



## ARRA High Growth and Emerging Industries Index of Technical Assistance Materials



### ARRA GRANTEES

Energy Training Partnership  
Green Capacity Building  
Healthcare and High Growth Industries  
Labor Market Information  
Pathways Out of Poverty  
State Energy Sector Partnerships

*Current as of April 4, 2011*



# ARRA High Growth and Emerging Industries Index of Technical Assistance Materials

## ***TABLE OF CONTENTS***

<b>CAREER PATHWAY TOOLS.....</b>	<b>3</b>
<b>ELIGIBILITY .....</b>	<b>3</b>
<b>EMPLOYER ENGAGEMENT .....</b>	<b>4</b>
<b>FINANCIAL MANAGEMENT .....</b>	<b>4</b>
<b>GRANTEE ORIENTATION .....</b>	<b>6</b>
<b>GRANTEE-SPECIFIC TECHNICAL ASSISTANCE .....</b>	<b>11</b>
<b>GRANTEE TECHNICAL ASSISTANCE INSTITUTE .....</b>	<b>13</b>
<b>GRANT MODIFICATION.....</b>	<b>14</b>
<b>PROCUREMENT .....</b>	<b>14</b>
<b>PROGRESS REPORTING .....</b>	<b>15</b>
<b>RECOVERY ACT DATA SYSTEM .....</b>	<b>18</b>
<b>INDEX OF KEY WORDS .....</b>	<b>19</b>



## CAREER PATHWAY TOOLS

**WEBINAR:** [The Million Dollar Pyramid and Other Career Pathway Tools: Introduction to Competency Models, Career Ladders, and O\\*NET](#)

This Webinar is designed to help grantees get the most out of the tools and instructional materials available from the U.S. Department of Labor, Employment and Training Administration (ETA). It includes an overview of ETA's industry competency models, as well as an introduction to the practical tools that grantees can use to build customized career ladders and lattices. The Webinar also introduces the Occupational Information Database (O\*NET), a valuable resource for identifying attributes as well as knowledge, skill, and ability requirements for a wide variety of occupations.

**Speakers:** Steve Rietzke, Kai Nissley, Barbara Derwert, Brian Jones

**Keywords:** Industry Competency Models, Competency Model Clearinghouse, CMC tools, O\*Net, competency model initiative, uses for competency models, occupation related, industry related, personal effectiveness, academic, workplace, industry, competency model detail, residential construction model, green jobs, career pathway, occupational certificates, industry models, building blocks, user's showcase, tools, generic building block, competency model tool, career pathways, ladders, lattices, occupational information network, career cluster, STEM discipline, summary report

**Grantee Sector**

ETP/Green CAP/HCHG/PATH/SESP

**Date Posted**

June 2010

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## ELIGIBILITY

**Webinar:** [Eligibility Made Easy](#)

A technical Assistance Webinar for ARRA High Growth and Emerging Industries (HGEI) Grantees that highlights resources and promising practices to assist with participant eligibility.

**Speakers:** Jen Toke, Megan Baird, Tom Hooper

**Keywords:** eligibility crosswalk protocol, source documentation, verifying eligibility, self-attestation, disclosures, disclaimers, applicants' rights, sensitive information, specific population, references, disability status, criminal record

**Grantee Sector**

ETP/Green CAP/HCHG/LMI/PATH/SESP

**Date Posted**

January 2011



## EMPLOYER ENGAGEMENT

**Webinar:** [Engaging Employers in Workforce Initiatives](#)

Grantees will learn how to recruit, build and maintain partnerships with employers in order to better meet their projects' objectives, including increased job and OJT opportunities, provision of in-kind resources, and forging longer-term relationships to the mutual benefit of all concerned: employers, workers, and workforce and education system partners. Concrete real-world examples from past ETA grants will be offered.

**Speakers:** Jeffrey Padden, Nancy Hewat, Sherry Almandsmith

**Keywords:** employers, workforce partners, strategic partnerships with employers, employer roles, business partners, employer support, identifying new business partners, employer survey, employers. identifying and recruiting, industry-specific employers, employer involvement, employer benefits, employers, building relationships, employers, strengthening relationships, employer engagement

**Grantee Sector**  
ETP/HCHG/PATH/SESP/

**Date Posted**  
March 2011

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## FINANCIAL MANAGEMENT

**Webinar:** [On-Line Financial Management Workshop Training Series](#)

These training modules include cost allocation, indirect costs, cost classification, cost principles, Leveraged Resources, monitoring, and many more!

**Keywords:** Applying for a state/local CAPs, audit requirements, cash management, cost allocation, cost classification, Cost principles, purchasing equipment, facilities, capital improvements, indirect costs, leveraged resources, memoranda of understanding, monitoring

**Grantee Sector**  
Green CAP/LMI/SESP

**Date Posted**  
June 2010



## FINANCIAL MANAGEMENT

**Webinar:** [Financial Management Principles](#)

This lesson provides an overview of the Federal Requirements applicable to each organization type; Financial Systems Standards; Cost Principles and Allowable Costs items that apply to Federal awards.

**Keywords:** regulations, financial system standards, allowable costs, administrative costs, salaries, applicable federal regulations, financial system standards, financial principles, financial reporting, accruals, accounting records, internal controls, budget controls, allowable costs, source documentation, cash management, cost principles, selected items of cost, unallowable costs, allocation, treatment of costs, allocation bases, allocating personnel services, allocation bases, unacceptable, cost allocation plans, cost categories, administration, program activities, administrative functions, PL 109-234, sub-recipients, vendors, subject to limitation, exclusions, salaries, bonuses, profits, profit sharing.

