

Section 166 Comprehensive Services Program,  
Title I-D, Indian and Native American Programs

Check One:  Semi-Annual Report  
 Annual Report

**I U.S. Department of Labor**  
Employment and Training Administration  
**Workforce Investment Act (WIA)**

OMB Approval No.: 1205-0422

Expires:  
12/31/2007

a. Grantee Name and Address: _____ _____	b. Grant Number: _____	c. Reporting Period From: July 1, _____ To: _____
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Section I - Participation Summary		Total
1. Total Participants	Enter the total number of participants enrolled in the Section 166 program from July 1 through June 30 of the program year including any participants carried over from the previous Program year.	
Section II - Termination Summary		
2. Entered Employment with Enhancement	Enter the total number of terminees who: 1) entered full or part-time unsubsidized employment, and 2) attained an employability enhancement. <b>Terminees who attained multiple enhancements may only be counted once in this section.</b>	
3. Entered Employment without an Enhancement	Enter the total number of terminees who entered full or part-time unsubsidized employment but did not receive an employability enhancement.	
4. Attained Employment Enhancement ONLY	Enter the total number of terminees who were not placed in unsubsidized employment but attained at least one of the following enhancements: 1) Entered Non-Section 166 Training or Training Provided by Another Section 166 Grantee, 2) Returned to Full-time School, 3) Completed Major Level of Education, 4) Completed a Worksite Training Objective, or 5) Attained Basic or Occupational Skills Proficiency. <b>Terminees who attained multiple enhancements may only be counted once in this section.</b>	
5. All Other Terminations	Enter the total number of participants who terminated for reasons other than those listed on lines 2-4.	
6. Total Terminations	Add Lines 2 through 5. This is the total number of terminations for the reporting period	
Section III - Average Hourly Wage Summary		
7. Average Hourly Wage - 52 Weeks Pre-Program	Enter the average (pre-program) hourly wage of terminees who entered full or part-time unsubsidized employment. <b>Note: Use hourly wage from last job held during the immediate 52 weeks prior to eligibility determination. Terminees who were not employed 52 weeks prior should be counted as having \$0.00 hourly wage.</b> To calculate this entry, <u>add the hourly wage</u> received by each terminnee on Lines 2-3 prior to their enrollment, then divide the result by the total number of terminees who entered unsubsidized employment [the sum of Lines 2-3 above].	
8. Average Hourly Wage at Termination	Enter the average (post-program) hourly wage of terminees who entered full or part-time unsubsidized employment at termination. To calculate this entry <u>add the hourly wage</u> received at <u>termination</u> for <u>each</u> terminnee on Lines 2-3 who entered unsubsidized employment, and divide the result by the sum of Lines 2-3. [Note: Include any bonuses, tips, gratuities and commissions earned].	

<b>Section IV - Characteristics of Terminees - [Only include those who enrolled in the Sec. 166 program and terminated at the end of Program Year]</b>		<b>Total</b>
9. Male	Enter the total number of males that terminated at the end of the program year. [The sum of Lines 9-10 must equal <i>Total Terminations</i> - Line 6].	
10. Female	Enter the total number of females that terminated at the end of the program year. [The sum of Lines 9-10 must equal <i>Total Terminations</i> - Line 6].	
11. Age 14-21	Enter the total number of those age 14-21 that terminated at the end of the program year. [The sum of Lines 11-13 must equal <i>Total Terminations</i> - Line 6].	
12. Age 22-54	Enter the total number of those age 22-54 that terminated at the end of the program year. [The sum of Lines 11-13 must equal <i>Total Terminations</i> - Line 6].	
13. Age 55 and Over	Enter the total number of those age 55 and over that terminated at the end of the program year. [The sum of Lines 11-13 must equal <i>Total Terminations</i> - Line 6].	
14. Student	Enter the total number of terminees who are attending any school (including elementary, intermediate, junior high school, secondary or post secondary, or alternative school program), whether full or part-time, or are between school terms and intends to return to school. [The sum of Lines 14-17 must equal <i>Total Terminations</i> - Line 6].	
15. H.S. Graduate or Equivalent [no Post-H.S.]	Enter the total number of terminees who had received a high school diploma or a GED certificate, but who have not attended any post-secondary level vocational, technical or academic program (one normally requiring a high school diploma or GED for entry). [The sum of Lines 14-17 must equal <i>Total Terminations</i> - Line 6].	
16. Attended Post High School	Enter the total number of terminees who had received a high school diploma or a GED certificate, and had attended but are not currently attending post-secondary level vocational, technical or academic program (one normally requiring a high school diploma or GED for entry). [The sum of Lines 14-17 must equal <i>Total Terminations</i> - Line 6].	
17. School Dropout	Enter the total number of terminees who are no longer attending any school and who have not received a secondary school diploma or its recognized equivalent. [The sum of Lines 14-17 must equal <i>Total Terminations</i> - Line 6].	
18. Individual with a Disability	Enter the total number of terminees who have a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and have a record of such an impairment.	
19. Multiple Barriers to Employment	Enter the total number of terminees who have two or more of the following barriers to employment: 1) School Dropout, 2) Limited English Language Proficiency, 3) Individual with a Disability, 4) Offender, 5) Basic Skills Deficient, 6) Welfare Recipient, 7) Homeless, 8) Substance Abuse, 9) Displaced Homemaker 10) Pregnant and/or Parenting Youth, 11) Single Head of Household with Dependents under Age 18, 12) Grantee Determined Barrier.	
20. Long-Term Unemployed	Enter the total number of terminees who are: 1) unemployed at the time of enrollment, 2) have been unemployed for any 15 or more of the 26 weeks immediately prior to enrollment, and 3) have made specific efforts to find a job throughout the period of unemployment.	

