



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 05-14

☒ **Policy** ☐ **Information**

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Directors for Workforce Integration
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: February 24, 2005

Subject: Implementation of National Emergency Grant (NEG) and Rapid Response Web-Based Functionality

Purpose: To notify Local Workforce Investment Boards, Career Center Operators and NEG and Set-Aside Project Operators of requirements regarding the web-based Financial Summary Report (FSR) functionality for NEG and Rapid Response Set-Aside Projects.

Background: Effective March 1, 2005 all Rapid Response Set-Aside FSRs and NEG FSRs will be submitted online. All project personnel responsible for the submission of NEG or Set-Aside FSRs will be required to obtain an IPASS User ID in order to utilize the web-based functionality. This notification includes a detailed description of the implementation of the web-based functionality and procedures for obtaining the required IPASS ID and the appropriate MOSES security level.

Action

Required: Assure that all appropriate personnel are informed of the contents of this issuance. Any WIB staff, Project Operators, and Financial Operators who submit NEG or Set-Aside Financial Summary Reports must obtain an IPASS User ID and appropriate MOSES security level following the procedures described, herein.

Effective: Immediately

Inquiries: Questions should be directed to PolicyQA@detma.org.

Filing: Please file this in your notebook of previously issued WIA Communication Series Issuances as #05-14.

Inactive

Description of Web-Based NEG and Set-Aside Functionality

Financials Functionality Available Online

Effective March 1, 2005 all National Emergency Grants and Rapid Response Set Aside grants will be required to submit online FSRs no later than the 20th of each month, for the preceding month.

The electronic submittal of FSRs will replace the necessity for a signed quarterly submittal.

Financial Summary Reports (FSRs)

Existing FSRs may be viewed online and, as cited above, project operators will be required to enter a monthly FSR for each project no later than the 20th day of the following month.

Below is a list of all currently active NEG and Set-Aside Projects. All NEG and Rapid Response Set-Aside Project Operators will be required to submit FSRs online:

- ◆ Abbott Laboratories
- ◆ Airlines & Related Industries
- ◆ A-Plus Manufacturing
- ◆ A&P/Kmart
- ◆ 128/495 Beltway Project
- ◆ Citicards
- ◆ Compass/Sovereign and AT&T
- ◆ Fleet Bank of America
- ◆ G.E. Financial Systems/Sun Systems
- ◆ Hamden JEB
- ◆ Kmart-Elmerica
- ◆ Lawrence Trade Assistance
- ◆ Level 3 Communications
- ◆ Lowell English Fluency
- ◆ Lowell Trade Assistance
- ◆ Lucent Technologies
- ◆ Main Street Textiles & Teleflex
- ◆ Manufacturing Technologies Project
- ◆ Merk-Medco II
- ◆ RCN/Unicare
- ◆ Sanmina
- ◆ Share/HCAC

SAMPLE NEG FSR SCREENS

TAARRNEG Financials System - NEG Project Summary - Microsoft Internet Explorer

Address: http://det-webtest-02.detma.org/DCS/TAARRNEG/Programs/TRNF_P21_NEGProjectSummary.aspx?fid=237

Links: Customize Links | Welcome to the DET Intranet | Massachusetts Division of Employment and Training | Mass.Gov

DET staff access

The new DUA staff online service page puts all of DUA's intranet service at your finger tips.

Home | Revenue | Benefits | Administration | Employment Services

Profile Update | Help | Logout

NEG Project Summary - Bruce Consulting

Budget Summary

Local Operator	Amount Requested	Amount Approved (Grant Budget)	Total ITD Exp. and Accr.	Obligations	Balance	Last Modified
Career Center of Lowell [FSR]	TOT: \$1,071,000.00 ADM: \$331,000.00 PGM: \$740,000.00	TOT: \$1,071,000.00 ADM: \$331,000.00 PGM: \$740,000.00	TOT: \$191,000.00 ADM: \$151,000.00 PGM: \$40,000.00	TOT: \$5,500.00 ADM: \$3,500.00 PGM: \$2,000.00	TOT: \$874,500.00 ADM: \$176,500.00 PGM: \$698,000.00	10/12/2004 by STAFF111
State	Amount Requested	Amount Approved (Grant Budget)	Total ITD Exp. and Accr.	Obligations	Balance	Last Modified
State [FSR]	TOT: \$102,000.00 ADM: \$90,000.00 PGM: \$12,000.00	TOT: \$102,000.00 ADM: \$90,000.00 PGM: \$12,000.00	TOT: \$8,000.00 ADM: \$2,000.00 PGM: \$6,000.00	TOT: \$4,000.00 ADM: \$1,000.00 PGM: \$3,000.00	TOT: \$90,000.00 ADM: \$87,000.00 PGM: \$3,000.00	10/12/2004 by STAFF111
Roll Up	Amount Requested	Amount Approved (Grant Budget)	Total ITD Exp. and Accr.	Obligations	Balance	Last Modified
Total	TOT: \$1,173,000.00 ADM: \$421,000.00 PGM: \$752,000.00	TOT: \$1,173,000.00 ADM: \$421,000.00 PGM: \$752,000.00	TOT: \$199,000.00 ADM: \$153,000.00 PGM: \$46,000.00	TOT: \$9,500.00 ADM: \$4,500.00 PGM: \$5,000.00	TOT: \$964,500.00 ADM: \$263,500.00 PGM: \$701,000.00	N/A