**Grantee Sector**

ETP/HCHG/LMI/PATH/SESP

**Date Posted**

June 2010

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## FINANCIAL MANAGEMENT

**Webinar:** [Financial Management Training: Introduction to Grant Application Forms](#)

In this lesson you will learn about the information needed to complete the Grant Award Package for ETA funded projects; this lesson will walk you through the ETA budget form SF 424 and 424A

**Keywords:** central contractor registry identification, DUNS number, funding opportunity number, budget requirements, budget data, budget summary, non-federal resources, forecasted cash needs, budget categories, administrative costs, program costs, direct costs, indirect costs, object budget, project income, cost sharing requirements, forecasted cash needs, budget estimates, federal funds, direct charges, indirect charges, budget worksheet, SF 424, SF 424A, proposed program narrative, project plan, statement of work, assurances, certifications, special conditions, clauses, budget data, budget summary, budget categories, non-federal resources, administrative costs, program costs, direct costs, indirect costs, justifications, income, object class categories, cost sharing requirements, non-federal resources, cash needs, direct charges

**Grantee Sector**

HCHG

**Date Posted**

June 2010



## GRANTEE ORIENTATION

**Webinar:** [Energy Training Partnership Grantee Orientation](#)

This recorded Webinar (including presentation slides are designed to introduce grantees to the programmatic and fiscal aspects of the Energy Training Partnership Grants.

**Speakers:** Tom Hooper, James Stockton, Michelle Massie, Megan Baird, Dani Abdullah

**Key Words:** American Recovery and Reinvestment Act, ARRA, ARRA Overview, ARRA High Growth and Emerging Industries Grants, Roles and Support, Grant Start-up Logistics, Performance Reporting, Energy Training Partnership Grants Overview, training and placement services, energy efficiency and renewable energy industries, training, unemployed workers, Priority of Service, DOL/ETA Program Office, SGA Leads, DOL/ETA Grant Officer, Product Dissemination and Replication, Grant Agreement, Application for Federal Assistance SF 424, administrative costs, solicitation, Notification of Awards, costs principles, statement of work, special clauses and conditions, grant modification, procurement process, ETA expectations, Grant modification requests, quarterly performance reporting, reporting schedule, performance and outcomes, interim reporting process, quarterly progress reports, quarterly performance report, data elements, quarterly narrative report

Grantee Sector	Training Module	Date Posted
ETP	Customized Grant Program Intro	June 2010

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## GRANTEE ORIENTATION

**WEBINAR:** [Green Capacity Building Grantee Orientation Webinar Recording](#)

**Speakers:** Tom Hooper, B. Jai Johnson Ross Van Horn Megan Baird

**Key Words:** green capacity building grant, American Recovery and Reinvestment Act, roles and support, grant startup logistics, performance reporting, SGA, statement of work, DOL/ETA program office, SGA leads, DOL/ETA grant officer, product dissemination and replication, grant award, grant award letter, grant agreement, notification of award obligation, regulation and costs principles, special clauses and conditions, grant modification, procurement processes, modification requests, common problem, SF424A, quarterly reports, quarterly report narrative, interim reporting process, quarterly performance reporting schedule,

Grantee Sector	Training Module	Date Posted
Green CAP	Customized Grant Program Intro	June 2010



## GRANTEE ORIENTATION

**Resource:** [GCB Grantee Orientation PowerPoint Slides](#)

**Speakers:** Tom Hooper, B. Jai Johnson, Ross Van Horn, Megan Baird,

**Key words:** Green Capacity Building Grantee Orientation, Reinvestment Act, grant start up logistics, performance reporting, ARRA, SGA, green capacity building overview, green capacity building factoids, DOL/ETA program office, SGA leads, DOL/ETA grant officer, product dissemination and replication, technical assistance, green jobs, grant award, grant award letter, grant agreement. notification of award obligation, regulation and costs principles, application for assistance SF424, statement of work, special clauses and conditions, grant modification, procurement process, ETA expectations, modification, documentation needed, modification requests, common problems, quarterly performance reporting, quarterly reports, quarterly reports narrative, interim reporting process, quarterly performance reporting schedule, performance and outcomes reporting, role of FPO and national office.

Grantee Sector	Training Module	Date Posted
Green CAP	Customized Grant Program Intro	June 2010

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## GRANTEE ORIENTATION

**WEBINAR:** [HCHG Orientation Recording \(PPT and transcript\)](#)

Initial orientation for Healthcare and Other HGEI grantees. This pre-recorded presentation covers information on the grant award, grant award package, program office contacts, equipment requests, performance reporting, and process for modification request.

**Speakers:** Tom Hooper, James Stockton, Michelle Massie, Megan Baird, Dani Abdullah, Julia Dallos, Chonita Tillman

**Key Words:** ARRA, HGEI, grant start up and logistics, performance reporting, grant award, grant award letter, grant agreement, notification of award obligation, award obligation, regulations, costs principles, federal assistance, SF424, statement of work, special clauses and conditions, grant modification, procurement process, ETA expectations, modification request problems, quarterly performance reporting, quarterly progress reports, quarterly progress report scheduling, values of performance and outcomes reporting, interim reporting process, quarterly progress reports, quarterly performance report, quarterly performance report: data elements, quarterly narrative report

Grantee Sector	Training Module	Date Posted
HCHG	Customized Grant Program Intro	June 2010



## GRANTEE ORIENTATION

**Webinar Title:** [A Webinar Orientation for Green Jobs - State Labor Market Improvement Grants](#) The purpose of the webinar series is to orient new grantees to the program and financial requirements of their State Labor Market Improvement Grants. Audience members should include individuals charged with grant implementation, such as a Project Director or Program Manager and key staff.

**Speakers:** Tony Dais, Jennifer Pirtle Willie Harris, Diane Walton

**Key Words:** Green ARRA Grants, State LMI Improvement Grants, Grant Components, Intellectual Property, LMI related research activities, LMI labor exchange activities, Notification of Award, LMI Obligation, LMI Regulation, LMI costs principles, Application for federal assistance, SF-424, LMI statement of work, LMI special clauses and conditions, grant modification, modification request, documentation, SF 424A, budget modification form, LMI reporting, quarterly reports, Interim Reporting Process, value of performance and outcomes reporting, Quarterly Performance Report, Quarterly Financial Report, ETA 9130 Form, ARRA 1512, FPO, DOL/ETA Program Office

Grantee Sector	Training Module	Date Posted
LMI	Customized Grant Program Intro	May 2010

## GRANTEE ORIENTATION

**WEBINAR:** [Pathways Out of Poverty Orientation](#)

This recorded Webinar (including presentation slides are designed to introduce grantees to the programmatic and fiscal aspects of the Pathways Grantees.