<b>Section IV - Characteristics of Terminees - [Only include those who enrolled in the Sec. 166 program and terminated at the end of Program Year]</b>		<b>Total</b>
21. Public Assistance Recipient	Enter the total number of terminees who, at time of eligibility determination, were listed on the welfare grant and were receiving cash payments from a means-tested, income transfer program, receiving Food Stamps or commodities. The income transfer programs include TANF (SSA Title IV), [General Assistance (Tribal, BIA, State or local government)], Refugee Assistance (PL 96-212), and SSI (SSA Title XVI)	
22. Veteran	Enter the total number of terminees who served in the active military, naval, or air service, and who were discharged or released from such service under conditions other than dishonorable.	
<b>Section V - Participation in Program Activities - [Enter the type of activities each Sec. 166 participant participated during the Program Year] Note: The sum of Lines 23 - 27 below <u>MUST</u> be equal to or greater than Total Participants on Line 1.</b>		<b>Total</b>
23. Classroom Training: Basic Education	Enter the total number of participants who have participated in basic education classroom activities designed to enhance the employability of the participant by upgrading basic skills (e.g. remedial education or training in English language proficiency, GED classes, etc.)	
24. Classroom Training: Job Skills	Enter the total number of participants who have participated in occupational classroom training activities. <i>Occupational classroom training</i> includes training ordinarily conducted in an institutional setting and is designed to provide individuals with technical skills and ability required to perform a specific job or group of jobs (e.g. community college, vocational technical school, etc.)	
25. On-the-Job Training	Enter the total number of participants who have participated in on-the-job training as referenced in the act. <i>OJT</i> includes training in the public or private sector provided to an individual who has been hired first by the employer, while engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job.	
26. Work Experience	Enter the total number of participants who have participated in work experience activities as referenced in the Act. <i>Work experience</i> includes tribal enterprises.	
27. Received Training Assistance or Support Services Only	Enter the total number of participants who received training assistance only [i.e., orientation to the world of work, training/job related counseling & testing, etc.] or supportive services such as transportation, child care, dependent care, housing, and needs related payments that are necessary to enable an individual to participate in activities authorized under Title I.	
<b>Section VI - Performance Measures - [Please check <u>U</u> the <i>three measures</i> in the table below which the grantee selected in the Comprehensive Service Plan. If Grantee-determined measure(s) was selected go to Section VII.</b>		
1. <input checked="" type="checkbox"/> Employability Enhancement	2. <input checked="" type="checkbox"/> Basic Skills/GED Attainment	3. <input checked="" type="checkbox"/> Youth Progress
6. <input checked="" type="checkbox"/> Wage Growth for Job at Placement	7. <input checked="" type="checkbox"/> Welfare-to-Work	8. <input checked="" type="checkbox"/> Job Placement for Long-term Jobless/Post-Secondary Education
10. <input checked="" type="checkbox"/> Positive Termination Rate	11. <input checked="" type="checkbox"/> Terminée Satisfaction	12. <input checked="" type="checkbox"/> Leverage Non-166 Resources
		4. <input checked="" type="checkbox"/> Occupational Skills Training
		5. <input checked="" type="checkbox"/> Entered Employment
		9. <input checked="" type="checkbox"/> Job Retention
		13. <input checked="" type="checkbox"/> Job Creation

**Data for the measures 1) EEN, 5) EER, and 10) PTR will be captured using other Sections of the report. Grantees must report any other performance measures that are selected on the next page (p. 4).**

**Training Measures**

	<b>Total</b>
If you selected measure <b>No. 2 Basic Skills/GED Attainment</b> report the following:	
Success Factor: Enter the total number in the base (below) who either: (1) increased their reading or math skills by at least two grade levels or the equivalent, (2) attained their GED, high school equivalency degree or high school diploma, (3) were out-of-school youth who return to school.	
Base Factor: Enter the total number of terminees who participated in basic skills (ABE) or GED training.	
If you selected measure <b>No. 3 Youth Progress</b> report the following:	
Success Factor: Enter the total number in the base (below) who have shown progress and improved skills by attaining <i>at least two</i> of the following: (1) completed job readiness or VEP, (2) completed career assessment, (3) secured unsubsidized employment or enlist, (4) participated in youth services that resulted in (a) returning to school, (b) remaining in school, or (c) enrolling in Job Corps, (5) improved basic skills by advancing at least two grade levels in reading or math or attained a GED or high school diploma, (6) completed occupational skills training.	
Base Factor: Enter the total number of terminees ages 14-21 at the time of enrollment.	
If you selected measure <b>No. 4 Occupational Skills Training &amp; Post Secondary Education</b> report the following:	
Success Factor: Enter the total number in the base (below) with documented completion of occupational skills classroom training or post-secondary education, which resulted in a degree, certificate, or apprenticeship.	
Base Factor: Enter the total number of terminees who were enrolled in occupational skills classroom training or post-secondary education.	

**Employment Measures**

If you selected measure <b>No. 6 Wage Growth for Job at Placement</b> report the following:	
Success Factor: Enter the total number in the base (below) whose wage at termination exceeds their pre-program wage by at least 10%. Preprogram wage is the wage of the last job held in the 12 months before enrollment.	
Base Factor: Enter the total number of terminees who entered employment at termination and who had a job in the 12 months before enrollment.	
If you selected measure <b>No. 7 Welfare to Work</b> report the following:	
Success Factor: Enter the total number in the base (below) who entered unsubsidized employment at termination.	
Base Factor: Enter the total number of terminees who were public assistance recipients at enrollment, including those receiving assistance under TANF, General Assistance, or Food Stamps/commodities.	

