports to the Department of Finance no later than the 8th day of each month.

The Alabama Department of Economic and Community Affairs (ADECA) opted not to delegate the reporting requirements down to the sub-recipient level. ADECA will remain responsible for reporting all data elements for the department and all of its sub-recipients. Therefore, additional reporting charts will be developed (and issued through a separate directive) to all recipients of ARRA funds. Sub-recipients must electronically submit reports to the Workforce Development Division no **later than the first working day of each month** providing required cumulative data pertaining to activities through the last day of the immediately preceding month. Local Workforce Investment Areas are considered sub-recipients in regard to ARRA reporting.

This directive is not intended to provide complete details on the Section 1512 reporting requirements, but to inform recipients of ARRA funds of the reporting requirements and to make available the websites where information regarding the reporting requirements may be located.

3. **Action.**

Please navigate to the following websites to obtain the detailed information for ARRA reporting requirements and Executive Order 47 referenced above.

http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2792

www.finance.alabama.gov/pages/stimulus/stimulus_guidance.aspx

<http://governor.alabama.gov/news/list.aspx?type=ex>

In addition, there is a list of OMB webinars posted on www.Recovery.gov that may be helpful. Check www.doleta.gov for details on technical assistance, training, and outreach to recipients that may be provided by the Employment and Training Administration (ETA).

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2009-03

Page 3

4. **Contact.** Any questions regarding this Directive should be addressed to Melody Koorangi at 334.242.5175 or melody.koorangi@adeca.alabama.gov.

A handwritten signature in black ink, appearing to read "Matthew Hughes", followed by the date "8/31/09". The signature is written over a horizontal line.

Matthew Hughes, Director
Office of Workforce Development