

American Recovery & Reinvestment Act

State of Alabama

*August 2009 Monthly Update Form*

**PLEASE NOTE:**

The fields below have been pre-populated with the information submitted in last month's Monthly Update Form.  
You must complete a form for each and every grant that your agency intends to apply for and/or receive.

**Data reporting range: 2/18/09 to 8/31/09**

Agency/Institution: ADECA

Date of Submission: September 8, 2009

**The amounts entered below should represent cumulative totals for the life of the Recovery Act program/grant.**

1) Grant Name	Workforce Investment Act - Adult Is this grant/program subject to Section 1512 Reporting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' and <u>you have been awarded</u> this grant, you must fill out the <i>Internal Section 1512 ARRA Reporting Form</i> that follows.
2) CFDA Number:	17.258
3) Grant Narrative Description:	<p>The purpose of the program is to improve the quality of the workforce, reduce welfare dependency and enhance the productivity and competitiveness of the state's economy by providing workforce investment activities that increase employment, retention and earnings of participants, and increase occupational skill attainment by the participants.</p> <p>The Act specifies that most services for adults will be provided through One-Stop Career Centers. The "Act" authorizes three levels of services which are available to all jobseekers. "Core" services include outreach, job search, placement assistance, and labor market information and are available to all job seekers. "Intensive Services" include more comprehensive assessments, development of individual employment plans and counseling, and career planning, and are available to all those who could not find employment through core services. Those customers who cannot find employment through intensive services may receive "training" services linked to job opportunities in their communities, including both occupational training and training in basic skills. To promote customer choice and involvement in career decisions, participants use an "individual training account" to select an appropriate program from a qualified training provider.</p>
4) Status of Application:	Approved
5) Which type of recipient are you?	Prime Recipient <i>If sub-recipient is chosen, type the name of the Prime Recipient below and indicate if you are a delegated or non-delegated sub-recipient:</i>
6) Application Date:	2/18/2009
7) Award Date:	3/14/2009
8) Status of Expenditures:	Funds Currently Expended You may type more information here.
9) Actual # of Jobs	0

<b>Created/Retained:</b>	Note: The Jobs Created/Retained reported on the July 2009 were based upon the OMB Guidance. The Department of Labor issued additional guidance through "Training and Employment Guidance Letter No. 1-09" dated August 14, 2009 indicating that jobs created through training activities are NOT counted as jobs created/retained. Based upon this new information, our reported jobs number is adjusted downward to zero.
<b>10) Description of Types of Actual Jobs Created / Retained:</b>	N/A
<b>11) <sup>1</sup>ARRA Funds Awarded:</b>	\$5,103,029
<b>12) <sup>2</sup>ARRA Funds Available:</b>	\$1,062,536
<b>13) <sup>3</sup>ARRA Funds Expended:</b>	\$1,034,923
<b>14) Performance Metric 1 (if applicable)</b>	1)Entered Employment Rate* 2)Employment Retention Rate*
<b>15) Performance Metric 2 (if applicable)</b>	3)Average Six Months Earnings*
<b>16) Performance Metric 3 (if applicable)</b>	4) Employment and Credential Rate*  *The performance metrics are measured using Unemployment Insurance Wage Data.  The U.S. Department of Labor is currently reviewing performance measures and may adjust metrics to more accurately reflect real-time data.
<b>17) Administration of grant/program</b>	The Workforce Investment Act (WIA) Adult program increases the employment, retention and earnings of unemployed and employed adults registered under the program. Under the Recovery Act, local areas are required to give low-income persons and public assistance recipient's priority of service in the Adult program. Funds are distributed by formula to states, and then 85% is formula-allocated to local workforce areas, which operate One-Stop Career Centers that provide comprehensive services to workers and employers.  Deadlines for sub-grantee applications are not applicable as funds are formula driven to the local workforce areas. Each local may establish deadlines for funding activities based upon specifications determined by their respective local Workforce Investment Boards (WIBs).  Each of the three Local Workforce Investment Areas is governed by a local WIB that establishes policies and selection criteria within the framework of federal WIA regulations. State level funding for Incumbent Worker Adult programs is administered on a "first-come,

<sup>1</sup>Amount Awarded - the total amount of ARRA Funds that your agency/institution is expecting to receive over the life of the grant/program.

<sup>2</sup>Amount Available - the total current amount of ARRA funds you have received or that is available to your agency/institution at the time of this report. For instance, you may have been awarded a total of \$1,500,000 dollars but may have only received \$50,000.

<sup>3</sup>Amount Expended - total amount of ARRA Funds spent on ARRA projects.

	<p>first served" basis as funds are available.</p> <p>The WIA State level is currently engaged in agreements with the Jefferson County Commission and Mobile Works, Inc to conduct workforce programs within their areas. Other agreements include the Alabama Workforce Investment Area for career center services and other workforce programs, the Department of Postsecondary Education for ITA payment services. Ten contracts with private sector companies to provide incumbent workers with skills-up-grade are funded with the 15% Governor's setaside funds.</p> <p>Total combined subgrantees as stated above is 15</p>
<p><b>Other Information Details</b></p>	<p>Regarding Performance Metrics - the Workforce Development Division of ADECA is required to submit monthly reports to the U.S. Department of Labor (USDOL). The USDOL, in turn, submits these reports to the Office of Management and Budget (OMB).</p>

**Agency information verified by:** Melody Koorangi

American Recovery & Reinvestment Act  
*State of Alabama*  
**Internal Section 1512 ARRA Reporting Form**

This form will be sent monthly as an addition to the Update Form (page 1) and will serve as internal documentation for your agency, the Finance Department, and the Governor’s Office. Upon initial receipt, agencies/institutions are asked to complete only questions that are applicable at this time. The remaining questions will be answered as new reporting information is provided. Once all of the information has been provided, agencies/institutions will be required to update this form only if their reporting information changes. Agencies/institutions must complete this form for each and every grant that your agency/institution acts as a prime or delegated sub-recipient.