**Speakers:** Tom Hooper, Jim Stockton, Dani Abdullah, Megan Baird, Meredith Fascett, Chonita Tillmon

**Keywords:** Pathways Out of Poverty Overview, American Recovery and Reinvestment Act, Pathways Roles and Support, Pathways Grant Start Up Logistics, Pathways Performance Reporting, Workforce3One, Pathways Product Dissemination and Replication, Pathways Technical Assistance Pathways Grant Start Up Logistics, Pathways Grant Award, Pathways Grant Agreement, Pathways Notice of Award Obligation, Pathways Application for Federal Assistance, SF-424, Pathways Statement of Work, Pathways Special Clauses and Conditions, Pathways Grant Modification, Pathways Procurement Process, ETA Expectations

Grantee Sector	Training Module	Date Posted
PATH	Customized Grant Program Intro	July 2010



## GRANTEE ORIENTATION

**Resource:** [PATH Orientation Conference Call – Transcript](#)

**Speakers:** Jen Troke, Tom Hooper, Megan Baird, Chonita Tillmon, Meredith Fascett

**Key Words:** Pathways Orientation, Pathways Orientation Transcript, ARRA 1512, grant reporting submission procedures, financial management, ETA 9130 Financial Form, PUMAs, Pathways Statement of Work, Workforce Investment Act, One-Stop Operating System, Recovery Act Data system, Quarterly Performance Report, 9130 Financial Form, ARRA High Growth Emerging Industry grants, performance reporting, ARRA HGEI grantees, employment history, targeted population, OJT wage reimbursements, Pathways Statement of Work, grant modification, participant eligibility, Eligibility Crosswalk, Source Documentation Protocol, Recovery Act High Growth in Emerging Industries,

Grantee Sector	Training Module	Date Posted
PATH	Customized Grant Program Intro	June 2010

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## GRANTEE ORIENTATION

**WEBINAR:** [State Energy Sector Partnership and Training Grantee Orientation Webinar](#)

The pre-recorded orientation webinar specific to the State Energy Sector Partnership and Training Grants

**Speakers:** Tom Hooper, James Stockton, Michelle Massie, Megan Baird, Dani Abdullah

**Key Words:** State Energy Sector Partnership Overview, State Energy Sector Partnership Factoids, State Energy Sector Partnership grants, priority of service for selected ARRA HGEI grants, DOL/ETA Program Office, SGA leads, DOL/ETA grant officer, product dissemination and replication, workforce solutions, green jobs, grant start up logistics, grant award, notification of award obligation, regulation and costs principles, application for federal assistance, SF 424, SESP Statement of Work, SESP special clauses and conditions, SESP grant modification SESP procurement process, ETA expectations, grant modification, process, modification request, SESP modification requests, common problems, SESP quarterly performance reporting, SESP quarterly progress reports, SESP value of performance and outcomes reporting, SESP interim reporting process, SESP quarterly progress reports, SESP quarterly performance report, SESP quarterly performance report, data elements, quarterly narrative report,

Grantee Sector	Training Module	Date Posted
SESP	Customized Grant Program Intro	June 2010



## GRANTEE ORIENTATION

**Resource:** [Follow-up SESP Orientation Conference Call and Transcript](#)

During the month of March 2010, follow-up conference calls were held with five of the ARRA High Growth and Emerging Industries (ARRA HGEI) grantees. The calls were conducted by staff of the Employment & Training Administration’s Business Relations Group, which is the program office for five of the ARRA HGEI grants. The calls were an opportunity for grantees to ask questions regarding their recent orientations and to share information about their projects. During the call, grantees received updates about the programmatic aspects of their respective grants such as performance reporting, ETA processes and procedures, evaluation, and technical assistance. Grantees also had the opportunity to participate in a facilitated question and answer session and an open dialogue forum.

**Speakers:** Dani Abdullah, Jen Troke, Tom Hooper, Kristen Rhinehart, Megan Baird, Chonita Tillman

**Key words:** SESP Orientation Conference Call Transcript, ARRA 1512, SESP Grant, ETA 9130 Financial Form, One-Stop Operating System, RAD, green jobs, quarterly performance, performance reporting, employment status participation, Energy Training Partnership Grants, program eligibility, Recovery Act Competitive grants, SESP procurement rules

Grantee Sector	Training Module	Date Posted
SESP	Customized Grant Program Intro	June 2010

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## GRANTEE-SPECIFIC TECHNICAL ASSISTANCE

**WEBINAR:** [American Recovery and Reinvestment Act-Technical Assistance Webinar: Energy Training Partnership \(ETP\) Grantees](#)

Energy Training Partnership (ETP) grantees began implementing their grant programs approximately six months ago. This Webinar was an opportunity for the grantees to identify current technical assistance needs as well as desired support during the remainder of their grant period and beyond. The Webinar also introduced the dedicated ETP page on the virtual Green Jobs Community of Practice.

**Speakers:** Michelle Massie

**Key Words:** ETP Technical Assistance, Challenges, ETP grant success, ETP grant management ETP grant challenges, ETP reporting requirements, ETP modification requests, ETP procurement, ETP participant eligibility ETP documentation requirements, RAD, ETP contracting, ETP equipment purchases, ETP programmatic challenges, ETP participant employment opportunities, ETP recruiting participants, ETP partner changes, ETP staffing challenges, ETP operations management, ETP developing green curricula, ETP green credentials

**Grantee Sector**  
ETP

**Date Posted**  
July 2010

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## GRANTEE-SPECIFIC TECHNICAL ASSISTANCE

**Resource:** [Green Capacity Building Grantee Call Recording: March 23 2010](#)

Follow-up conference calls were held with five of the ARRA High Growth and Emerging Industries (ARRA HGEI) grantees.

