

## **Instructions for Completing the Reporting Form for Projects With Industry Compliance Indicators and Annual Evaluation Plan**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0631. The time required to complete this information collection is estimated to average 35 hours per response, including the time for reviewing instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:

U.S. Department of Education  
Washington, D.C. 20202-4651

If you have comments or concerns regarding the status of your individual submission of this form, write directly to your Program Officer at:

Rehabilitation Services Administration  
U.S. Department of Education  
400 Maryland Avenue, S.W., PCP  
Washington, D.C. 20202-4651

Please provide information for the appropriate fiscal year for each of the items in the attached form.

Note: Grantee need not respond if an OMB number is not present.

### **COMPLIANCE INDICATOR DATA**

Item Number:

1. Enter the total number of persons served by the project during the reporting period. "Person served" means an individual for whom services by a PWI project have been initiated with the objective that those services will result in placement in competitive employment (34CFR379.5(b)(6))
  - 1.a. Enter the number of new persons served by the PWI project during the reporting period. This number includes all persons who completed the project's intake process and who were determined eligible to receive project services during the reporting period. Do not include persons who were referred to other service providers and were not yet determined eligible for PWI project services.
  - 1.b. Enter the number of persons continuing to receive services from the PWI project during the reporting period. This number includes persons who were determined eligible and received PWI services prior to the current reporting period and continued to receive project services during the reporting period.
2. Enter the number of persons placed in competitive employment during the reporting period. Competitive employment, as the placement outcome under this program, means work in the competitive labor market that is performed on a full-time or part-time basis

in an integrated setting; and for which an individual is compensated at or above the minimum wage, but not less than the customary or usual wage and terms and benefits provided by the employer for the same or similar work performed by individuals who are not disabled (CFR 379.5(b)(2)). An individual will be counted as "placed" or a "placement" if he or she holds a job for a continuous period of at least 90 days prior to the end of the project year (September 30).

3. Enter the number of individuals with significant disabilities placed during the reporting period.
4. Enter the number of persons placed during the reporting period who had been unemployed for a period of at least six months before entering the PWI project.
5. Average weekly earnings for persons placed during the reporting period:
  - 5.a. Enter the average weekly earnings during the week prior to entry into the PWI project. Include participants with no earnings in this calculation. Earnings should include all income earned from full-time or part-time work and should not include benefit payments.
  - 5.b. Enter the average weekly earnings after the first week of employment.
  - 5.c. Place an "X" on line 5.c. if at least 75% of individuals placed into competitive employment by the project are working fewer than 30 hours per week.
6. Average hourly wage and hours worked for individuals placed during the reporting period who were employed at project entry:
  - 6.a. For individuals employed at the time of project entry, (the time when they were accepted for services) enter the average hourly wage at the time of project entry.
  - 6.b. For individuals employed at the time of project entry, enter the average hours worked per week at time of project entry.
  - 6.c. For individuals employed at the time of project entry, enter the average hourly wage at placement. *[Note: the definition of "placement" is provided in the instructions for item #2.]*
  - 6.d. For individuals employed at the time of project entry, enter the average hours worked per week at placement.
7. Average hourly wage and hours worked for individuals placed during the reporting period who were unemployed at project entry:
  - 7.a. For individuals unemployed at project entry, enter the average hourly wage at placement.
  - 7.b. For individuals unemployed at project entry, enter the average hours worked per week at placement.
8. Enter the amount of the Federal PWI award the project received for use during the reporting period on the first line (8.a.). Enter the amount of the project's total Non-

Federal contribution on the second line (8.b.). The Non-Federal contribution, including project match, may be "in-kind." Estimate the dollar equivalency of any in-kind Non-Federal contributions. *[Note: The total Non-Federal contribution should include the required 20 percent match and any other additional Non-Federal contribution above the required amount.]*

9. Enter the projected cost per placement as stated in the grant application.

Note: The Department of Education will calculate the project's "average cost per placement" to determine compliance with the Cost per Placement indicator in 34 CFR part 379.53(b)(3). The Department will calculate the actual average cost per placement by dividing the sum of the project costs in item number 8 (i.e., Federal dollar amount of the grant plus the total non-Federal contribution) by the number of individuals successfully placed as reported in item number 2. The Department will then compare this figure to the projected average cost per placement. The Department will calculate the projected average cost per placement by dividing the sum of the project costs in item number 8 (i.e., Federal dollar amount of the grant plus the total non-Federal contribution) by the number of individuals the applicant projected in its application would be placed by the project.

#### **ANNUAL EVALUATION PLAN DATA**

1. Enter the total number of applicants for project services during the reporting period, including:
  - 1.a. The number of individuals determined to be eligible for project services in accordance with 34 CFR 379.3.
  - 1.b. The number determined to be ineligible for project services.
2. Enter the total number of individuals with significant disabilities served by the PWI project during the reporting period. This number includes all individuals with significant disabilities who received project services during the reporting period, including both those individuals who entered the program in the previous reporting period and continued to receive services during this reporting period and those individuals who entered the program and received projects services during the reporting period.
3. Enter the total number of individuals served by the project during the reporting period who had been unemployed six months or more at the time of project entry. This number includes all individuals who had been unemployed six months or more at the time of project entry who received project services during the reporting period, including both those individuals who entered the program in the previous reporting period and continued to receive services during this reporting period and those individuals who entered the program and received projects services during the reporting period.
4. Enter the number of individuals with significant disabilities who exited the program during the reporting period. An individual is considered to have "exited the program" when the participant has not received a project service for 90 consecutive calendar days, excluding follow-up services or regular contact with the participant or employer to obtain information regarding the individual's employment status or need for additional services after the individual has been placed. The date of exit is the date on which the last service was provided by the PWI program. *[Note: Participants who have a planned gap in service*

of greater than 90 days are not considered to have exited the program if the gap in service is due to a temporary time-limited delay or disruption in the receipt of service.]

