

DISABILITY EMPLOYMENT GRANT PROGRAM

Title I, Subtitle D, Section 171(b) and (d)

of the

Workforce Investment Act of 1998

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Grantee Reporting Forms

and Instructions

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U.S. Department of Labor
Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

October 2000
Instructions – Revised May 2002

OMB Control No. 1205-0416

Expiration Date: October 31, 2003

INTRODUCTION

The Disability Employment Grant are funded under the Workforce Improvement Act of 1998, Title I, Subtitle D, Section 171(b)(1)(F) for Demonstration and Pilot Projects; and Section 171(d) for Dislocated Workers. The grants to which the following report package applies are competitive grants funded for one year, plus two option years. The grants are designed to provide innovative training and employment services that address the high rate of unemployment commonly experienced by individuals with disabilities.

The following package contains two forms and related instructions: 1) **Activity and Placement Report (APR)** on the number of participants being served, activities and services provided, and placement outcomes; and 2) **Participant Characteristics Report (PCR)** on age, race, type of disability, etc., of participants enrolled in each grant project.

In addition to the APR and PCR, grantees are required to submit a **Financial Status Report (FSR), SF 269**. Please note, the SF 269 must include information on administrative costs incurred during the reporting period in the "Remarks" section of the report. The grantee's SF 269 must also include the amount of accrued expenditures related to WIA Section 171(b) or (d) if they receive funding from both.

The following information is provided for each form:

- Purpose
- General instructions and description of content
- Facsimile
- Instructions

Report submissions to the Employment and Training Administration (ETA) are **quarterly** for the APR and FSR, and **annually** following the end of the grant year for the PCR. The quarterly reporting periods are generally from July 1 - September 30 (first quarter); October 1 through December 31 (second quarter); January 1 - March 31 (third quarter); and April 1 - June 30 (fourth quarter) unless otherwise instructed. Information submitted is cumulative throughout the Program Year. Reports are due to ETA no later than 30 days after the last day of the report period.

The reporting forms for which instructions are given in this package are mandatory. Grantees must submit these reports electronically with data arrayed per instructions. The APR, PCR and FSR forms and related instructions can be downloaded from ETA's disAbility Online website at: <http://wdsc.doleta.gov/disability> . Additional instructions on electronic access to reporting forms are provided under separate cover.

Signature and title, date submitted, and telephone number are to be included on any computer printouts submitted. Identifying information is required on all reports.

The Department of Labor has submitted and received approval for these reporting forms from the Office of Management and Budget (OMB), per the Paperwork Reduction Act of 1995 [44 U.S.C. 3506]. The collection of information encompassed in this issuance complies with 5 CFR 1320.9. Clearance for this package has been provided under OMB Number 1205-0416. It expires on October 31, 2003.

No report forms in this package may be changed or altered in any way without prior approval from the National Office of the Employment and Training Administration (ETA).

NOTE: These report forms are effective for all Disability Employment Grants, or other disability-related demonstration grant, activity conducted during Program Year 2001 through 2003. These reports will also be used for other discretionary disability employment or training grants which are awarded prior to the expiration date of October 31, 2003

ACTIVITY AND PLACEMENT REPORT (APR)

1. Purpose. The Activity and Placement Report (APR) provides information during the fiscal year on total participants of the Disability Employment Grant, the type(s) of training and job readiness activities provided, and placement outcomes in unsubsidized jobs. The APR also includes grantee information for activities and outcomes funded under dislocated worker funding authority.
2. General Instructions. The APR is required for each Disability Employment Grant and includes detailed information related to both dislocated worker WIA Section 171(d) participants and total grant participants (i.e., Section 171(b) and Section 171(d) combined). The APR contains two columns; one for reporting dislocated worker participant data only and a total column for all grant participants. Grantees which receive no dislocated worker funds would report only in the "Total Grant" column.

Narrative information on the grant program should be submitted quarterly with the APR. The narrative may include information on status of project implementation, participant success stories during the reporting period, conferences or job fairs planned or held, meetings with employers related to placements, or other information of interest about the grant project.