**Speakers:** Kristen Rhinehart, Chonita Tillmon, Megan Baird, Tom Hooper, Charles Cox

**Key Words:** Recovery Act 1512, Green Capacity Building password and log-on, HGEI, HGEI data collection, HGEI record keeping, quarterly performance, narrative report formats, data element specifications, RAD, ETA 9130, DOL quarterly report, Green Capacity Building grant, quarterly reporting, grant modification, statement of work, activity codes

**Grantee Sector**  
Green CAP

**Date Posted**  
March 2010



## GRANTEE-SPECIFIC TECHNICAL ASSISTANCE

**Webinar Title:** [\(ARRA\) High Growth and Emerging Industries \(HGEI\) Grantees Orientation Conference Call \(ETP Grantees\)](#)

Follow-up conference calls were held with five of the ARRA High Growth and Emerging Industries (ARRA HGEI) grantees. The calls were conducted by staff of the Employment & Training Administration's Business Relations Group, which is the program office for five of the ARRA HGEI grants. The calls were an opportunity for grantees to ask questions regarding their recent orientations and to share information about their projects. During the call, grantees received updates about the programmatic aspects of their respective grants such as performance reporting, ETA processes and procedures, evaluation, and technical assistance. Grantees also had the opportunity to participate in a facilitated question and answer session and an open dialogue forum.

**Speakers:** Michelle Massie, SGA Lead for ETP grantees; Megan Baird

**Key Words:** Energy Training Partnership grantees, One-Stop Operating System, Recovery Act Data system, quarterly performance report, 9130 financial form, FPO, quarterly progress reports, performance reporting, employment history, participant eligibility, Office of Management and Budget, ARRA 1512, employment status of participation, targeted populations

<b>Grantee Sector</b>	<b>Training Module</b>	<b>Date Posted</b>
ETP	Customized Grant Program Intro	June 2010

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## GRANTEE TECHNICAL ASSISTANCE INSTITUTE

**Webinar:** [New Realities – New Responses: ARRA Grantees Technical Assistance Institute](#)

The Webinar will prepare grantees for the first Technical Assistance Institute by providing an overview of the event from the planning team and officially begins the Technical Assistance (TA) process! Grantees will be able to learn more about available TA solutions and share their most pressing TA needs in advance of the conference.

**Speakers:** Martin Simon, Jeannine La Prad, John Melville, Garrett Groves

**Key words:** NGA, CEI, CSW, T.A. Approach, Detroit Greenworks Solutions, Health Careers Collaborative, Labor’s Community Agency, achieving your goals, sustainable system, additional outcomes, common measures, partnership building, policy alignment, New Realities-New Responses, December Institute, green jobs, health care legislation, innovations in critical industries, employer engagement, continuum of participant support, sustainable systems of change, data-driven decision-making, targeted strategies sessions, economic and labor market realities, RAD helpdesk and support, peer to peer exchange

**Resource:** [New Realities Recorded Version](#)

**Resource:** [New Realities Presentation Slides](#)

**Resource:** [New Realities Transcripts](#)

**Grantee Sector**

All

**Date Posted**

October 2010

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## GRANT MODIFICATION

**Webinar:** [Requesting A Grant Modification: Statement of Work Changes](#)

This training was created specifically for recipients of funding under the American Recovery and Reinvestment Act (ARRA) High Growth and Emerging Industries (HGEI) grants, however the principles are also applicable to Community Based Job Training and High Growth Job Training Initiative grants funded by the U.S. Department of Labor.

**Speakers:** Jennifer Troke, Willie Harris, Trevor Capon

**Keywords:** ETA, procurement process, services, outcomes, activities, benefits, populations, industry, deliverables, eliminations, replacements, partners, occupations, labor market information, updated budget narrative, Form 424A, quality training, reducing cost, reducing time, performance, cost, convenience, time challenges, quality challenges, quantity, challenges,

**Grantee Sector**

ETP/ CAP/HCHG/LMI/PATH/SESP

**Date Posted**

January 2011

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## PROCUREMENT

**Webinar:** [Introduction to Procurement Requirements](#)

In this lesson you will learn about the procurement requirements and process using competitive procedures when accruing goods and services with Federal funds. You will also learn the rationale for ensuring competition and the different procurement methods including the uniform administrative requirements applicable to the organizational type.

**Keywords:** procurement requirements, procurement requirements, governmental grantees, procurement requirements, nongovernmental grantees, competitive procedures, key relationships, procurement methods, administrative requirement, procurement, contract, competitive procedures, sub-recipients, vendors, goods and services, determining the relationship, small purchases, sealed bids, competitive proposals, non-competitive proposals, 29 CFR 95, 29 CFR 97, procurement system standards, settlement process, protest procedures, contractor requirements, documentation requirements, securing the best deal, resolving disputes, code of conduct, tracking procurement actions, analysis of lease, purchase options, procurement solicitations, contract administration, restrictions, justification, program income, partner, service provider

**Grantee Sector**

ETP/LMI/PATH/SESP

**Date Posted**

June 2010

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## PROGRESS REPORTING

**Webinar:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting](#)

**(Training Grantees)** The purpose of the webinar is to orient new grantees to the OMB-approved performance reporting requirements for all ARRA High Growth and Emerging Industries (HGEI) grantees. As part of the grant agreement, all ARRA HGEI grantees are required to submit quarterly progress reports to ETA. On April 1, 2010, the Office of Management and Budget (OMB) approved the proposed form, instructions, and other technical assistance materials ARRA HGEI grantees are required to follow for their quarterly progress reports.

**Speakers:** Tom Hooper, Megan Baird, Dani Abdulla, Business Relations Group, Office of Workforce Investment

**Keywords:** progress report, quarterly progress report, policy guidance, reporting lifecycle, quarterly performance report, ETA 9153, quarterly narrative reports, narrative reports, how to submit reports to ETA, grant requirements, participant data, financial report, ARRA 1512 Report, ETA 9130, quarterly reports due date, reporting lifecycle, sample statement of work, eligible populations, participant background, grant-funded services, non-education job training, basic skills training, assessment services, case management services, supportive services, education job training activities, participant completion, certification, degrees, exiter, common performance measures, entered employment rate, employment retention rate, average earnings, participant lifecycle, summary of grant activities, leveraged resources, strategic partnership activities, grant activities and deliverables, deliverables and capacity building, technical assistance needs, best practices, success stories, how to submit a Quarterly Progress Report

