

Employment and Training Administration Advisory System U.S. Department of Labor Washington, D.C. 20210	CLASSIFICATION UI/SQSP/GEMS
	CORRESPONDENCE SYMBOL OWS/DPM
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ADVISORY: FIELD MEMORANDUM NO. 6-05

TO: REGIONAL ADMINISTRATORS
/s/

FROM: JACK H. RAPPORT
Administrator
Office of Field Operations

SUBJECT: Instructions for Using the Grants e-Management System (GEMS) with the Unemployment Insurance (UI) Program

1. Purpose. To provide instructions to Federal Project Officers (FPOs) for incorporating the State Quality Service Plan (SQSP) into GEMS, and for performing annual risk assessments and quarterly desk reviews for the UI Program.
2. References. ET Handbook No. 336, 17th Edition, "Unemployment Insurance State Quality Service Plan (SQSP) Planning and Reporting Guidelines;" GEMS Risk Rating Guide For Unemployment Insurance Projects (draft); Field Memorandum 5-05, "Regional Role in Managing State Grants for the Unemployment Insurance (UI) Program;" and Memorandum for Regional Administrators from Jack Rapport, Subject: "General Guidance on GEMS Usage for FY 2005," dated November 15, 2004.
3. Background. As GEMS has been designated as the Employment and Training Administration's (ETA's) grants management tool, UI regional office staff will use it for managing the UI program, thereby bringing consistency to the administration of the program nationwide. Beginning in Fiscal Year (FY) 2005, UI Federal Project Officers (FPOs) will use GEMS to manage grant activities and record monitoring activities for projects associated with the UI grant:
 - UI State Administration Benefits,
 - UI State Administration Tax,
 - UI State Administration Integrity,

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- UI State Administration Appeals,
- UI State Administration Reemployment,
- Disaster Unemployment Assistance (DUA),
- Temporary Extended Unemployment Compensation (TEUC),
- Alternative Trade Adjustment Assistance (ATAA), and
- Trade Readjustment Allowance (TRA).

Regional office staff will use GEMS to organize their workload. However, because GEMS was designed as a generic grants management program, this Field Memorandum (FM) provides UI-specific GEMS instructions. UI staff should use the general guidance in Jack Rapport's memorandum in addition to the UI-specific guidance provided in this memorandum.

4. Annual Risk Assessment. The FPO must perform an Annual Risk Assessment for each UI project in June of each year. The assessment is to be based on a cumulative analysis of the UI performance year and should be done according to the instructions and general guidance in Attachment A. GEMS will automatically calculate the overall risk assessment results based on the FPO's responses to the assessment questions; however, the system allows the FPO to override the calculated risk assessment result and assign their own risk assessment result. For assistance in answering Annual Risk Assessment questions, the FPO should refer to Attachment A which provides general guidance for all FPOs as well as specific guidance for UI FPOs.
5. Quarterly Desk Reviews. The Quarterly Desk Reviews represent a cumulative assessment of a grantee's performance through the performance year rather than a one-quarter snapshot. GEMS will automatically calculate the overall risk assessment results based on the FPO's responses to the rating factors and the factors analyzed in the associated Annual Risk Assessment. For the UI program, core performance is a leading indicator of risk and failure of core performance measures should result in an "at risk" rating in most cases. The FPO has the ability and responsibility to override the GEMS calculated rating if the FPO's thorough analysis of performance indicates that a grantee is at risk due to failure of a core performance measure. Instructions and guidance for performing desk reviews are in Attachment B. The FPO must complete quarterly desk reviews for the prior quarter no later than 75 calendar days after the end of the calendar quarter for each UI project.
6. Monitoring. GEMS provides a means for recording monitoring activities performed by FPOs for three monitoring types which include on-site and desk audits, and SQSP. FPOs should record the results of their monitoring activities using the designated projects as indicated in attachment D. Monitoring activities for UCFE and UCX should be included with the GEMS project that best fits the activity.
 - a. *On-site and Desk Audit*: FPOs must begin to record monitoring activities using the monitoring module in GEMS. General guidance on recording on-site and desk audit activities is in Jack Rapport's general guidance memorandum.

- b. *SQSP*: States submit their SQSPs in accordance with the instructions in Handbook 336 and the annual Call Memo. FPOs must use GEMS to store SQSPs and to track Corrective Action Plans (CAPs) according to the instructions in Attachment C. CAPs should be entered within the project to which they apply, e.g. Benefits CAPs within the Benefits project. Attachment D, Crosswalk between GEMS Projects and UI Functions, list the designated UI projects and the UI functions associated with each project.
7. Action Required. Regional Administrators should ensure that regional office staff are aware of and take appropriate action on the following:
- a. Regional office Points of Contact (POCs) for GEMS must create the UI projects using names from the pull down menu provided in GEMS. The names appear in this FM as GEMS Project Designations on Attachment D, “Crosswalk between GEMS Projects and UI Functions.”
 - b. Regional office FPOs must complete the Annual Risk Assessment for the Performance Year ending March 31, 2005, for each of the five UI state administration projects, TRA, ATAA, and, if applicable, TEUC and DUA by June 30, 2005, and in June of each year thereafter.
 - c. Regional office staff must complete Quarterly Desk Reviews for the prior quarter no later than 75 days after the end of the quarter for each UI project.
 - d. For FY 2005, regional office FPOs should populate GEMS with CAPs and Narratives from the SQSPs by February 28, 2005. All subsequent plans should be entered as soon as possible after the SQSPs are accepted in the regional office, but not later than October 31st.
8. Inquiries. Inquiries should be directed to appropriate staff.
9. Attachments:
- A. Annual Risk Assessment, UI-Specific and General Guidance
 - B. Quarterly Desk Review, UI-Specific and General Guidance
 - C. Guide for Incorporating the SQSP in GEMS and Tracking Corrective Action Plans
 - D. Crosswalk Between GEMS Projects and UI Functions