An original plus two copies of the APR are to be submitted to:

U.S. Department of Labor
Employment and Training Administration
Room N-4645 FPB
200 Constitution Avenue, N.W.
Washington, D.C. 20210

ATTN: Sandra Y. Johnson

Quarterly reports due to DOL must be postmarked no later than thirty (30) days following the end of each quarterly report period.

3. Report Forms. See the following page for a facsimile of the APR report format.
4. Instructions for Completing the APR.

GENERAL INFORMATION

- a. Grantee Name and Mailing Address. Enter the grantee name and complete mailing address as it appears on the Notice of Obligation (NOO), or equivalent DOL document.

- b. Federal Agency. Enter DOL/ETA.
- c. Report Period. Under "From:", enter the Month, Day, and Year of beginning of the grant period. Under "To:", enter the month, day, and year of the end of the quarterly period being reported.
- d. Grant Number. Enter the Grant Number as it appears on the appropriate NOO, or equivalent DOL document.

SECTION I. ACTIVITIES/SERVICES INITIATED

Section I records the kinds of activities and/or services Disability Employment Grant program participants enrolled or beginning an activity(ies) in each quarter by category (i.e., vocational skills or basic education, on-the-job training, work experience, job search assistance, post employment/job retention services, including job coaching and supportive services) under both dislocated worker services and/or the total grant. The Dislocated Worker and Total Columns are cumulative totals during the grant year for each activity/service provided to dislocated worker eligible participants and for those of the total grant for programs funded by ETA Dislocated Worker and WIA Pilot and Demonstration (P & D) funds.

NOTE: This is an **unduplicated** count of each activity and/or service provided to participants during the grant year. Participants should be counted only **once** during the grant year for each activity/service received. However, a participant may receive more than one activity/service in a particular quarterly report period and may be counted more than once in that quarter. Likewise, a participant may be counted in one quarter related to participating in one activity/service, and reported again in the next or subsequent quarters for each additional activity/service provided. The intent is to identify what kinds of activities are provided in the grantee's program during the Fiscal Year, rather than obtaining information on all the activities/services provided by the grantee each quarter.

Line I. A. Assessment - Enter the number of participants who were provided an initial in-depth assessment during the quarterly reporting period.

Assessment - includes in-depth assessment of job skills, talents and abilities, disability related assessment, assessment of job accommodations and other in-depth evaluation of clients' readiness for employment. Includes development of an Individual Employment Plan (IEP) or to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.

Line I.B. Job Search Assistance (only) - Enter the number of participants who received only job search assistance services, without plans for training, assessment, OJT or other program services in the quarterly reporting period. A participant should be counted only in the quarter when job search assistance is provided to the individual for the first time. It is presumed that all other participants of the grantee's program receive job search assistance service during the course of

the enrollment.

Job Search Assistance includes job finding skills, orientation to the labor market, resume preparation assistance, interviewing training, job development, referrals to job openings, job clubs, vocational exploration, or job-related counseling.

Line I.C. Training - Basic Education - Enter the number of participants who initiated training in basic educational skills in the quarterly reporting period.

Basic Education Training includes remedial reading, writing, communication, mathematics, and/or English for non-English speakers, problem-solving, reasoning, computer assisted literacy or math instruction, and GED preparation.

Line I.D. - Training - Vocational Skills - Enter the number of participants who initiated training in vocational skills in the quarterly reporting period.

Vocational Skills Training includes vocational or occupational education designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. Vocational skills training may include job readiness training, entrepreneurial training, and unpaid internships such as customized training and a commitment by an employer or group of employers to employ an individual upon successful completion of the training and/or internship.

Line I.E. On-the-Job Training - Enter the number of participants who began on-the-job training (OJT) in the quarterly reporting period.