If you selected measure <b>No. 8 Job Placement for Long-term Jobless</b> report the following:		<b>Total</b>
Success Factor: Enter the total number in the base (below) who entered unsubsidized employment at termination.		
Base Factor: Enter the total number of terminees who were unemployed or out of the labor force for 15 out of the 26 weeks prior to enrollment		
If you selected measure <b>No. 9 Job Retention</b> report the following:		
Success Factor: Enter the total number in the base (below) who are employed for at least 20 hours per week for 12 out of the 13 weeks following termination.		
Base Factor: Enter the total number of terminees who: 1) entered unsubsidized employment at termination , and 2) were enrolled in occupational skills classroom training or on-the-job training while a program participant.		

### Community Measures

If you selected measure <b>No. 11 Terminee Satisfaction</b> report the following:		
Success Factor: Enter the total number in the base (below) who rated their satisfaction with Sec. 166 program services as “satisfactory” or “very satisfactory” (See recommended survey instrument).		
Base for the Measure: Enter total number of terminees who responded to the survey (Note: at least 75% of all terminees must respond to the survey).		
Base for Calculating Response Rate: Enter total number of terminees.		
If you selected measure <b>No. 12 Leverage Non-Sec. 166 Resources</b> report the following:		
Success Factor: Enter the total dollar value of non-Sec. 166 financial or in-kind contributions to the Sec. 166 program and/or non-Sec.166 funded services provided to participants, including the following: (1) non-Sec. 166 contracts or grants that are not formula funded, (2) donated services or services provided by other agencies not paid for from the Section 166 grant, (3) donated equipment, (4) slots provided by WIA Title I, (5) tuition waivers, (6) support services not paid for through the Section 166 grant. (Note: in-kind contributions must be converted to their approximate dollar equivalent).		\$
Base Factor: Enter the total anticipated amount of the grantee’s Section 166 annual allocation, in dollars.		\$
If you selected measure <b>No. 13 Job Creation</b> report the following:		
Success Factor: Enter the total number of new jobs created in Native-American owned businesses as a result of the grantee’s services, including micro-enterprises and self-employment.		
Base Factor: Enter total number of terminees.		

**SECTION VII - Grantee Determined Performance Measures Narrative - Enter the Outcome Summary for Grantee-determined Measure(s) [if selected].** - Any Grantee-determined system must: a) have been described fully in the Comprehensive Service Plan, b) have been approved by ETA and DINAP, and c) meet the minimum criteria listed in the Planning instructions. Minimum requirements for Grantee-determined Measures are: (I) List the measure(s), (II) list the negotiated level or how success will be measured (III) list actual outcome results.

I. Grantee-determined Measure(s)	II. Negotiated Performance Level(s) (Standard)	III. Actual Performance Outcome(s)
Measure #1.		
Measure #2. [optional]		
Measure #3. [optional]		

**SECTION VIII - Grantee Narrative** - All Grantees are encourage to use this section to report noteworthy program accomplishments. [Attach additional pages if necessary].

**Certification: I Certify that to the best of my knowledge and belief this report is correct and complete for the purpose set forth in the Grant Agreement.**

**d. Signature and Title:** \_\_\_\_\_ **e. Date Signed:** \_\_\_\_\_ **f. Telephone Number:** ( ) \_\_\_\_\_

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents obligation to reply to these reporting requirements are required to obtain or retain benefits (20 CFR 632.41). Public reporting burden for this collection of information is estimated to average \_\_\_\_hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of National Programs, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (Paperwork Reduction Project Number \_\_\_\_\_).

The Workforce Investment Act Title I-D, Section 166  
**Indian and Native American Comprehensive Services Program**  
**Report Instructions**

1. **Purpose.** The Comprehensive Services Report provides cumulative data on participation, termination, performance measures outcomes, and the socio-economic characteristics of all trainees on a bi-annual and annual basis. The information is used to determine the levels of program service and program accomplishments for the program year.
2. **General Instructions.** The report is required under the Workforce Investment Act (WIA), Title I-D, Section 166 grant that covers the period July 1 through June 30. The report is a compilation of data from the beginning of the program year including data reported on the semi annual reports.

Semi-annual reports are to be submitted (postmarked) no later than 45 days after the end of the report period (February 15<sup>th</sup>). Annual Reports are to be submitted (postmarked) no later than 90 days after the end of report period (September 30<sup>th</sup>). Three copies of the report must be submitted to:

U.S. Department of Labor  
Employment and Training Administration  
Attention: MIS, Room N-4641  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

3. **Report Form.** The report form is ETA 9084.
4. **Instructions for Completing the Report.**
  - a. Grantee Name and Mailing Address - Enter the *grantee name* and *mailing address* as it appears on the appropriate Notice of Obligation (NOO) or equivalent.
  - b. Grant Number - Enter the *grant number* as it appears on the appropriate NOO or equivalent.
  - c. Report Period - Enter the *beginning date* of the designated Program Year (PY) and the *ending date* of the designated program year. The program year begins July 1 and ends June 30.
  - d. Signature and Title - An authorized *signature* and *title* must be entered on the Semi-annual and Annual Comprehensive Services Report.
  - e. Date Signed - Enter the *date* the report was signed by the authorized official.
  - f. Telephone Number - Enter the *area code* and *telephone number* of the authorized

official.

