

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 09-22
	<b>DATE</b> December 6, 2022

**TO:** ALL EMPLOYMENT AND TRAINING ADMINISTRATION GRANT  
AWARD RECIPIENTS AND SUBRECIPIENTS  
STATE AND LOCAL WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS

**FROM:** BRENT PARTON /s/  
Acting Assistant Secretary

**SUBJECT:** Virtual Conference: Strategies for Monitoring, Accountability, Risk-Mitigation,  
and Transparency (SMART) Training

1. **Purpose.** To announce the Employment and Training Administration’s (ETA) upcoming virtual SMART training conference. This training opportunity is scheduled to be held on February 14 – 16, 2023, and is intended for all ETA grant recipients and stakeholders.
2. **Action Requested.** Please share this Training and Employment Notice (TEN) with all staff responsible for administering ETA grants and encourage them to attend this virtual training conference.
3. **Summary and Background.**
  - a. Summary – This TEN announces the availability of a virtual SMART training conference. ETA will host this three-day virtual conference February 14 – 16, 2023. The training will be structured to provide helpful strategies related to administering ETA grants organized around the four SMART themes: Monitoring, Accountability, Risk-Mitigation, and Transparency, and will cover nine topics over the course of the three days.

This event is open to all grant recipients and their subrecipients. While there is no fee to attend, registration for this event is required. Conference attendance will be limited, so registration is on a first-come, first-serve basis.

- b. Background – This virtual SMART training conference is a continuation of the financial and grants management training ETA began in 2014 and is driven by ETA’s continuous effort to assist grant recipients to improve the effectiveness of their program operations. The training will feature key changes in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements Final Rule, also known as the Uniform Guidance at 2 CFR Part 200. In addition, the training will address the Office of Management and Budget approved exceptions for the U.S. Department of Labor at 2 CFR Part 2900, as well as discuss risk management and internal controls.

#### 4. **Details.**

- a. Target Audience – This training is intended for individuals responsible for the administration of formula and discretionary grants funded by ETA. ETA encourages grant recipient staff such as directors, project/program coordinators, finance managers, bookkeepers, procurement officers, and board members to attend. This virtual training conference will benefit all grant recipients and offer an excellent learning opportunity for those new to ETA grants.
- b. Training Modules – The following training modules are currently planned for the virtual SMART training conference, but are subject to change:
  - ETA Grants Management Overview
  - Internal Controls for Grants and Financial Management
  - Cost Principles and Cost Classification
  - Basics of Cost Allocation and Indirect Costs
  - Budget Management and Grant Modifications
  - Subrecipient Management
  - Audits and Audit Resolution
  - Monitoring and Oversight
  - Procurement Standards
- c. Conference Registration – Registration for this event will occur through WorkforceGPS (<https://grantsapplicationandmanagement.workforcegps.org/>). If you do not already have a WorkforceGPS profile, please create one (<https://www.workforcegps.org/>) to register.
- d. Conference Accessibility – Please request alternate formats, sign language interpreters, and other reasonable accommodations at least one week prior to the start of the virtual training conference to ensure that ETA can make the necessary arrangements. Requests should be sent via email to [Compliance.Policy@dol.gov](mailto:Compliance.Policy@dol.gov).
- e. Training Materials – All registrants will be given electronic access to the training materials, including copies of the presentations (in accessible form), in advance of the virtual training conference. Attendees will be responsible for downloading and/or printing their own training materials prior to the start of the virtual training conference.
- f. Conference Archive – This virtual training conference will be recorded in its entirety and will be accessible via WorkforceGPS after the conclusion of the live session for those who cannot attend any portion of the virtual conference in real-time.

5. **Inquiries.** For further information or inquiries regarding this virtual training conference, please contact [Compliance.Policy@dol.gov](mailto:Compliance.Policy@dol.gov), or your servicing ETA Regional Office.

6. **References.** Not Applicable.

7. **Attachment(s).** Not Applicable.