**\*\*The information entered below should represent an accurate description of your plans for reporting. This document will be sent on a monthly basis along with the Monthly Update Form for review and/or necessary revisions. \*\***

<p><b>1) If your agency serves as a prime recipient, has your agency registered in the Central Contractor Registration (CCR) database and further acquired a D-U-N-S number? Registration with <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a> will require this information.</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No  D-U-N-S Number 062620604</p>
<p><b>2) Has your agency registered on <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>?</b></p>	<p>Agencies/Institutions will not be able to provide this information prior to the opening of the Registration period. Registration period begins August 17, 2009. Any Prime or delegated Sub-recipient that receives ARRA award funds before August 17<sup>th</sup> should promptly register with <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a> at the beginning of the registration period. Prime recipients and delegated Sub-recipients that have not received ARRA award funds by August 17<sup>th</sup>, 2009 will need to register no later than August 31<sup>st</sup>, 2009.</p>
<p><b>3) Which format will your agency/institution use to submit reports to <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>?</b></p>	<p><input type="checkbox"/> Online Data Entry form provided on the website  <input checked="" type="checkbox"/> Excel Spreadsheet available for download from the website  <input type="checkbox"/> Custom software system extract in XML (Extensible Markup Language)</p>
<p><b>4) Who will be your agency’s reporting official designated to enter information to <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>. If you have multiple designated officials, how will you eliminate multiple reporting for the same Grant/Program?</b></p>	<p><input type="checkbox"/> Single Point of data entry for this Grant/Program  Type the name and contact number of the designated reporting official here.  <input checked="" type="checkbox"/> Multiple Officials reporting Grant/Program information  Tammy Rolling (Financial)  Melody Koorangi (Program)  Kelley Black (Program Back-up)   Type other comments here.</p>
<p><b>5) Who will be your agency’s data quality review official designated to review the data submitted by your agency? This designee will be required to review information submitted by delegated Sub-recipients.</b></p>	<p>Melody Koorangi &amp; Kelley Black will cross-review reported data elements. Paula Murphy, ADECA Compliance Officer will review data quality. Subrecipients are not designated to report. All support documentation is collected from subrecipients through</p>

	regular monthly reporting and on-line tracking systems and is available for review.
<b>6) Who will be your agency's data corrections official responsible for making corrections to submitted information during the Data Quality Review Phase? (Data Quality Review phase for agencies will be from the 11<sup>th</sup> day to the 21<sup>rst</sup> day after the end of each quarter. Only errors flagged by federal agencies will be unlocked for corrections from the 22<sup>nd</sup>-29<sup>th</sup>).</b>	N/A. No delegation of reporting requirement.
<b>7) How will you capture your Sub-recipient or Vendor data elements that will be reported to your agency?</b>	Sub-recipient and Vendor data elements are captured through the contractual agreement requirements, on-line financial and participant tracking systems and supplemental reports submitted by sub-recipients monthly.
<b>8) Will any sub-grant under this Grant/Program be for an amount less than \$25,000 which would require aggregate reporting? Do you have a reporting mechanism in place for aggregate reporting?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Aggregate reporting will be accomplished through existing online tracking and reporting systems utilized to report activities on all WIA programs. In addition, the three local areas and other sub-recipients will report supplemental information reports monthly.  Type other comments here.
<b>9) Have you or do you plan to delegate any reporting requirements to a Sub-recipient?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Type other comments here.
<b>10) What agencies/institutions will serve as delegated Sub-recipients and which format will your delegated Sub-recipients submit reports to <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>?</b>	Reporting activities are not delegated to sub-recipients  Click here to select which format. Type other comments here.
<b>11) Please provide the name(s) and contact number(s) for the delegated Sub-recipient's reporting official(s) designated to enter information to <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>.</b>	N/A Reporting activities are not delegated to sub-recipients.
<b>12) Please provide the name(s) and contact number(s) for the delegated Sub-recipient's data quality review official(s) designated to review and correct information in <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>.</b>	N/A Reporting activities are not delegated to sub-recipients.
<b>13) Have your agency's delegated Sub-recipients registered on <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a>?</b>	Registration period begins August 17, 2009. Any Prime or delegated Sub-recipient that receives ARRA award funds before August 17 <sup>th</sup> should promptly register with <a href="http://www.FederalReporting.gov">www.FederalReporting.gov</a> at the beginning of the registration period. Prime recipients and delegated Sub-recipients that have not received ARRA award funds by August 17 <sup>th</sup> , 2009 will need to register no later than August 31 <sup>st</sup> , 2009.

**14) After corrected information is posted to [www.Recovery.gov](http://www.Recovery.gov) by the federal agency, how will your agency ensure the timely update of its own recovery page?**

The Communications & Information Division (CID) of the Alabama Department of Economic and Community Affairs (ADECA) will be responsible for updating the ADECA recovery webpage.