5. **General Information.** Unless otherwise indicated, data reported on characteristics of terminatee should be based on information collected at the time of eligibility determination. Information on individual's characteristics at time of eligibility determination should not be updated when the individual terminates from the program.
6. **Section I and II - Participation and Termination Summary.** *Section I & II* describes summary information on program participants and terminatees for the program year. Information includes the total number of participants in the program, concurrent program participation, total terminations, and employment and/or training types of terminations. All terminatee totals must be updated throughout the program year to maintain accurate data at the end of the program year.
7. **Section III - Average Hourly Wage Summary.** *Section III* describes summary information on the Pre- and Post- Average Hourly Wage outcomes of participants enrolled in employment and training activities for the program year. The Department will use these outcomes to determine any increases in hourly wages due to participation in the program.
8. **Section IV - Characteristics of Terminatees.** *Section IV* describes information on specific characteristics of terminatees for the program year. Characteristic data should be based on information collected at time of eligibility determination.
9. **Section V - Participation in Program Activities.** *Section V* describes the program activities in which participants have enrolled under Section 166. Participants who are enrolled in one or more program activity may be counted for each activity in this section.
10. **Section VI - Performance Measures Summary.** *Section VI* describes the program's performance outcomes for grantees that chose the option of selecting three (3) performance measures from the *menu of measures* for the program year. **Grantees who chose the option of developing *Grantee-determined* measure(s) should leave this section blank.** In Section VI, each measure the grantee selects has a minimum performance level associated with it. Grantees must meet the minimum performance requirement for *at least two* of the *three* measures selected. In most cases, the standard for successful completion is the number of terminatees which attain a certain objective. This number is the numerator in calculating the percentage. The base (denominator) for the measure is usually the total number of terminatees to be considered under the measure. At least one measure must be from either the *Training* or *Employment* category.

Further, at least one measure must have a "base" which includes no less than 25% of the grantee's total terminations for that program year. In addition, each of the other measures selected must represent at least 10% of the grantee's total terminations for that program year. These restrictions will ensure that each grantee is accountable for a significant portion of the total number of those served under its program.



Grantees have until the mid-year report period to modify or change the measures they have selected. The Menu of Measures are listed below.

Training	Minimum Level	Employment	Minimum Level	Community	Minimum Level
1. Employability Enhancement 2. Basic Skills/GED Attainment 3. Youth Progress 4. Occupational Skills Training/Post-Secondary Education	28% 60% 60% 60%	5. Entered Employment Rate  6. Wage Growth at Job Placement 7. Welfare to Work 8. Job Placement for Long-term Jobless 9. Job Retention	Model Adjusted upward by 3 percentage points  25% 25% 25% 25%	10. Positive Termination Rate  11. Terminee Satisfaction [75% response rate needed] 12. Leverage Non-166 Resources 13. Job Creation	Model Adjusted upward by 3 percentage points  66% 20% 5%

11. **Section VII - Grantee Determined Performance Measures Narrative.** *Section VII* describes outcomes for programs that chose to develop their own specific measure(s). The measure(s) should illustrate the types of activities that are relevant to the program. Grantees who choose this option may not use measures from the *Menu of measures* options.

12. **Section VIII - Grantee Narrative.** *Section VIII* provides DINAP with information not captured in Sections I-VII of the Comprehensive Services Report, that show other innovative program accomplishments. For example, participant “success stories” can be described in this section; or program accomplishments; or how the community benefitted.

# **The Workforce Investment Act Title I - Section 166 Indian and Native American Program, Comprehensive Services Program Appendix**

**Accrued Expenditures** - allowable charges incurred during the Program Year (July 1 through June 30) to date requiring provision of funds for 1) goods and other tangible property received; and 2) costs of services performed by employees, contractors, sub-recipients, and other payees. [Note: These charges do not include "resources on order" (i.e., amounts for contracts, purchase orders and other obligations for which goods and/or services have not been received)].

**All Other Terminations** - the total number of participants who terminated for reasons other than those listed in lines 2-4 on the report form.

**Allowable Activities** - the INA grantee may provide any services consistent with the purposes of this section that are necessary to meet the needs of Native Americans preparing to enter, reenter, or retain unsubsidized employment [WIA sec. 166 (d)(1)(B)], provide core services, intensive services, training services, activities specifically designed for youth [which are identified in section 129 of the Act], and job development and employment outreach. Participants may be enrolled in more than one activity at a time and may be sequentially enrolled in multiple activities. INA grantees may provide any services which may be carried out by fund recipients under any provisions of the Act. INA grantees must develop programs which contribute to occupational development, upward mobility, development of new careers, and opportunities for nontraditional employment

**Alternative School** - a specialized, structured curriculum offered inside or outside of the public school system which may provide work/study and/or GED preparation.

**Assessment Services** - a service designed to initially determine each participant's employability, aptitude, abilities and interests, through interviews, testing and counseling to achieve the applicant's employment related goals.

**At-Risk Youth** - youth whom the grantee regards as within a group that may drop out of school prior to receipt of a high school diploma. Such an outcome must be consistent with the goals and service strategy set for the participant in his or her Employability Development Plan (EDP).

**Attained Basic or Occupational Skill Proficiency** - as one of the components of employability enhancements, includes participants who, at termination, had demonstrated proficiency, as defined by the grantee, in one or more of the following two skills areas in which the terminatee was deficient at enrollment: basic education skills or occupation skills. Skill gain must be achieved through active program participation and must be the result of a prior employability development planning process which identifies the participant's skill deficiencies and the level of proficiency needed for attainment of the basic/occupational skills.

**Attained Employment Enhancement ONLY** - the total number of terminatees who were not placed in a job; but attained at least one of the following employability enhancements: 1) Entered Non-Section 166 Training or Training Provided by Another Section 166 Grantee, 2) Returned to Full-time School, 3) Completed Major Level of Education, 4) Completed a Worksite Training Objective, and 5) Attained Basic or Occupational Skills Proficiency.

