

Performance Reporting System FAQ #2

For Community-Based Job Training and High Growth Job Training Initiative Grants

July 28, 2008

The following series of questions and answers is intended to address grantee questions pertaining to the new standard reporting form and instructions that were officially approved by the Office of Management and Budget on May 14, 2008. In addition, the Employment and Training Administration (ETA) also answers questions below on the on-line reporting system that grantees will use to submit their reports. This document should be viewed as a supplement to other technical assistance materials that have been and will be disseminated to Community-Based Job Training (CBJT) and High Growth Job Training Initiative (HGJTI) grantees.

- 1) **Question:** Do we report information on grant participants in the quarterly progress reports?

Answer: Yes, data regarding participants served through CBJT and HGJTI grants should be reported in quarterly progress reports and in the standardized individual records file that is submitted with each report. This includes providing data for the various fields in section B, C, and D of the Form ETA 9134 (i.e. B.1 Total exiters, B.2 Total participants served, etc.) as appropriate. Please refer to the ETA Reporting Supplement and Glossary for more information about reporting information on participants served.

- 2) **Question:** Can individuals who are “served” through the grant (also known as *participants*), and thus have their outcomes recorded in sections B and C of the Form ETA - 9134, also have their outcomes recorded in the capacity building activities impact section of the report (section D.e)? For example: Bob participates in grant-funded training, and also receives instruction from a teacher whose skills were enhanced through the CBJT grant. Where is his grant participation is reflected in the report?

Answer: Yes, individuals who are served through a CBJT or HGJTI grant and who participate in capacity building activities can have their activities recorded in both sections B and C of the 9134, and in the capacity building activities impact section (section D.e), as appropriate. In the example above, Bob’s activity in the grant would be recorded in both section B and C of the 9134, and in the capacity building activity impact section of the 9134.

- 3) **Question:** Are individuals who are involved in “career awareness” and “career exploration” activities, but not involved in other grant-funded services, considered grant “participants”? Example: Katy meets with community college staff to discuss career possibilities in high growth industries, but is involved no other grant-funded services. Should the grantee identify Katy as a grant “participant” and record her grant participation in fields B.2 and B.3 on the Form ETA 9134 and other related fields?

Answer: Individuals who are involved in career awareness and/or career exploration activities, but are not involved in any other grant-funded service, are **not** considered to be grant “participants” for the purposes of performance reporting. As a result, any outcomes for these individuals regarding their involvement in the grant would only be recorded in the Capacity Building activities impact section (in section D) of the Form ETA 9134, as appropriate.

- 4) **Question:** How does ETA define “career awareness and exploration”?

Answer: ETA defines career awareness and exploration as activities with the primary goal of raising awareness of, or generating interest in, careers in industries or occupations. These activities include, but are not limited to, attending career fairs, giving informational presentations

on high growth occupations or industries to high-school students, and distributing promotional materials to individuals. If you are not sure if an activity qualifies as a career awareness and/or exploration activity, please contact your FPO. As noted above, involvement in career awareness or exploration activities alone is not sufficient to trigger participation (for reporting purposes) in a HGJTI or CBJT grant. Grant funds may be used to support career awareness and/or exploration activities, but individuals who are involved in only these types of activities are not considered participants for reporting purposes. Therefore, individuals who only receive career awareness/exploration activities are not included in ANY of the data elements in sections B and C of the Form ETA 9134 or in Common Measures reporting. Instead, these individuals are solely counted as recipients of capacity building activities, and their activities are recorded in section D of the 9134, as appropriate.

- 5) **Question:** Should grantees provide ETA with the four data elements used to compute Common Measures for grant participants of any age? Do participants need to be 18 years of age or older when they begin to receive grant-funded services to be counted as participants, and have their outcomes recorded in the appropriate sections of the 9134?

Answer: Individuals who are younger than 18 when they begin receiving grant-funded services are considered grant participants, as are individuals older than 18. Outcomes for these individuals should be recorded in the appropriate categories on the 9134, and grantees should provide the four data elements for these individuals or track and compute the Common Measures for these individuals on their own. However, as noted above, individuals who are involved in career awareness and/or career exploration activities, but in no other grant-funded services, are **not** considered to be grant "participants" for performance reporting purposes. As a result, any outcomes for these individuals regarding their involvement in the grant would only be recorded in the Capacity Building activities fields of section D of the Form ETA 9134, as appropriate.

- 6) **Question:** What are the necessary steps that need to be taken when trying to change certifying officials for the quarterly progress reports?

Answer: A formal modification must be made to your grant. Please call or email your Federal Project Officer, and he or she will provide you with further instruction. Typically, grantees are asked to send in a letter on official letterhead stating their request, providing justification for the change, and including the contact information for the new certifying official.

- 7) **Question:** How does the grant recipient enter outcome information for workers who are employed at the time they are enrolled and/or are provided with service through a HGJTI or CBJT grant?

Answer: For workers that are employed when they participate in the grant, receive grant funded services, and are considered grant participants, data should be entered into all fields where data is entered for grant participants in the quarterly performance report and in the standardized individual records, as appropriate. Information on workers who are employed when they begin to be involved with the grant and are only involved in career awareness and/or exploration activities should also be recorded in the quarterly performance report, where appropriate. These individuals are solely counted as recipients of capacity building activities, and their activities are recorded in section D of the 9134, as appropriate.

- 8) **Question:** Should the file that is being uploaded initially into the Narrative file contain charts, photos, or other inserts?

Answer: Charts, photos, and inserts can be uploaded into the narrative file. There's no need to copy and paste these items into the individual sections. It is sufficient to copy and paste the narrative text pertaining to each of the individual sections. If narrative information is in a table, however, please do copy and paste that information into the text box. The formatting will not be preserved, but it will provide keywords which will be helpful in future searches.

9) **Question:** Can we see PAW software online?

Answer: ETA is still in the process of finalizing the PAW software. Unfortunately, we do not expect that it will be completed before August 14, 2008. We do anticipate completion of PAW by the end of August and will provide further training via Webinar for all grantees who wish to use this optional software.

10) **Question:** At the Community College the president is our official signatory. Can anyone other than her be the certifier?

Answer: For High Growth Job Training Initiative and Community-Based Job Training grantees, the official grant signatory also serves as the certifying official for quarterly progress reports. Some grantees have indicated that the signatory for their grant is different than the individual that is currently listed in ETA's records. In order to change the signatory for your grant that is listed in ETA's records, you need to work with your Federal Project Officer to make a formal modification to your grant.

11) **Question:** Will there be a way to share the quarterly progress reports with other program/college staff once they have been submitted to ETA? My position as a grants specialist is to watch our reporting, but reporting is done by the program director.

Answer: Grantees can print out the quarterly progress reports once they have been submitted and share them with their team.

12) **Question:** We are trying to get the file together with the four data elements you need us to provide in order to track common measures. According to Appendix A in the reporting guidelines, there are several codes which coincide with the reason for exit, e.g. "01" for Institutionalized. What code do we use for people that have exited because they completed training (received a diploma/degree) and have received no services for more than 90 days?

Answer: The code grantees would use for exiters who have completed training and have not had a gap in service or have not received grant-funded services for more than 90 days is CODE 99. All of the acceptable reasons for exit (and their corresponding codes) are listed in the individualRecordsTemplate.xls spreadsheet, which can be downloaded from ETA's Online Reporting System under the "Individual Records Tab". Please consult page 13 of the Online User Guide for additional information.