# Performance Reporting System FAQ
## For Community-Based Job Training and High Growth Job Training Initiative Grants
### *June 30, 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: When will the approved reporting form and instructions take effect?***

   Answer: The approved reporting form and instructions are in effect for the quarter ending on June 30, 2008 and will be in effect for all subsequent quarters thereafter. Quarterly reports and records must be submitted no later than 45 days after the end date of each reporting quarter: February 14, May 15, August 14, and November 14.

2) ***Question: Which HGJTI and CBJT grantees are required to use the new form and instructions and to submit their performance information electronically?***

   Answer: All HGJTI and CBJT grantees whose grants were active on May 14, 2008 but have a period of performance that ends on or before June 30, 2008 are encouraged to use the new reporting requirements. For example, if your grant was active on May 14, 2008 and ends on June 28, 2008, then you are encouraged to use the approved form, instructions, and new online reporting system to the extent possible.

   All HGJTI and CBJT grantees whose grants were active on May 14, 2008 and have a period of performance that ends on or after July 1, 2008 are required to use the approved reporting form and instructions. For example, if your grant was active on May 14, 2008 and ends on October 15, 2008, then you are required to use the approved form, instructions, and online reporting system. ETA will enact formal grant modifications to each of the grants that is required to use the approved form and instructions to help ensure that grantees are fully aware of this requirement.

3) ***Question: When will HGJTI and CBJT grantees be able to begin using the electronic system for submitting quarterly reports?***

   Answer: The electronic system is expected to be operational by July 14, 2008. Grantees will submit their quarterly performance reports electronically to ETA through this system. This electronic system has all of the necessary forms and fields for completing, certifying, and submitting quarterly performance reports.

4) ***Question: For the report that I submit for the quarter ending June 30, 2008, should I just submit information for my grant activities that took place during that reporting quarter (April 2008 – June 2008)?***

   Answer: For the quarter ending June 30, 2008, all applicable grantees will submit an initial, cumulative report. This report will provide information on all training and capacity building activities and outcomes achieved through the grant to date. For example, if your grant began on April 1, 2006, then you must include all cumulative information on training and capacity building activities and outcomes as of June 30, 2008 (i.e. a total of 450 individuals have completed

training since the inception of the grant; a total of 500 individuals have been impacted by the new curriculum developed, etc.). Then, for the quarter ending September 30, 2008 and all quarters thereafter, you will be inputting quarterly data only (i.e., from July 1, 2008 until September 30, 2008, a total of 20 individuals were trained).

5) **Question: What types of technical assistance will be available to HGJTI and CBJT grantees to help them better understand the approved reporting form and instructions, and navigate this new online reporting system?**

Answer: In addition to trainings that have already taken place on performance reporting, intensive training on the approved form and instructions and on-line reporting system will be provided at the all-grantee meeting on July 14th, in New Orleans, Louisiana. Moreover, a user guide will be available to help you easily navigate the new online reporting system. ETA will also provide additional training after the July 14th meeting through webinars and other formats on the approved form and instructions, to help address grantee questions as they arise. FPOs and other ETA staff will continue to provide support to grantees to help facilitate the transition to the new reporting online system.

6) **Question: Will ETA provide grantees with any software to help them track outcomes in their regions?**

Answer: At no cost to grantees, ETA will be providing grantees with software to help them with reporting – the software is called Performance at Work (PAW). This software will help grantees more easily collect data in their regions and calculate outcomes. A beta version of this system will be showcased on July 14th in New Orleans. ETA expects that this performance system will be available to you by September 30, 2008.

7) **Question: How will HGJTI and CBJT grantees be able to log into the new electronic reporting system housed at ETA where they will submit their reports?**

Answer: On July 14, 2008, the certifying official and program manager of your grant will receive a password and a personal identification number (PIN) via email. The password and PIN are necessary to enter the online reporting system and to certify your quarterly report. To certify that the data is accurate and ready for release to ETA, the PIN assigned must be entered after data entry is complete. The On-Line Reporting System will be located at the following URL: http://www.etareports.doleta.gov. Prior to July 14, 2008 ETA will be contacting grant program managers to ensure that we have the appropriate name and contact information for each grant's certifying officials.