**Attended Post High School** - an individual who received a high school diploma or a GED certificate and had attended but is not currently attending a post-secondary level vocational, technical, or academic program (one normally requiring a high school diploma or GED for entry)

**Average Hourly Wage Preprogram** - represents the average hourly wage 52 weeks preprogram for those terminatees who entered unsubsidized employment at termination. Use the hourly wage from last job held during the immediate 52 weeks prior to eligibility determination. Terminatees who entered unsubsidized employment and had not been employed within the 52 weeks prior should be counted as having \$0.00 hourly wage. To calculate, add the pre-program hourly wage for all terminatees who entered unsubsidized employment, then divide the result by the number of terminatees who entered unsubsidized employment. Example: Three (3) participants obtained employment. Participant X was earning \$5.00 an hour prior to entering the program; Participant Y was unemployed longer than 52 weeks prior to entering the program, therefore his or her pre-program wage was \$0; and participant Z was earning \$6.00 an hour prior to entering the program. The total pre-program wages for terminatees X, Y, and Z is \$11.00. The Average Wage (pre-program) would be \$3.67 (\$5+ \$0 + \$11 divided by 3 participants equals \$3.67).

**Average Hourly Wage at Termination** - represents the average hourly wage of those terminatees who entered full or part-time unsubsidized employment. Calculate by adding the hourly wage for all terminatees who entered unsubsidized employment, then divide the result by the total number of terminatees who entered unsubsidized employment. *Include any bonuses, tips, gratuities*

*and commissions earned.* Example: Three (3) participants obtained employment. Participant X received an hourly wage at termination of \$10.00; Participant Y received \$7; and participant Z received \$6.50. The total hourly wages for terminees X, Y, and Z is \$23.50. Therefore, the Average Hourly Wage at termination would be \$7.83 (\$23.50 divided by 3 participants equals \$7.83).

**Base for Measure** - each of the measures the grantee selects has a minimum performance level associated with it. The base for the measure is usually the total number of terminees to be considered under the measure or the denominator used to calculate final performance outcome.

**Basic Education Skills** - training that includes remedial reading, writing, communication, mathematics GED and/or English for non-English speakers.

**Basic Literacy Skills Deficient** - is a determination that an individual: (1) computes or solves problems, reads, writes, or speaks English at or below the 8<sup>th</sup> grade level; or (2) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

**Basic Skills/GED Attainment Rate (*performance measure*)** - as a rate, those terminees who increased their reading or math skills by at least two grade levels or the equivalent, attained their high school diploma or equivalent, or were out-of-school youth who return to school, as a percentage of all terminees who are enrolled in adult basic education or GED programs.

**Classroom Training: Basic Education** - means participation in basic education classroom activities designed to enhance the employability of the participant by upgrading basic skills (e.g. remedial education or training in English Language Proficiency, GED classes, etc.)

**Classroom Training: Job Skills** - means training ordinarily conducted in an institutional setting and designed to provide individuals with technical skills and ability required to perform a specific job or group of jobs (e.g. community college, vocational technical school, etc.)

**Completed Major Level of Education** - participants who, at termination, had completed a level of educational achievement which had not been reached at entry. Levels of educational achievement are secondary and post-secondary. Completion standards shall include a high school diploma, GED Certificate or equivalent at the secondary level, and require a diploma or other written certification of completion at the post-secondary level.

**Completion of Work-site Training Objective** - participants who, at termination, had attained a level of work readiness, through work-site training which did not exist at entry. This includes the completion of work experience, on-the-job training with job placement, and/or completion of an occupational skills, pre-apprenticeship, or job upgrading program.

**Core Services** - authorized under WIA section 166(d)(2) comprehensive workforce investment activities must be delivered in partnership with the One-stop delivery system. Services include: (1) outreach; (2) intake; (3) orientation to services available; (4) initial assessment of skill levels, aptitudes, abilities and supportive service needs; (5) eligibility certification; (6) job search and placement assistance; (7) career counseling; (8) provision of employment statistics information and local, regional, and national labor market information; (9) provision of information regarding filing of Unemployment Insurance claims; (10) assistance in establishing eligibility for Welfare to Work programs; (11) assistance in establishing eligibility for financial assistance for training; (12) provision of information relating to supportive services; (13) provision of performance and cost information relating to training providers and training services; and (14) follow-up services.

**DINAP** - means the Division of Indian and Native American Programs within the Employment and Training Administration of the Department of Labor.

**Disabled Veteran** - [a sub-category of Veteran] an individual who is a veteran that is entitled to compensation for a disability under laws administered by the Department of Veterans' Affairs, or who was discharged or released from active duty because of a service-connected disability.

**Displaced Homemaker** - an individual who lacks a fixed, regular adequate night-time residence; and any adult or youth who has a primary night-time residence that is public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth. The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law.

**Eligibility Determination Criteria (*Section 166 program*)** - a person is eligible to receive services under the INA program if that person is: (1) An Indian, as determined by a policy of the Native American grantee, (2) an Alaska native, as defined in

Section 3(b) of the Alaska Native Claims Settlement Act (ANCSA), 43 U.S.C. 1602(b); or (3) Native Hawaiian, as defined in WIA section 166(b)(3). The person must also be one of the following: (a) Unemployed; or (b) underemployed as defined in 668.150; or (c) a low income individual, as defined in WIA section 101(25); or (d) the recipient of a bona fide layoff notice which has taken effect in the last six months or will take effect in the following six month period, who is unlikely to return to a previous industry or occupation, and who is in need of retraining for either employment with another employer or for job retention with the current employer; or (e) an individual who is employed, but is determined by the grantee to be in need of employment and training services to obtain or retain employment that allows for self-sufficiency. Also, if applicable, male applicants must also register or be registered for the Selective Services.

**Entered Employment with Enhancement** - the total number of terminees who entered full or part-time unsubsidized employment after receiving one of the following employability enhancements: 1) Entered Non-Section 166 Training or Training Provided by Another Section 166 Grantee; 2) Returned to Full-time School; 3) Completed Major Level of Education; 4) Completion of Work-site Training Objective, and 5) Attained Basic or Occupational Skills Proficiency.

**Entered Employment without an Enhancement** - the total number of terminees who entered full or part-time unsubsidized employment but did not receive an employability enhancement.