On-the-Job Training is training provided in the public or private sector to an individual who has been hired first, and partially funded, by an employer while he/she is engaged in productive work involving attainment of knowledge or skills essential to the full and adequate performance of the job. Training is limited in duration and is appropriate to the occupation for which the participant is being trained.

Line I.F. Work Experience - Enter the number of participants who were placed in a work experience position in the quarterly reporting period.

Work Experience is short-term or part-time unpaid work activity in the public or not-for-profit sector that provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors.

Line I.G. Post-Employment Follow-up/Job Retention Services - Enter the number of participants who were provided with post-employment or job retention services for the first time in the quarterly reporting period.

Post-Employment Follow-up/Job Retention Services may include counseling, follow-up, or job coaching which may assist an individual in maintaining employment.

Line I.H. - Supportive Services - Enter the number of participants who were provided with any type of supportive services for the first time in the quarterly reporting period.

Supportive Services enable an individual to participate in training and/or obtain and/or maintain employment and are not necessarily funded under the DOL grant. These services may include: transportation between home and the location of training or employment; healthcare may include preventive and clinical medical treatment, psychiatric, psychological and prosthetic services; non-medical substance abuse treatment; family care such as child care, dependent care, inside or outside the home, after school program; housing or rental assistance; counseling (personal, financial or legal). Any other supportive service(s) not included above which enable individuals to participate in planned activities, includes the provision of tools, equipment and special clothing for employment.

NOTE: The data entered under Lines I.A. through H. need not add up to any other total. It is possible that participants may receive more than one activity and/or service listed in Section I during a quarterly reporting period. The intent is to account for the service in the quarter when it is first provided to the individual.

SECTION II. PLACEMENT INFORMATION

Section II. Provides information on participant placement in unsubsidized employment, the average earnings of those placements, the number of full-time placements and how many participants were employed at ninety (90) days, one-hundred and eighty (180) days, and employed at 12 months following placement for participants who had received services funded under dislocated worker and/or total grant program. The Dislocated Worker and Total Columns capture cumulative data during the grant year regarding placement activities for those participants eligible under the dislocated worker and/or pilot and demonstration fund sources.

Line II.A. Placements in Unsubsidized Employment - Enter the total number of participants placed in unsubsidized employment for each quarter and the average wage obtained. For the purpose of this grant program, a placement is achieved when a participant has been placed in either part-time or full-time, unsubsidized employment. The total number of participants placed in a quarter should equal the total of placements indicated in Lines II.A.1, 2, and 3 for a given quarter.

Line II.A.1. 1 hour to 20 hours per week and average hourly wage - Enter the number of individuals placed in part-time unsubsidized employment during the quarterly reporting period who are working from 1 to 20 hours in a one-week period and the average hourly wage of these placements.

Line II.A.2. 21 hours to 35 hours per week and average hourly wage - Enter the number of individuals placed in part-time unsubsidized employment during the quarterly reporting period

who are working from 21 to 35 hours in a one-week period and the average hourly wage of these placements.

Line II.A.3. 36 or more hours per week and average hourly wage - Enter the number of individuals placed in unsubsidized employment during the quarterly reporting period who are working 36 hours or more in a one-week period and the average hourly wage of these placements.

In the Dislocated Worker column identify placed participants who had been served under WIA dislocated worker funding authority, and under the Total Column enter all placed who had been served under the grant including dislocated worker participants.

NOTE: If an individual is placed in unsubsidized employment by the Disability Employment Grant program more than once during the program year, **each** placement should be reported separately. Therefore, the number of placements does not need to equal the number of "Total Persons Served" during the grant year. **Participants can still receive services if they leave their initial job placement.**

If the number of hours an individual is working increases, this does not represent an additional placement and should not be identified again in another category of hours worked per week.

NOTE: If an individual was placed more than one time during the grant year, hourly wage data for each unsubsidized placement should be included in this calculation.

Line II.B. Employed at 90 Days (All Placements) - Enter the number of individuals employed in unsubsidized employment at 90 days following initial placement cumulative from the beginning of the grant year through the end of the report period (quarter). Employment does not have to be continuous or at the same job. Also enter average hourly wage rate of all individuals reported in Line II.A.