**RESOURCE:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting](#) ([Presentation Slides](#))

**Keyword:** Quarterly Progress Reporting Presentation Slides

**RESOURCE:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting](#) ([Webinar Transcript](#))

**Keyword:** Quarterly Progress Reporting Webinar Transcript

**RESOURCE:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting](#) ([Data Collection Elements Specification List](#))

**Keyword:** Progress Reporting Data Collection, Elements Specification List

**RESOURCE:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting](#) ([ETA-9153 Form](#))

**Keyword:** ETA 9153 Form

**RESOURCE:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting](#) ([Quarterly Progress Reporting Handbook](#)) **Keyword:** Progress Reporting Handbook

**Grantee Sector**  
HGEI Training Grantees

**Date Posted**  
April 2010



## PROGRESS REPORTING

**Webinar:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting](#)

**(Non-Training Grantees)** The purpose of the webinar is to orient new grantees to the OMB-approved performance reporting requirements for all ARRA High Growth and Emerging Industries (HGEI) training and non-training grantees. As part of the grant agreement, all ARRA HGEI grantees are required to submit quarterly progress reports to ETA. On April 1, 2010, the Office of Management and Budget (OMB) approved the proposed form, instructions, and other technical assistance materials ARRA HGEI grantees are required to follow for their quarterly progress reports.

**Speakers:** Tom Hooper, Megan Baird, Dani Abdulla, Business Relations Group, Office of Workforce Investment

**Key Words:** policy guidance, reporting resources, quarterly progress report, quarterly narrative report, how to submit quarterly progress report, OMB-approved Reporting Forms and Instructions, Performance Reporting Handbook, Quarterly Performance Report, ETA 9153, Data Collection, Data Elements Specification List, Performance Reporting Glossary and Guide, RAD System, Report Submission Deadlines, Summary of Grant Activities, leveraged resources, strategic partnership activities, grant activities and deliverables, deliverables and capacity building, technical assistance needs, best practices, success stories, timeline

**Resource:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting \(Non-Training Grantees Presentation Slides\)](#) **Keyword:** ARRA HGEI Presentation Slides, Quarterly Progress Reporting

**Resource:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting \(Non-Training Grantees Webinar Transcript\)](#) **Keyword:** ARRA HGEI Webinar Transcript

**Resource:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting \(Non-Training Grantees Data Collection Data Elements Specification List\)](#) **Keyword:** data collection, data elements, data specification, data collection specification, data elements specification

**Resource:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting \(Non-Training Grantees ETA 9153 Form\)](#) **Keyword:** ETA 9153, progress reporting form

**Resource:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting \(Non-Training Grantees Quarterly Progress Reporting Handbook\)](#) **Keyword:** Quarterly Progress Reporting Handbook

**Resource:** [All Aboard the Data Train: ARRA HGEI Quarterly Progress Reporting \(Non-Training Grantees Reporting and Glossary Guide\)](#) **Keyword:** HGEI Glossary Guide

**Grantee Sector**  
LMI/CAP

**Date Posted**  
April 2010



## PROGRESS REPORTING

**Webinar:** [ARRA 1512 Reporting for Green Jobs Grants](#)

Section 1512 reporting is separate from standard financial and programmatic reporting and is also separate from current ARRA monthly performance reporting. Section 1512 reports are quarterly, cumulative, and due the 10th day after the end of the quarter.

**Speakers:** Judi Fisher, Lynn Rhodes

**Keywords:** Section 1512 of Recovery Act, OMB Guidance, Prime Recipient and sub recipient responsibilities, registration requirements, reporting timeline, data quality review, job creation requirement, ETA 9130, aggregate reporting, vendor required information, submission of reports, registration, federal agencies, point of contact, responsibilities of recipient POC, reporting, review timeline, timeline activities, managing the reporting process, data quality, scope of data quality reviews, suggested internal control approaches, data quality process, final quarterly report, new OMB guidance, consequences for non-reporting, key award information, M-10-08, job creation estimates, definitions, job created, job retained, FTE, calculating job estimates

Grantee Sector	Training Module	Date Posted
ETP/HCHG/LMI/PATH/SESP	ARRA 1512 Reporting	March 2010

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## PROGRESS REPORTING

**Webinar:** [Introduction to Financial Reporting \(form ETA-9130\)](#)

This lesson provides an overview of requirements and processes for submitting timely and accurate financial reports. This lesson identifies methods and schedules used to support financial data and submit financial reports.

**Keywords:** ETA grant financial, reporting, submitting financial reports, DOL regulations, financial reporting requirements, grant agreement specifications, ETA 9130, reporting basics, reporting frequency, basis-accrual, submitting reports, transmittals, final quarterly report, closeout report, transmission method, reporting forms, accrual reporting, expenditures, revenue, expense, disbursements, common accruals, salaries, paid training, travel expenses, accounting system, accrual worksheets, accessing the reporting system, on-line reporting, control, mandatory quarterly reporting, modifications, data integrity, additional expenditure data, reporting resources

Grantee Sector	Date Posted
ETP/Green CAP/HCHG/LMI/PATH/SESP	June 2010



## RECOVERY ACT DATA SYSTEM

**WEBINAR:** [RAD National Airport: Ascending to Greater Heights in Performance Reporting](#)

The purpose of the webinar is to provide HGEI grantees with information on the latest improvements to the Recovery Act Data System (RAD).

**Speakers:** Tom Hooper and Megan Baird, Business Relations Group; Dani Abdullah, Performance Excellence Partners; Joseph Tindall, Cherokee Nation Technologies

**Key Words:** Recovery Act Data System, Improvements to RAD, RAD, Updates to RAD, RAD FAQ, performance reporting, policy, OMB Reporting Forms and Instructions, Quarterly Reports, Quarterly Reports, when to submit, RAD Enhancements, RAD, Issues ,RAD User Guide, RAD user functionality, adding a new participant, entering participant files, date of intake, date of participation, ETA 9153 Reports, participant social security numbers, participant reporting, ETA 9153 Form, participant file, employment and follow up, retention, RAD Log-In Issues, RAD Log-In Credentials, user specific log-in links, authorized grantee representative, locked out of RAD account, reactivating RAD passwords, forgot RAD password, editing participant files, start and end dates, NAICS Code, delete participant file, deleting activity, deleting service, delete functionality, successful completer, auto-exit, auto-exit in RAD, gap in service, performance reporting, reporting exit, performance measures, entered employment, incumbent workers, employment retention, technical issues, RAD Contact, EBSS Help Desk, reactivating participants

Grantee Sector	Training Module	Date Posted
ALL	RAD	February 2011

## RECOVERY ACT DATA SYSTEM

**WEBINAR:** [RAD Central Station: The Next Stop on the Data Train For Trainees](#)

This Webinar is training on the Recovery Act Data (RAD) System. It will cover a couple of key items including key policy guidance and an overview of quarterly progress reports. Additionally, the Webinar will move into the tour portion of the training, which will take grantees through the RAD system.