5. Enter the number of eligible individuals with significant disabilities placed in competitive employment by the project who during the reporting period were:
  - 5.a. Employed 3 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who were employed 3 months after achieving their employment goal.
  - 5.b. Employed 9 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who are employed 9 months after achieving their employment goal.
6. Enter the number of eligible individuals who are NOT individuals with significant disabilities who exited the program during the reporting period. See instructions in #4 above.
7. Enter the number of eligible individuals who are NOT individuals with significant disabilities placed in competitive employment by the project who during the reporting period were:
  - 7.a. Employed 3 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who are employed 3 months after achieving their employment goal; and
  - 7.b. Employed 9 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who are employed 9 months after achieving their employment goal.

*[Note: In items 7a and 7b include individuals placed in this or the previous reporting period who during this reporting period were still employed 3 and 9 months after placement. For example, an individual who met the placement criteria on Aug.31 of the previous reporting period would be counted in item 7.a. if the person was still employed on December 1 of the current reporting period. The same individual would be counted again in 7.b. if the person was still employed on June 1 of the current reporting period. If the same individual became unemployed after the 3-month follow-up and remained unemployed at the 9-month follow-up, the person would be counted in item 7.a., but not in item 7.b.]*

8. Enter the average weekly earnings of individuals with significant disabilities placed in competitive employment by the project:
  - 8.a. 3 months after placement in competitive employment, and
  - 8.b. 9 months after placement in competitive employment.
9. Enter the average weekly earnings of individuals who are NOT individuals with significant disabilities placed in competitive employment by the project:
  - 9.a. 3 months after placement in competitive employment, and
  - 9.b. 9 months after placement in competitive employment.

GRANTEE NAME: \_\_\_\_\_  
PR/AWARD NUMBER: \_\_\_\_\_  
PROJECT DIRECTOR: \_\_\_\_\_  
*(SIGNATURE)*

U. S. Department of Education  
Reporting Form for Projects With Industry  
Compliance Indicators and Annual Evaluation Plan

Project Year: October 1, 2004 to September 30, 2005

**COMPLIANCE INDICATOR DATA**

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- 1. Total number of persons served. \_\_\_\_\_
  - 1.a. Number of new persons served. \_\_\_\_\_
  - 1.b. Number of persons who continued to receive services during this reporting period. \_\_\_\_\_
- 2. Number of persons placed. \_\_\_\_\_
- 3. Number of persons placed who are individuals with significant disabilities. \_\_\_\_\_
- 4. Number of persons placed who had been unemployed six months or more at time of project entry. \_\_\_\_\_
- 5. Average weekly earnings:
  - 5.a. Average weekly earnings of placed participants before entry into the project. \_\_\_\_\_
  - 5.b. Average weekly earnings of placed participants after the first week of employment. \_\_\_\_\_
  - 5.c. At least 75% of individuals placed into competitive employment by the project are working fewer than 30 hours per week. \_\_\_\_\_

- 6. Average hourly wage and hours worked — Individuals employed at project entry:
  - 6.a. Average hourly wage for employed individuals at the time of project entry. \_\_\_\_\_
  - 6.b. Average hours worked per week for employed individuals at time of project entry. \_\_\_\_\_
  - 6.c. Average hourly wage at placement for individuals employed at project entry. \_\_\_\_\_
  - 6.d. Average hours worked per week at placement for individuals employed at project entry. \_\_\_\_\_
  
- 7. Average hourly wage and hours worked — Individuals unemployed at project entry:
  - 7.a. Average hourly wage at placement for individuals unemployed at project entry. \_\_\_\_\_
  - 7.b. Average hours worked per week at placement for individuals unemployed at project entry. \_\_\_\_\_
  
- 8. PWI Project Cost
  - 8.a. Federal Funds \$ \_\_\_\_\_
  - 8.b. Non-Federal Contribution \$ \_\_\_\_\_
  
- 9. Projected cost per placement \$ \_\_\_\_\_

## ANNUAL EVALUATION PLAN DATA

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1. Total number of applicants for project services. \_\_\_\_\_
  - 1.a. Number of applicants determined to be eligible for project services. \_\_\_\_\_
  - 1.b. Number of applicants determined to be ineligible for project services. \_\_\_\_\_
2. Total number of individuals served with significant disabilities. \_\_\_\_\_
3. Total number of individuals served who had been unemployed six months or more at time of project entry. \_\_\_\_\_
4. Number of individuals with significant disabilities who exited the program. \_\_\_\_\_
5. Number of individuals with significant disabilities placed in competitive employment who were:
  - 5.a. Employed 3 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who are employed 3 months after achieving their employment goal. \_\_\_\_\_
  - 5.b. Employed 9 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who are employed 9 months after achieving their employment goal. \_\_\_\_\_
6. Number of eligible individuals who are NOT individuals with significant disabilities who exited the program. \_\_\_\_\_
7. Number of eligible individuals who are NOT individuals with significant disabilities placed in competitive employment who were:
  - 7.a. Employed 3 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who are employed 3 months after achieving their employment goal. \_\_\_\_\_
  - 7.b. Employed 9 months after placement, or, in the case of individuals whose employment goal was to advance in employment, the number who are employed 9 months after achieving their employment goal. \_\_\_\_\_

8. The average weekly earnings of individuals with significant disabilities:

8.a. 3 months after placement

\_\_\_\_\_

8.b. 9 months after placement

\_\_\_\_\_

9. The average weekly earnings of individuals who are NOT individuals with significant disabilities:

9.a. 3 months after placement

\_\_\_\_\_

9.b. 9 months after placement

\_\_\_\_\_