**Entered Employment Rate (*performance measure*)** - denotes whether the individual entered unsubsidized employment at termination. As a rate, denotes the number of terminees who entered unsubsidized employment at termination; divided by all terminees.

**Entered Non-Section 166 Training or Training Provided by Another Section 166 Grantee** - participants who, at termination, entered an occupational skills training program or post-secondary education program funded by another Section 166 grantee; or not funded under Section 166 (for youth including funds other than those from the INA Supplemental Youth Services Program), which builds upon and does not duplicate training received under Section 166.

**Entered Unsubsidized Employment (including entering the military)** - individuals who, upon termination, entered non-WIA funded employment, including entry into the Armed Forces or self-employment.

**Employability Enhancement (*performance measure*)** - an outcome for participants which is recognized as enhancing long-term employability and contributing to the potential for a long-term increase in earnings and employment. Outcomes which meet this requirement shall be restricted to the following: 1) Entered Non-Section 166 Training or Training Provided by Another Section 166 Grantee; 2) Returned to Full-time School; 3) Completed Major Level of Education; 4) Completion of Worksite Training Objective, and 5) Attained Basic or Occupational Skills Proficiency. Enter the total number of participants who attained any of the following enhancement outcomes. A terminee can only be counted once in this section regardless of how many enhancements the individual attained.

**Employed** - the total number of terminees who during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or was one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

**Employer Services** - INA grantees may provide a variety of services to or for employers in their areas. Services include: (1) Workforce planning which involves the recruitment of current or potential program participants, including job restructuring services; (2) recruitment and assessment of potential employees, with priority given to potential employees who are or who might become eligible for program services; (3) Pre-employment training; (4) customized training; (5) On-the-job training (OJT); (6) Post-employment services, including training and support services to encourage job retention and upgrading; (7) work experience for public or private sector work sites; (8) other innovative forms of work site training; and (9) other grantee-determined services intended to assist eligible participants to obtain or retain employment may also be provided not mentioned in 1-8.

**Grant Officer** - means a Department of Labor official authorized to obligate Federal funds.

**Grantee-determined Barrier** - any circumstance identified by the grantee that will impede employment opportunities for an individual which is not listed under multiple barriers 1-11.

**Grantee-determined Measure** - grantees have the option to develop their own specific measure(s) which are relevant to the special circumstances surrounding the program. Grantees who choose this option may not use measures from the *menu of options*. Each measure determined should be unique and relevant to the client population being served. If a grantee decides to develop one measure for the program year, that measure should reflect benchmarks/goals for a two year period. Grantees must describe fully in the CSP; a) the proposed measure(s) and rationale for choosing the measure(s), b) How successful performance

outcomes will be measured, c) the number of participants enrolled in the program year, and d) how the program plans to track outcomes and report its performance.

**High School Graduate or Equivalent Only (no post high school)** - an individual who has received a high school diploma or a GED certificate, but who has not attended any post-secondary level vocational, technical, or academic program (one normally requiring a high school diploma or GED for entry).

**Homeless and/or a Runaway Youth** - an individual who lacks a fixed, regular adequate night-time residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth. The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law.

**INA Grantee** - means an entity which is formally designated under subpart B of this part to operate an INA program and which has a grant agreement pursuant to 20 CFR 668.292.

**Inactive Status** - the period between the last receipt of employment and/or training funded under the program and the actual date of termination.

**Individuals with a Disability** - any individual who has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of such person's major life activities and has a record of such an impairment, or is regarded as having such an impairment.

**Intake Services** - the screening for eligibility; and 1) a determination of whether the program can benefit the individual; 2) an identification of the employment and training activities and services which would be appropriate for that individual; 3) a determination of the availability of an appropriate employment and training activity; 4) a decision on selection for participation; and 5) the dissemination of information on the program.

**Intensive Services** - include: (1) Comprehensive and specialized testing and assessment; (2) development of an individual employment plan; (3) group counseling; (4) individual counseling and career planning; (5) case management for seeking training services; (6) short-term pre-vocational services; (7) work experience in the public or private sector; (8) tryout employment; (9) dropout prevention activities; (10) supportive services; and (11) other services identified in the approved Two Year Plan.

**Job Creation Rate (performance measure)** - as a rate, new jobs created in Native American-owned businesses as a result of the grantee's services (including micro-enterprises and self employment), as a percentage of all trainees.

**Job Development/Employment Outreach** - include: (1) Support of the Tribal Employment Rights Office (TERO) program; (2) negotiation with employers to encourage them to train and hire participants; (3) establishment of linkages with other service providers to aid program participants, establishment of management training programs to support tribal administration or enterprises; and (5) establishment of linkages with remedial education, such as Adult Basic Education (ABE), basic literacy training, and English as a second language (ESL) training programs, as necessary.

**Job Placement for Long-term Jobless Rate (performance measure)** - as a rate, those who enter unsubsidized employment at termination, as a percentage of all trainees who have been unemployed or out of the labor force for 15 of the 26 weeks prior to enrollment.

**Job Retention Rate (performance measure)** - as a rate, those who are employed for at least 20 hours per week for 12 out of the 13 weeks following termination, as a percentage of trainees placed in jobs at termination who were enrolled in occupational skills classroom training or OJT.

**Job Skills Training** - training that includes vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs.

**Leverage Non-Sec.166 Resources Rate (performance measure)** - as a rate, the dollar value of non-166 financial or in-kind contributions to the 166 program and/or non-166 funded services provided to participants, including the following: 1) non-166 contracts or grants or grants that are not formula funded, 2) donated services or services provided by other agencies or individuals not paid for from the Section 166 grant, 3) donated equipment, 4) slots provided by other WIA Title I programs, 5) tuition waivers, 6) support services provided by others. Computed as a percentage of the Section 166 grant.