TOT: Total, ADM: Admin, PGM: Program

[Return to Search Results](#)

DCS DUA Privacy Policy | Home | Mass.gov

TAARRNEG Financials System - View Financial Summary Records - Microsoft Internet Explorer

Address: http://det-webtest-02.detma.org/DCS/TAARRNEG/Programs/TRNF_P21_NEGProjectSummary.aspx?fid=237

DCS DUA staff access

If you would like to see other services available on the Staff Access page please send an e-mail to ISWEBCC@detma.org

Home | Revenue | Benefits | Administration | Employment Services

Profile Update | Help | Logout

NEG Financial Summary by Report

Report Period: 10/31/04 - Initial

Project: Bruce Consulting | Project Code: OSCC: 13 | CC Grant #: 1632

Operator: Career Center of Lowell	Project Start Date: 05/01/2004
Prepared By First Name: Terri	Project End Date: 04/30/2006
Prepared By Last Name: Bruce	Project Amount: \$1,071,000.00
Phone Number: (617) 626-5763	Status: Initial
Email Address: TBruce@detma.org	Percent of Contract Time: 33.48%
Report Period: 12/31/2004	

Expenses

Category	% of Grant	Grant Budget	Inception to Date Cash Expenditure	Accrued Expenditures	Total ITD Expenditures & Accruals	Obligations	Total Obligations & Expenses	Budget Balance
Administration	30.91%	\$331,000.00	\$150,000.00	\$1,000.00	\$151,000.00	\$3,500.00	\$154,500.00	\$176,500.00
Program Contracted Training	N/A	N/A	\$25,000.00	\$15,000.00	\$40,000.00	\$2,000.00	\$42,000.00	N/A
Intensive Services	N/A	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Support Services	N/A	N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Program	69.09%	\$740,000.00	\$25,000.00	\$15,000.00	\$40,000.00	\$2,000.00	\$42,000.00	\$698,000.00
Total Expenses	100%	\$1,071,000.00	\$175,000.00	\$16,000.00	\$191,000.00	\$5,500.00	\$196,500.00	\$874,500.00

Category	Non Federal Stand in Costs	Program Income	Current Reported Cash/Accrued Expenses:	
Administration	\$0.00	\$0.00		\$191,000.00
Program Contracted Training	\$0.00	\$0.00	Funds Billed/Billed & Not Received:	\$0.00
Intensive Services	\$0.00	\$0.00	Variance:	(\$191,000.00)

SAMPLE RAPID RESPONSE SET-ASIDE FSR SCREENS

TAARRNEG Financials System - RR Fund Summary - Microsoft Internet Explorer

Address: http://det-webtest-02.detma.org/DCS/TAARRNEG/Funds/trmf_f30_rrsummary.aspx?fid=3

DCS DUA staff access

Home Revenue Benefits Administration Employment Services Profile Update Help Logout

RRSA Fund Summary - RRSA FYXX

General Information

Program Name:	RRSA FYXX	Fund Period:	08/13/81 - 11/09/04
Phase Code:	TY02	% Obligated:	0%
Fund Type:	Active	% Expensed & Accrued:	0%
Status:	RRSA	% Program Completed:	100%
Comments:	yrdy		

[Edit Fund](#)

Fund Summary

Funds Amount	Amount Awarded to Projects	Obligations	Amount Expensed & Accrued	Remaining Balance	Last Modified
(\$10,000,100.00)	\$418,349.00	\$0.00	\$0.00	(\$10,000,100.00)	10/07/04 by STAFF111 history