Line II.C. Employed at 180 Days (All Placements) - Enter the number of individuals who are employed in unsubsidized employment at 180 days following initial placement, cumulative from the beginning of the grant year through the end of the report period (quarter). Employment does not have to be continuous or at the same job. Also enter the average hourly wage rate of all individuals reported in Line II.C.

Line II.D. Employed at 12 Months Following Placement - Enter the number of individuals who are still employed in unsubsidized employment at 12 months following initial placement, cumulative from the beginning of the grant year through the end of the report period (quarter). Employment does not have to be continuous or at the same job. Also enter the average hourly wage rate of all individuals reported in Line II.D.

Line II. E. Achieved 90% of Wage Replacement - Enter the number of the total job placements

for dislocated worker participants only who achieve job placements with hourly earnings that are 90% or more of their hourly wage for the last job in which the person was employed prior to enrolling in the grantee's program, in the quarterly reporting period.

Section III. Participants Served

Number of Individuals at Beginning of Period - Report participants who are still in the grant program and were reported in the previous quarter. If it is the first quarter of the grant period (e.g., fiscal year) this would include participants still in the grant program who had been enrolled in the previous grant year.

Number of New Enrollments - Report only newly enrolled participants entering the program and beginning program services in the **current report period**. It is an unduplicated number.

Number of Individuals Exiting Program - Report only those participants who exit the grant program during the current report period and are no longer receiving services. This includes individuals who exit the program for any reason, including non-completion and placements of individuals who are no longer receiving services. If these individuals return for services at a later date, they can be counted again under "New Enrollments".

Final Number of Individuals at End of Period - Enter the number of individuals participating in the grant program during the current report period. This is derived from the total number of carry-overs in the quarter plus new enrollments, less the number of individuals exiting program.

Total New Enrollments in the Grant Period Year-to-Date - Enter the total number of individuals that entered the grant program from the beginning of the grant period (e.g., Program Year) through the end of the current report period. This is a cumulative number of newly enrolled participants year-to-date. **Do not** include carry-over from the prior grant period (e.g., Program Year) **nor** subtract participants exiting the program to arrive at this cumulative total.

CERTIFICATION:

The bottom of the APR report must include 1) the typed name and title of the contact person submitting this report, 2) voice telephone number of contact person, 3) signature of contact person; and 4) the date the report was signed.

PARTICIPANT CHARACTERISTICS REPORT (PCR)

1. Purpose. The PCR provides detailed information on characteristics of participants served under the Disability Employment Grant program.
2. General Instructions. The PCR is required for each on an annual basis following the end of the Program Year. The PCR must be submitted 30 days after the fourth report quarter (e.g. June 30). The participant information would be cumulative for the entire Program Year.

An original plus two copies of the PCR are to be submitted to:

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

ATTN: Sandra Y. Johnson

3. Report Forms. See the following page for a facsimile of the PCR report format..
4. Instructions for Completing the PCR.

GENERAL INFORMATION

- a. Grantee Name and Mailing Address. Enter the grantee name and mailing address as it appears on the Grant Package.
- b. Federal Agency: Enter DOL/ETA
- c. Report Period. Under "From:", enter the Month, Day, and Year of the beginning of the grant period (e.g. first day of the fiscal year). Under "To:", enter the month, day, and year of the end of the grant period (e.g., last day of the fiscal year).
- d. Grant Number. Enter the Grant Number as it appears on the appropriate NOO, or equivalent DOL document.

PARTICIPANT CHARACTERISTICS

Provides information on selected characteristics of clients participating in the Disability Employment Grant program, including gender, age, race, education status, type of disability, and whether participants were also clients of Vocational Rehabilitation services, and beneficiaries of

Social Security income support. All counts should be cumulative from the beginning of the grant year through the end of the report period (fourth quarter). Reported information must only pertain to participants newly enrolled during the grant period (e.g., Program Year) and would not include participants carried over from a prior grant year.

