TRAINING AND EMPLOYMENT NOTICE	NO. 3-11
	DATE August 2, 2011

TO: STATE WORKFORCE AGENCIES
             STATE WORKFORCE ADMINISTRATORS

FROM: JANE OATES
             Assistant Secretary

SUBJECT: 2011 Fiscal and Performance Reporting Technical Assistance

1. Purpose. To announce the availability of technical assistance presentations on a variety of fiscal and performance topics including, but not limited to, financial obligations; fiscal reporting; grant closeout; data validation; literacy and numeracy gains; Workforce Investment Act Standardized Record Data (WIASRD); and improved performance.

2. References.
- 2 Code of Federal Regulations (CFR) Part 170
- Training and Employment Guidance Letter (TEGL) 17-05 and TEGL 17-05, Change 2, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues*

3. Fiscal and Performance Reporting Technical Assistance. The Employment and Training Administration (ETA) has prepared a total of 16 training presentations to provide states with technical assistance on a variety of fiscal and performance based topics. Of the 16 topics, nine focus on fiscal materials, and the remaining seven are performance related. These presentations are available online at www.doleta.gov/performance and www.workforce3one.org. They are also available on a flash drive.

Materials included in the fiscal portion consist of the following: accrual reporting, administrative and indirect costs, financial reporting, grant closeouts, matched and leveraged resources, obligations, program income, sub-recipient reporting, and the Federal Funding Accountability and Transparency Act, with guidance under the Office of Management and Budget at 2 CFR Part 170.

Performance based topics include: credentials and certificates, data validation, improving performance using data and data tools, literacy and numeracy gains, performance 101, quarterly WIASRD training, and veterans and the public workforce system.

The training is developed for various levels of personnel with emphasis on topics most frequently requested by the states. Performance 101 is recommended for employees who are new to their positions, or who would like a refresher on common measures, TEGL 17-05, and reporting topics.

4. Training and Technical Assistance. States are encouraged to request technical assistance on the various training topics covered in these materials by contacting Regional Office program staff.

5. Action Requested. States and grantees should: 1) distribute this Notice to the appropriate staff; 2) review and utilize training materials, requesting flash drives from the appropriate ETA Regional Office; and 3) provide the appropriate Regional Office with requests for additional training topics.

6. Inquiries. Questions regarding training materials should be directed to Kate Louton, louton.kathryn@dol.gov at ETA, the Office of Policy Development and Research, Division of Strategic Planning and Performance and/or the appropriate Regional Office.

7. Attachment. Directions on the Utilization of Flash Drives to Access Training Materials.

Fiscal and Performance Reporting Technical Assistance – 2011

Flash Drive Directions

1. Place the flash drive into your computer's USB port labeled with this symbol ⚡.
2. Go to "My Computer" either through the Start Menu or on your desktop.
3. Under "Devices with Removable Storage" double click on the Drive labeled "Forums 2011."
4. Two folders and a PDF file will be displayed. There is a folder labeled "Handouts" and a folder labeled "PowerPoint presentations." The PDF is a Table of Contents for both Fiscal and Performance presentations.
5. Double click on the desired folder.

Folders

"Handouts"

- There are five handouts which are exercises that accompany the fiscal presentations. There are no handouts for the performance presentations.

"PowerPoint Presentations"

- There are 16 presentations in this folder.
  - 1 – 9 are Fiscal Presentations
  - 10 – 16 are Performance Presentations