Fund Award(s) Summary

Award	Award Amount	Award Period	Comments	Last Modified
ken's fund	\$5,000,000.00	07/01/05 - 06/30/06		10/01/04 by STAFF111

[Return to Search Results](#) [Add Award](#)

TAARRNEG Financials System - View Financial Summary Records - Microsoft Internet Explorer

Address: http://det-webtest-02.detma.org/DCS/TAARRNEG/Programs/INF_POI/View/Print?Rid=116&aid=97

DCS DUA staff access

Home Revenue Benefits Administration Employment Services Profile Update Help Logout

RR Financial Summary Report

Report Period: 10/31/03 - Initial

Project: cathy's money Phase Code: TY02 OSCC: 21 CC Grant #: 21

Grantee:	Lawrence D.	Grant Start Date:	10/10/2003
Prepared By First Name:	Simon	Grant End Date:	10/30/2004
Prepared By Last Name:	Lu	Grant Amount:	\$45,000.00
Phone Number:	(555) 555-5555-5555	Status:	Initial
Email Address:	simon@edloi.com	Percent of Contract Time:	5.45%
Report Period:	10/31/2003		

Expenses

Category	% of Grant	Grant Budget	Inception to Date Cash Expenditure	Accrued Expenditures	Total ITD Expenditures & Accruals	Obligations	Total Obligations & Expenses	Budget Balance
Intensive Services	33.33%	\$15,000.00	\$0.00	\$50.00	\$50.00	\$50.00	\$100.00	\$14,900.00
Training	66.67%	\$30,000.00	\$50.00	\$50.00	\$100.00	\$50.00	\$150.00	\$29,850.00
Total Expenses	100%	\$45,000.00	\$50.00	\$100.00	\$150.00	\$100.00	\$250.00	\$44,750.00

Category	Non Federal Stand in Costs	Program Income
Intensive Services	\$25.00	\$25.00
Training	\$25.00	\$25.00
Total Expenses	\$50.00	\$50.00

Current Reported Cash/Accrued Expenses:	\$150.00
Funds Billed/Billed & Not Received:	\$200.00
Variance:	\$50.00

[Edit](#) [Add FSR](#) [Return](#)

II. User Support for NEG and Set-Aside Functionality

Security Required for NEG and Rapid Response Set-Aside Functionality

To submit monthly NEG or Rapid Response Set-Aside FSRs, designated personnel must have appropriate security access.

In preparation for utilization of the National Emergency Grant and Rapid Response web financial applications, designated personnel should register for an IPASS ID (if not currently registered); if currently registered for the IPASS ID, a request for TAARNNEG access must be submitted.

- Individuals with “detma.org” email addresses will go to <http://staff.detma.org> . All other designated staff will go to http://passecurity.detm.org/IPASS/staff_home.asp .
- In the upper right hand corner there is a link "Register Now." If you do not have an IPASS ID, click this and follow the instructions, making sure to request access to "TAARNNEG System," which is the last checkbox before the submit button.
- If you currently have an IPASS, you will need to log in and click "Profile Update," click on "TAARNNEG System," and submit your revised profile.
- Under “Organization Name” choose “Employment Services Department”
- As currently constructed, the system requires entry of a DCS manager’s name, only, in order to register for the IPASS ID. For purposes of utilizing the on-line FSR application, designated individuals (whether a DCS employee or not) will enter the name of the appropriate DCS Program Manager [Cathy Byrnes, cbyrnes@detma.org – NEG’s ; Ken Messina, kmessina@detma.org – Rapid Response Set Aside grants; Beth Goguen, bgoguen@detma.org – TAA (or Lorena LaMarca, llamarca@detma.org for TAA while Beth is on leave]. Once you submit your IPASS registration, an automatic email is sent by the Internal Control department to the designated Program Manager for his/her authorization. Only upon receipt of the manager’s authorization is your request processed. To avoid delay, it is suggested that those requesting IPASS ID authorization should also notify the appropriate Program Manager that you have requested IPASS access.
- Once the Program Manager’s authorization has been received by Internal Control, Internal Control will email notification of your IPASS registration to you and will concurrently notify the Program Manager who will give you the appropriate MOSES security level.
- Upon notification of your authorization confirmation email from the Internal Control department you should forward the notification and your IPASS ID to the MOSES Help Desk at MOSES@detma.org .
- Upon receipt of the appropriate security level from the Program Manager and entry of your IPASS ID into MOSES you may begin to use the on-line reporting application.