**Speakers:** Tom Hooper, Megan Baird and Dani Abdullah; Business Relations Group, Office of Workforce Investment

**Key Words:** Key Policy Guidance, logging onto RAD, creating users, adding and updating participants, administration, add new user, update user, participant data, participant information, view participants, add new participants, update existing participant information, add participant program information, add education or job training, participant summary, add other grant-funded services, employment and follow up, participant exit, gap in service, reassigning participants, quarterly progress reports

Grantee Sector	Module	Date Posted
ALL	RAD	July 2010



## INDEX OF KEY WORDS

### 2

29 CFR 95, 14  
29 CFR 97, 14

### 9

9130 financial form, 9, 12  
9130 Financial Form,

### A

academic, 3  
accessing the reporting system, 17  
accounting records, 5  
accounting system, 17  
accrual reporting, 17  
accrual worksheets, 17  
accruals, 5  
achieving your goals, 13  
activities, 14  
activity codes, 11  
add education or job training, 18  
add new participants, 18  
add new user, 18  
add other grant-funded services, 18  
add participant program information, 18  
adding and updating participants, 18  
additional expenditure data, 17  
additional outcomes, 13  
administration, 5, 18  
administrative costs, 5, 6  
administrative functions, 5  
administrative requirement, 14  
aggregate reporting, 17  
allocating personnel services, 5  
allocation, 5  
allocation bases, 5  
allocation bases, unacceptable, 5  
allowable costs, 5  
American Recovery and Reinvestment Act, 6, 8  
analysis of lease, 14  
applicable federal regulations, 5  
applicants' rights, 3  
application for assistance, 7  
Application for Federal Assistance, 6, 8, 9  
Applying for a state/local CAPs, 4  
ARRA, 6, 7  
ARRA 1512, 8, 9, 10, 12, 15  
ARRA HGEI grantees, 9  
ARRA HGEI Presentation Slides, 16  
ARRA HGEI Webinar Transcript, 16

ARRA High Growth and Emerging Industries Grants, 6, 9  
ARRA Overview, 6  
assessment services, 15  
assurances, 5  
audit requirements, 4  
authorized grantee representative, 18  
auto-exit in RAD, 18  
average earnings, 15  
award obligation, 7

### B

basic skills training, 15  
basis-accrual, 17  
benefits, 14  
best practices, 15, 16  
bonuses, 5  
budget categories, 5  
budget controls, 5  
budget data, 5  
budget estimates, 5  
budget modification form, 8  
budget requirements, 5  
budget summary, 5  
budget worksheet, 5  
building blocks, 3  
business partners, 4

### C

calculating job estimates, 17  
capital improvements, 4  
career cluster, 3  
career pathways, 3  
case management services, 15  
cash management, 4, 5  
cash needs, 5  
CEI, 13  
central contractor registry, 5  
certification, 5, 15  
clauses, 5  
closeout report, 17  
CMC tools, 3  
code of conduct, 14  
common accruals, 17  
common measures, 13  
common performance measures, 15  
Competency Model Clearinghouse, 3  
competency model detail, 3  
competency model initiative, 3  
competency model tool, 3  
competitive procedures, 14  
competitive proposals, 14

- consequences for non-reporting, 17
- continuum of participant support, 13
- contract, 14
- contract administration, 14
- contractor requirements, 14
- control, 17
- convenience, 14
- cost allocation, 4
- cost allocation plans, 5
- cost categories, 5
- cost classification, 4
- cost principles, 4, 5
- cost sharing requirements, 5
- cost principles, 6, 7
- creating users, 18
- criminal record, 3
- CSW, 13

## D

- data collection, 16
- data collection specification, 16
- data element specification, 11, 16
- data elements, 6, 16
- Data Elements Specification List, 16
- data integrity, 17
- data quality, 17
- data quality process, 17
- data quality review, 17
- data specification, 16
- data-driven decision-making, 13
- date of intake, 18
- date of participation, 18
- December Institute, 13
- definitions, 17
- degrees, 15
- delete functionality, 18
- delete participant file, 18
- deleting activity, 18
- deleting service, 18
- deliverables, 14
- deliverables and capacity building, 15, 16
- determining the relationship, 14
- Detroit Greenworks Solutions, 13
- direct charges, 5
- direct costs, 5
- disability status, 3
- disbursements, 17
- disclaimers, 3
- disclosures, 3
- documentation requirements, 14
- DOL quarterly report, 11
- DOL regulations, 17
- DOL/ETA Grant Officer, 6, 7, 9
- DOL/ETA Program Office, 6, 7, 8, 9
- DUNS number, 5

## E

- EBSS Help Desk, 18
- economic and labor market realities, 13
- editing participant files, 18
- education job training activities, 15
- Eligibility Crosswalk, 9
- eligibility crosswalk protocol, 3
- eligible populations, 15
- eliminations, 14
- employer benefits, 4
- employer engagement, 4, 13
- employer involvement, 4
- employer roles, 4
- employer support, 4
- employer survey, 4
- employers, 4
- employers, building relationships, 4
- employers, identifying and recruiting, 4
- employers, strengthening relationships, 4
- employment and follow up, 18
- employment history, 9, 12
- employment retention, 18
- employment retention rate, 15
- employment status of participation, 12
- employment status participation, 10
- energy efficiency and renewable energy industries, 6
- Energy Training Partnership grantees, 12
- Energy Training Partnership Grants, 10
- Energy Training Partnership Grants Overview, 6
- entered employment, 18
- entered employment rate, 15
- entering participant files, 18
- ETA, 14
- ETA 9130, 11, 15, 17
- ETA 9130 Financial Form, 9, 10
- ETA 9130 Form, 8
- ETA 9153, 15, 16
- ETA 9153 Form, 18
- ETA 9153 Reports, 18
- ETA expectations, 6, 7, 8, 9
- ETA grant financial, 17
- ETP contracting, 11
- ETP developing green curricula, 11
- ETP documentation requirements, 11
- ETP equipment purchases, 11
- ETP grant challenges, 11
- ETP grant management, 11
- ETP grant success, 11
- ETP green credentials, 11
- ETP modification requests, 11
- ETP operations management, 11
- ETP participant eligibility, 11
- ETP participant employment opportunities, 11
- ETP partner changes, 11
- ETP procurement, 11
- ETP programmatic challenges, 11
- ETP recruiting participants, 11