**Limited English Language Proficiency** - the inability of an individual, whose native language is not English to

communicate in English, resulting in a barrier to employment.

**Long-term TANF/GA Recipient** - an adult or youth listed on the welfare grant who had received cash payment under TANF or GA for any 24 or more of the 30 months prior to eligibility determination and who was a welfare recipient at the time of such determination.

**Menu of Measures** - grantees have an option to select three (3) measures from a menu of options that are categorized by Employment, Training, and Community. Grantees who choose this option must select at least one measure from either the Employment or Training category. The three measures selected for the program year must be submitted in the grantees plan at the beginning of the program year and may not be changed after the mid-year reporting period.

**Multiple Barriers to Employment** - participants who have *two* or *more* of the following impediments to employment: (1) School dropout, (2) Limited English Language Proficiency, (3) Individual with a Disability, (4) Offender, (5) Basic Skills Deficient, (6) Long-term TANF/GA Recipient, (7) Homeless, (8) Substance Abuse, (9) Displaced Homemaker, (10) Pregnant or Parenting Youth, (11) Single Head of Household with Dependents Under Age 18, or (12) Grantee-determined Barrier.

**NEW** - means the Native Employment Works Program, the tribal work program authorized under section 412(a)(2) of the Social Security Act, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act (P.L. 104-193). Formerly known as Job Opportunities and Basic Skills (JOBS) program for recipients of Temporary Assistance for Needy Families (TANF).

**Occupational Skills Training and Post-Secondary Education Rate (*performance measure*)** - as a rate, those terminees with documented completion of occupational skills classroom training or post-secondary education, resulting in a degree, certificate, or apprenticeship, as a percentage of all terminees enrolled in occupational skills classroom training or post-secondary education.

**Offender** - an adult or juvenile: (a) who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**On-the-job Training (OJT)** - training provided by an employer that is provided to a paid participant while engaged in productive work in a job that (a) provides knowledge or skills essential to the full and adequate performance of the job, and (b) provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the supervision related to the training, and (c) is limited in duration appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**Other Employment and Training Programs** - this includes but is not limited to the following; WIA Title I-B (**Adult, Youth, & Dislocated Worker participants**), Job Corp, Bureau of Indian Affairs (BIA), Tribal work experience programs (TWEP), Adult Vocational Education Training programs (AVT), Direct Employment programs (DE), Health and Human Services (HHS), Native Employment Works (NEW), Welfare-to-Work, Indian Education, Housing and Urban Development (HUD), Vocational Education, Vocational Rehabilitation, tribal funding, etc. or similar programs available at the community level which are not funded through the grantee's Section 166 program.

**Outreach Services** - the collection, publication and dissemination of information on program services directed toward economically disadvantaged and other individuals eligible to receive WIA Section 166 training and supportive services.

**Participant** - an individual who has been determined eligible upon intake to participate in and who is receiving services (other than follow-up services authorized under this title) under a program authorized by this title. This does not include individuals who receive only outreach and/or intake and initial assessment. Participation begins on the first day, following determination of eligibility, when the individual began receiving subsidized employment, training, or other services provided under this title.

**Part-time Employed** - an individual who is regularly scheduled for work less than 30 hours per week.

**Performance Measures** - used to determine the level of performance a grantee achieves for the program years. Grantees selecting the menu of measures option are required to meet or exceed the minimum performance levels for two of three measures selected for the program year. Grantees can change the measures selected and submitted in their plan before the mid year reporting period begins.

**Positive Termination Rate (*performance measure*)** - as a rate, those who either entered unsubsidized employment at termination or attain an employability enhancement, divided by all terminees enrolled in the program year.

**Pregnant and/or Parenting Youth** - a female who is under 22 years of age and who is pregnant/parenting, or a male under 22 years of age who is providing custodial care for one or more dependents under age 18.

**Public Assistance Recipient** - an individual who at time of eligibility determination, was listed on the welfare grant and was receiving cash payments from a means-tested, income transfer program, receiving Food Stamps or commodities. The income transfer programs include TANF (SSA Title IV), [General Assistance (Tribal, BIA, State or local government)], Refugee Assistance (PL 96-212), and SSI (SSA Title XVI).

**Recently Separated Veteran** - [a sub-category of Veteran] an individual who is a veteran that applied for participation under Sec 166 of WIA within 48 months after discharge or release from active military, naval, or air services.

**Remained in School** - participants who are enrolled for the program year, who were at-risk of dropping out of school but, who were retained in school as a result of continuing active participation in the Section 166 program.

**Returned to Full-time School** - participants enrolled for the program year who, at intake, were not attending school (exclusive of summer), and had not obtained a high school diploma or equivalent and returned to full-time secondary school (e.g., junior high school, middle school, and high school) including alternative school as a result of participating in the Section 166 program.

**School Dropout** - as defined by the legislation, an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**Single Head of Household** - a single, abandoned, separated, divorced, or widowed individual who has responsibility for one or more dependent children under age 18.

**Student** - individuals who are attending any school (including elementary, intermediate, junior high school, secondary or post-secondary, or alternative school program), whether full or part-time, or are between school terms and intends to return to school.

**Subsidized Employment** - WIA funded employment. {e.g. work experience}

**Substance Abuse** - an individual who requires substance abuse treatment for employment. An individual who has an alcohol and/or other drug problem which for such an individual constitutes or results in a substantial barrier to employment. Grantees are responsible for developing criteria for identifying those individuals considered to be a substance abuser in their programs.

**Success Factor** - each of the measures the grantee selects has a minimum performance level associated with it. In most cases, the standard for successful completion is defined by the number of trainees which attain a certain objective. This number is the numerator in calculating the percentage for the actual performance outcome.

