TRAINING AND EMPLOYMENT NOTICE	NO. 3-09
	DATE July 17, 2009

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS
ONE-STOP CAREER CENTER LEADS
ALL STATE AND LOCAL WORKFORCE INVESTMENT BOARDS
ALL ETA DIRECT RECIPIENTS

FROM: DAPHNE Y. JEFFERSON
Administrator
Office of Financial and Administrative Management

SUBJECT: OMB Sponsored Webinar Series on Recovery Act Recipient Reporting Requirements

1. **Purpose**. To announce upcoming webinars that will be held the week of July 20, 2009, to provide information on implementing the guidance set forth in the Office of Management and Budget (OMB) Memorandum M-09-21, Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recovery and Reinvestment Act of 2009.

2. **Background**. Section 1512 of the Recovery Act requires recipients to report on the use of Recovery Act funding, and provide detailed information, such as: total amount of funds received; the amount spent on projects and activities; a list of those projects and activities funded, including name, description, completion status and estimates of jobs created and retained; and details on subawards and other payments.

OMB issued implementing guidance which provides details on Section 1512 recipient reporting on June 22, 2009, (OMB# M-09-21). Section 1512(f) of the Recovery Act requires recipient reporting activities to begin 180 days after enactment, and for reports to be submitted by recipients 10 days after the end of each calendar quarter. This results in an initial statutory reporting deadline of October 10, 2009, with quarterly reports due 10 days after the end of each calendar quarter thereafter. These reports must contain detailed information on the projects and activities funded by the Recovery Act prime recipients and sub-recipients of Federal financial assistance. Each subsequent report will be cumulative, building on data in the initial filing. OMB has worked with the Recovery Accountability and Transparency Board to deploy a nationwide data collection system at the Web site www.FederalReporting.gov that will reduce information reporting burden on recipients by simplifying reporting instructions and providing a user-friendly portal for submitting required data elements. The recipient reporting requirement is ***in addition*** to the mandatory quarterly financial reports and other program reporting that may be required for ETA grantees.

3. Webinar Training and Registration. OMB and the Recovery Accountability and Transparency Board are hosting a series of live webinars from July 20-23, 2009, also available for later viewing, on how recipients of Recovery Act funds should implement the guidance contained in OMB Memorandum M-09-21. The webinar series will provide information on the process and responsibilities of recipients and sub-recipients, as well as outline what will be required for reporting by the 10th day following the end of each quarter. Each webinar will focus on a major section of the guidance as well as on the technology solution. The intended audience for these webinars includes Federal agency personnel, prime recipients and sub-recipients. Funding recipients will submit the required data through a new Web portal (currently under development) at www.FederalReporting.gov.

To register for the webinars and view the schedule, go to www.recovery.gov and click on Schedule and Registration of Webinars for Recipients Reporting on Recovery Funds is Announced under "Featured News" or (http://www.recovery.gov/?q=node/658). The schedule date, time and title of the webinars will then display. Follow the online instructions for registration.

4. Questions. Questions concerning this TEN should be addressed to the appropriate Regional Office.