ETP reporting requirements, 11  
ETP staffing challenges, 11  
ETP Technical Assistance, Challenges, 11  
exclusions, 5  
exiter, 15  
expenditures, 17

## F

facilities, 4  
federal agencies, 17  
federal assistance, 7  
federal funds, 5  
final quarterly report, 17  
financial management, 9  
financial principles, 5  
financial report, 15  
financial reporting, 5  
financial reporting requirements, 17  
financial system standards, 5  
forecasted cash needs, 5  
forgot RAD password, 18  
Form 424A, 14  
FPO, 8, 12  
FTE, 17  
funding opportunity number, 5

## G

gap in service, 18  
generic building block, 3  
goods and services, 14  
grant activities and deliverables, 15, 16  
grant agreement, 6, 7  
grant agreement specifications, 17  
grant award, 6, 7, 9  
grant award letter, 6, 7  
Grant Components, 8  
grant modification, 6, 7, 8, 9, 11  
Grant modification requests, 6  
grant modification, process, 9  
grant reporting submission procedures, 9  
grant requirements, 15  
grant start up and logistics, 7  
grant start up logistics, 6, 7, 9  
grant-funded services, 15  
Green ARRA Grants, 8  
Green Capacity Building factoids, 7  
Green Capacity Building grant, 6, 11  
Green Capacity Building Grantee Orientation, 7  
green capacity building overview, 7  
Green Capacity Building password and log-on, 11  
green jobs, 3, 7, 9, 10, 13

## H

health care legislation, 13  
Health Careers Collaborative, 13

HGEI, 7, 11  
HGEI data collection, 11  
HGEI Glossary Guide, 16  
HGEI record keeping, 11  
How to submit a Quarterly Progress Report, 15, 16  
How to submit reports to ETA, 15

## I

identification, 5  
identifying new business partners, 4  
Improvements to RAD, 18  
income, 5  
incumbent workers, 18  
indirect charges, 5  
indirect costs, 4, 5  
industry, 3, 14  
Industry Competency Models, 3  
industry models, 3  
industry related, 3  
industry-specific employers, 4  
innovations in critical industries, 13  
Intellectual Property, 8  
interim reporting process, 6, 7, 8  
internal controls, 5

## J

job creation estimates, 17  
job creation requirement, 17  
job retained, 17  
justification, 5, 14

## K

key award information, 17  
Key Policy Guidance, 18  
key relationships, 14

## L

labor market information, 14  
Labor's Community Agency, 13  
ladders, 3  
lattices, 3  
leveraged resources, 4, 15, 16  
LMI costs principles, 8  
LMI labor exchange activities, 8  
LMI Obligation, 8  
LMI Regulation, 8  
LMI related research activities, 8  
LMI reporting, 8  
LMI special clauses and conditions, 8  
LMI statement of work, 8  
locked out of RAD account, 18  
logging onto RAD, 18

## M

- M-10-08, 17
- managing the reporting process, 17
- mandatory quarterly reporting, 17
- memoranda of understanding, 4
- modification request, 9
- modification request, documentation, 8
- modification request, problems, 7
- modification requests, common problems, 6, 7
- modification, documentation needed, 7
- modifications, 17
- monitoring, 4

## N

- NAICS Code, 18
- narrative report formats, 11
- narrative reports, 15
- new OMB guidance, 17
- New Realities-New Responses, 13
- NGA, 13
- non-education job training, 15
- non-federal resources, 5
- Notification of Award, 6, 8
- notification of award obligation, 6, 7, 9

## O

- O\*Net, 3
- object budget, 5
- object class categories, 5
- occupation related, 3
- occupational certificates, 3
- occupational information network, 3
- occupations, 14
- Office of Management and Budget, 12
- OJT wage reimbursements, 9
- OMB Guidance, 17
- OMB Reporting Forms and Instructions, 18
- OMB-approved Reporting Forms and Instructions, 16
- One-Stop Operating System, 9, 10, 12
- on-line reporting, 17
- outcomes, 14

## P

- paid training, 17
- participant background, 15
- participant completion, 15
- participant data, 15, 18
- participant eligibility, 9, 12
- participant exit, 18
- participant file, 18
- participant information, 18
- participant lifecycle, 15
- participant reporting, 18
- participant social security numbers, 18

- participant summary, 18
- partner, 14
- partnership building, 13
- Pathways Application for Federal Assistance, 8
- Pathways Grant Agreement, 8
- Pathways Grant Award, 8
- Pathways Grant Modification, 8
- Pathways Grant Start Up Logistics, 8
- Pathways Notice of Award Obligation, 8
- Pathways Orientation, 9
- Pathways Orientation Transcript, 9
- Pathways Out of Poverty Overview, 8
- Pathways Performance Reporting, 8
- Pathways Procurement Process, 8
- Pathways Product Dissemination and Replication, 8
- Pathways Roles and Support, 8
- Pathways Special Clauses and Conditions, 8
- Pathways Statement of Work, 8, 9
- Pathways Technical Assistance, 8
- peer to peer exchange, 13
- performance and outcomes, 6
- performance and outcomes reporting, 7
- performance measures, 18
- performance reporting, 6, 7, 9, 10, 12, 18
- Performance Reporting Glossary and Guide, 16
- Performance Reporting Handbook, 16
- performance, cost, 14
- personal effectiveness, 3
- PL 109-234, 5
- point of contact, 17
- policy, 18
- policy alignment, 13
- policy guidance, 15, 16
- populations, 14
- Prime Recipient and sub recipient responsibilities, 17
- Priority of Service, 6, 9
- procurement, 14
- procurement methods, 14
- procurement process, 6, 7, 14
- procurement requirements, 14
- procurement requirements, governmental grantees, 14
- procurement requirements, nongovernmental grantees, 14
- procurement solicitations, 14
- procurement system standards, 14
- product dissemination and replication, 6, 7, 9
- Product Dissemination and Replication, 6
- profit sharing, 5
- profits, 5
- program activities, 5
- program costs, 5
- program eligibility, 10
- program income, 14
- progress report, 15
- progress reporting form, 16
- project income, 5
- project plan, 5
- proposed program narrative, 5