NOTE: This is an annual report to be submitted along with the last quarterly reports. However, grantees should prepare two Participant Characteristic Reports – one for Dislocated Workers only; and another for Total Grant. This report is for new enrollments and is an unduplicated count.

Line A. Male - Enter the number of males served.

Line B. Female - Enter the number of females served.

Line C. Age - Enter the number of participants according to the four age groupings: 1) 16 - 22; 2) 23 - 40; 3) 41 - 54; and 4) 55 and older.

NOTE: The cumulative total of categories in C. must equal the cumulative number of "New Enrollments" as reported each quarter. These data sets are both unduplicated counts of the same individuals.

Line D. High School Graduate/ GED; Two-Year Degree or Certificate; and four-year degree - Enter the number of participants who have completed High School or have attained a General Educational Development (GED) certificate; earned a two-year degree/certificate; or a four-year degree. This number is cumulative from the beginning of the grant year through the end of the fourth quarter. This is an unduplicated number--enter highest attainment.

NOTE: Participants who anticipate graduating from college within the next six months should be counted here.

Line E. Dislocated Worker - Enter the number of participants who are considered a dislocated worker in accordance with Section 171(b) of the WIA and provisions for eligibility under the Disability Employment Grant program, cumulative from the beginning of the grant year through the end of the fourth quarter.

Line F. Average Wage at Dislocation - Enter the mathematical average of participants' hourly wage rate for all dislocated worker participants at the time they were dislocated from their last job, cumulative from the beginning of the grant year through the end of the fourth quarter. This average is obtained by adding the total hourly wage rate for those placed in unsubsidized employment and dividing by the number of total placements.

Line G. Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI) Recipient - Enter the number of participants who are receiving income support from SSI

and/or SSDI at the time of enrollment in the grant program, cumulative from the beginning of the grant year through the end of the fourth quarter.

Line H. Vocational Rehabilitation Client - Enter the number of participants who: 1) have been referred to the program from Vocational Rehabilitation (VR) Services agency; 2) are a current client of VR; and/or 3) had been a VR client within the last three years, cumulative from the beginning of the grant year through the fourth quarter.

Line I - TANF Recipient - Enter the number of participants who receive income support under the Temporary Assistance for Needy Families program at the time of enrollment in the grant program, cumulative from the beginning of the grant year through the fourth quarter.

Line J. - Disability - Enter the type of disability for each participant. Categorize the participant by the disability that affects him or her the most. However, more than one type of disability may be identified for the same individual when these represent significant barriers to employment. The disabilities are listed as: 1) Visual Impairment, 2) Hearing, 3) Speech, 4) Mobility, 5) HIV/AIDS, 6) Mental Retardation, 7) Psychiatric/Emotional, 8) Seizure, 9) Other Cognitive, 10) Learning and /or ADD, 11) Recovering Substance Abuse, 12) Medical, and 13) Other. This should be cumulative from the beginning of the grant year through the fourth quarter.

NOTE: The information entered on Lines J need not add up to any other total, as some participants may have more than one of these characteristics. These numbers should be cumulative from the beginning of the grant year through the end of the fourth quarter.

Line K. Race - Enter the number of participants for each of the following racial categories: 1) American Indian or Alaska Native; 2) Black or African American; 3) Native Hawaiian/Pacific Islander; 4) Asian, 5) White.

Participants may choose more than one racial category.

Line L. Ethnicity - Enter the total number of individuals served who identify themselves as Hispanic.

Line M. Language - Enter the total number of individuals with limited English proficiency.

NOTE: The information entered on Lines K., L, and M may need not add up to any other total, as some participants may not choose to identify race and/or ethnicity.

CERTIFICATION

The bottom of the PCR report must include 1) the typed name and title of the contact person

submitting this report, 2) voice telephone number of contact person, 3) signature of contact person; and 4) the date the report was signed.