**Supplemental Youth Services Program** - participants in supplemental youth services activities must be: 1) Native Americans, as determined by the INA grantee according to 668.300(a) and must meet the definition of Eligible Youth, as defined in WIA section 101(13); 2) youth participants must be low-income individuals, except that not more than 5% who do not meet the minimum income criteria, may be considered eligible youth if they meet one or more of the following categories: a) School dropouts; b) basic skills deficient as defined in WIA section 101(4); c) have educational attainment that is one or more grade levels below the grade level appropriate to their age group; d) pregnant or parenting; e) have disabilities, including learning disabilities; f) homeless or runaway youth or foster child; g) offenders; or h) other eligible youth who face serious barriers to employment as identified by the grantee in its plan.

INA grantees may offer supplemental services to youth throughout the school year, during the summer vacation, and/or during other breaks during the school year at their discretion. The Department encourages INA grantees to work with Local Educational Agencies to provide academic credit for youth activities whenever possible. INA grantees may provide participating youth with the activities listed in 20 CFR 668.340 (e).

**Supportive Services** - includes but is not limited to: 1) Health care; 2) meals and other nutritional assistance; 3) residential support (including temporary shelter); 4) legal financial and personal counseling; 5) child care; 6) relocation assistance; 7) transportation and commuting assistance; 8) emergency assistance.

**Termination** - the separation of a participant from a given title of the Act who is no longer receiving employment, training, or services (except post-termination services) funded under the title. Note: Post-termination services may be provided to individuals for a period not to exceed one year following termination.

**Terminee Satisfaction (performance measure)** - as a rate, those trainees who rate their satisfaction of services

provided by the grantee as "satisfied" or "very satisfied" for the program year, as a percentage of all those who responded to the survey . A 75% response rate is required, however, there are no explicit requirements with respect to survey method used (e.g. telephone, mail, in-person), or number of questions asked on the survey , or timing of survey administration. The survey questions may be similar to the example provided in the Planning instructions - see *Recommended Survey Questions*.

**Total** - is the final accumulation of participants, terminees, terminee characteristics, program costs, program outcomes, etc., for the program year. Note: program costs must be rounded to the nearest dollar amount. Negative entries are not acceptable. Section 166 program cost data will be compiled on an accrual basis. If the program's accounting records are not normally maintained on an accrual basis, the information should be developed through an analysis of the records on hand, or on the basis of best estimates.

**Total Concurrent Participants funded by Non-Section 166 Programs** - the total number of Section 166 participants who are also receiving services provided by other Non-Section 166 employment or training programs. [See Appendix - Other Employment & Training Programs]

**Total Current Participants** - the total number of participants who are currently still enrolled in the program (as of close of business on the last day of the program year) and who will continue to receive services into the next program year.

**Total Participants** - the total number of participants enrolled in the Section 166 program for the Program Year.

**Training Assistance to Applicants** - include: 1) Outreach, 2) intake, 3) screening for eligibility determination.

**Training Assistance to Participants** - includes, but is not limited to: 1) Orientation to the world of work; 2) training or job related counseling and testing; 3) employability assessment (other than that involved during intake); 4) job development; 5) job search assistance; 6) job referral and placement; 7) vocational exploration program (VEP).

**Training Services [legislatively defined]** - types of training services under Section 166 include : (1) Occupational skills training; (2) on-the-job training; (3) programs that combine workplace training with related instruction, which may include cooperative education programs; (4) training programs operated by the private sector; (5) skill upgrading and retraining; (6) entrepreneurial and small business development technical assistance and training; (7) job readiness training; (8) adult basic education, GED attainment, and English language training provided in combination with [1-8]; (9) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training; and (10) educational and tuition assistance.

**Underemployed** - means an individual who is working part time but desires full time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational attainment.

**Unsubsidized Employment** - non-WIA funded Employment which includes entry into the Armed Forces, entry into employment in a registered apprenticeship program, or self employment.

**Veteran** - an individual who served in the active military, naval, or air services, and who was discharged or released from such service under conditions other than dishonorable.

**Vocational Education** - provides individuals with the technical skills and information required to perform a specific job or group of jobs.

**Wage Growth at Job Placement (*performance measure*)** - as a rate, those terminees whose wage at termination exceeds their preprogram wage (wage of the last job held in the 12 months before enrollment) by at least 10%, as a percentage of all terminees who enter employment at termination and who had a job in the 12 months before enrollment.

**Welfare-to-Work Rate (*performance measure*)** - as a rate, those who enter unsubsidized employment at termination, as a percentage of all terminees who are public assistance recipients.

**Work Experience** - a short-term or part-time work assignment with an employing agency, non-profit organization, or government agency. this includes Tribal enterprises which are owned by Indian Tribes provided the profits from such enterprises are used exclusively for functions normally performed by the governing body of such entities. It is otherwise prohibited in the private-for-profit sector.

**Youth Progress Rate (*performance measure*)** - for youth enrolled in the Section 166 program, those who at termination show progress and improved skills by completing at least two of the following activities listed during their enrollment: 1) completed



job readiness or VEP, 2) complete career assessment, 3) secure unsubsidized employment or enlist, 4) participate in youth services that result in youth; a) returning to school, b) remaining in school, or c) enrolling in Job Corps, 5) improve basic skills by at least two grade levels, or 6) complete occupational skills training. For grantees receiving special youth funding, this list is expanded to add: 7) attain high school diploma, 8) attain GED, 9) complete leadership or soft-skills training, or 10) enter other (non-Section 166 youth) training.

**25-10-10 Rule** - at least one of the three measures selected from the menu of measures options must represent 25% of the program's terminees for that program year. In addition, each of the other measures selected must represent at least 10% of the total terminees in the program for that program year. This ensures that each of the measures cover a significant number of terminees in the grantee's entire program.