- protest procedures, 14
- PUMAs, 9
- purchase options, 14
- purchasing equipment, 4

## Q

- quality challenges, 14
- quality training, 14
- quantity, challenges, 14
- Quarterly Financial Report, 8
- quarterly narrative report, 6, 7, 9, 15, 16
- quarterly performance, 10, 11
- quarterly performance report, 6, 7, 8, 9, 12, 15, 16
- quarterly performance report, data elements, 7
- quarterly performance reporting, 6, 7
- quarterly performance reporting schedule, 6, 7
- quarterly progress report scheduling, 7
- Quarterly Progress Reporting Handbook, 16
- quarterly progress report, 6, 7, 12, 15, 16, 18
- quarterly report narrative, 6
- quarterly reporting, 11
- quarterly reports, 6, 7, 8, 18
- quarterly reports due date, 15, 18
- quarterly reports narrative, 7

## R

- RAD, 10, 11, 18
- RAD Contact, 18
- RAD Enhancements, 18
- RAD FAQ, 18
- RAD helpdesk and support, 13
- RAD Log-In Credentials, 18
- RAD Log-In Issues, 18
- RAD System, 16
- RAD user functionality, 18
- RAD User Guide, 18
- RAD, Issues, 18
- reactivating participants, 18
- reactivating RAD passwords, 18
- reassigning participants, 18
- Recovery Act 1512, 11
- Recovery Act Competitive grants, 10
- Recovery Act Data system, 9, 12
- Recovery Act Data System, 18
- Recovery Act High Growth in Emerging Industries, 9
- reducing cost, 14
- reducing time, 14
- references, 3
- registration, 17
- registration requirements, 17
- regulation and costs principles, 6, 7, 9
- regulations, 5, 7
- Reinvestment Act, 7
- replacements, 14
- Report Submission Deadlines, 16
- reporting, 17

- reporting basics, 17
- reporting exit, 18
- reporting forms, 17
- reporting frequency, 17
- reporting lifecycle, 15
- reporting resources, 16, 17
- reporting schedule, 6
- reporting timeline, 17
- residential construction model, 3
- resolving disputes, 14
- responsibilities of recipient POC, 17
- restrictions, 14
- retention, 18
- revenue, expense, 17
- review timeline, 17
- role of FPO and national office, 7
- roles and support, 6

## S

- salaries, 5, 17
- sample statement of work, 15
- scope of data quality reviews, 17
- sealed bids, 14
- Section 1512 of Recovery Act, 17
- securing the best deal, 14
- selected items of cost, 5
- self-attestation, 3
- sensitive information, 3
- service provider, 14
- services, 14
- SESP Grant, 10
- SESP grant modification, 9
- SESP interim reporting process, 9
- SESP modification requests, common problems, 9
- SESP Orientation Conference Call Transcript, 10
- SESP procurement process, 9
- SESP procurement rules, 10
- SESP quarterly performance report, 9
- SESP quarterly performance report, data elements, 9
- SESP quarterly progress reports, 9
- SESP special clauses and conditions, 9
- SESP Statement of Work, 9
- SESP value of performance and outcomes reporting, 9
- settlement process, 14
- SF 424, 5, 6, 9
- SF 424A, 5, 8
- SF424, 7
- SF-424, 8
- SF-424, 8
- SF424A, 6
- SGA, 6, 7
- SGA leads, 6, 7, 9
- small purchases, 14
- solicitation, 6
- source documentation, 3, 5, 9
- special clauses and conditions, 6, 7
- special conditions, 5

- specific population, 3
- start and end dates, 18
- State Energy Sector Partnership Factoids, 9
- State Energy Sector Partnership grants, 9
- State Energy Sector Partnership Overview, 9
- State LMI Improvement Grants, 8
- statement of work, 5, 6, 7, 11
- STEM discipline, 3
- strategic partnership activities, 15, 16
- strategic partnerships with employers, 4
- subject to limitation, 5
- submission of reports, 17
- submitting financial reports, 17
- submitting reports, 17
- sub-recipients, 5, 14
- success stories, 15, 16
- successful completer, 18
- suggested internal control approaches, 17
- summary of grant activities, 15
- Summary of Grant Activities, 16
- summary report, 3
- supportive services, 15
- sustainable system, 13
- sustainable systems of change, 13

## T

- T.A. Approach, 13
- targeted population, 9
- targeted populations, 12
- targeted strategies sessions, 13
- technical assistance, 7
- Technical Assistance Institute, 13
- technical assistance needs, 15, 16
- technical issues, 18
- time challenges, 14
- timeline, 16

- timeline activities, 17
- tools, 3
- tracking procurement actions, 14
- training and placement services, 6
- training, unemployed workers, 6
- transmission method, 17
- transmittals, 17
- travel expenses, 17
- treatment of costs, 5

## U

- unallowable costs, 5
- update existing participant information, 18
- update user, 18
- updated budget narrative, 14
- Updates to RAD, 18
- user specific log-in links, 18
- user's showcase, 3
- uses for competency models, 3

## V

- value of performance and outcomes reporting, 7, 8
- vendor required information, 17
- vendors, 5, 14
- verifying eligibility, 3
- view participants, 18

## W

- Workforce Investment Act, 9
- workforce partners, 4
- workforce solutions, 9
- Workforce3One, 8
- workplace, 3