TRAINING AND EMPLOYMENT NOTICE	NO. 12-15
	DATE October 1, 2015

TO: ALL EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) GRANTEES AND SUBGRANTEES
STATE AND LOCAL WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Save the Date: Strategies for Monitoring, Accountability, Risk-mitigation, and Transparency (SMART) Financial Training for ETA Grantees

1. **Purpose.** To announce the upcoming SMART Financial Training for ETA Grantees and ETA stakeholders between November 2015 and April 2016.

2. **Background.** This technical assistance (TA) initiative is a continuation of the ETA SMART financial and grants management training that began in 2014. ETA proposes to hold six in-person training sessions between November 2015 and April 2016. This TA initiative is driven by ETA's continuous quality improvement efforts to provide fiscal and administrative training in order to assist grantees (non-Federal entities) in measuring key financial grant management and performance indicators that will improve the effectiveness of their program operations. This training will present information on 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 and OMB's approved exceptions for DOL at 2 CFR Part 2900.

3. **Target Audience.**   This training is for individuals responsible for the financial administration of formula and discretionary grants funded by the Department of Labor, ETA. The training content will provide helpful **S**trategies in navigating the administration of your grants around four themes: **M**onitoring, **A**ccountability, **R**isk-Mitigation **a**nd **T**ransparency **(SMART)**. Topics expected to be covered may include financial reporting, internal controls, subrecipient management, oversight, cost allocation, indirect cost rates, procurement, budget controls, cash management, prior approval process, audit reports and resolution, equipment, and facilities and leases.

4. **Training Dates and Locations.**
    Approximately six (6) trainings will be held across the country. Each ETA Regional Office will host one training conference targeted for grantees in their region.

    The following is the anticipated training schedule:

November 2-4, 2015	Denver, CO (Region 4 grantees from states of CO, UT, and NM)
December 2-4, 2015	Chicago, IL (Region 5 grantees)
March 22-24, 2016	San Francisco, CA (Region 6 grantees)
February/March 2016	Philadelphia, PA (Region 2 grantees)
January 2016	Atlanta, GA (Region 3 grantees)
April 2016	Boston, MA (Region 1 Discretionary grantees)

    These are tentative dates. The invitations will contain firm dates and locations for the events. If resources allow, additional trainings may be added.

5. **Conference Registration.** ETA Regional Administrators will send invitations to grantees via email approximately 6 weeks before the conference date. If you are interested in being included on the invitation list, please contact the appropriate ETA Regional Office or visit www.etasmarttraining.org.

6. **Additional Information.** Attendees should be aware that the Department will not provide meals and beverages at these events and attendees should plan accordingly. Additionally, the SMART trainings will be "green" events and the Department will not provide printed copies of training materials. All materials will be included on a flash drive given to participants. Training presentations, handouts, and other resources will be available for download and print from the following Web site www.etasmarttraining.org prior to the trainings.

7. **Action Requested.** Please share with appropriate grantee financial staff. The events are open to all grantees on a first come, first served basis. Registration for the events is required; however, there is no registration fee. Training attendees will be responsible for downloading and printing training materials in advance as these are "green" training events.

8. **Inquiries.** Please direct questions regarding SMART training to the appropriate local Regional Office.