

Performance Reporting System FAQ #5

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

August 29, 2008

New Questions and Answers:

In our ongoing effort to support grantees, 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 similar to those included below within the On-Line Reporting System that grantees 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:** Should individuals that receive services through a HGJTI grant or CBJT grant that are funded with leveraged resources be considered participants, with outcomes for their grant reported in the grant's quarterly performance report?

Answer: Many HGJTI and CBJT grantees are leveraging resources to support grant activities. Grantees that utilize leveraged resources should follow these parameters when determining how to report on programmatic activities involving individuals served with leveraged resources:

- Individuals who receive services through either a HGJTI grant or a CBJT grant that are funded with both grant funds and leveraged resources are considered grant participants. Grantees should report on outcomes for these participants in all appropriate fields of ETA Form 9134. Grantees should also include the four data elements for these individuals in the standardized individual records (SIR) file that is used to compute Common Measures or, if grantees are calculating common measures directly (e.g., if Social Security Numbers are not available for some or all individuals), include those individuals in Common Measure computations utilizing supplemental data. Grantees should also report on leveraged resources that have been provided to support their grant in both the grant's quarterly performance report and in their quarterly financial report.
- Individuals who receive services through either a HGJTI or a CBJT grant that are funded solely with required matching funds are considered grant participants. Grantees should report on outcomes for these participants in all appropriate fields of ETA Form 9134. Grantees should also include the four data elements for these individuals in the SIR file that is used to compute Common Measures or, if grantees are calculating common measures directly (e.g., if Social Security Numbers are not available for some or all individuals), include those individuals in Common Measure computations utilizing supplemental data. Grantees should also report on leveraged resources that have been provided to support their grant in both the grant's quarterly performance report and in their quarterly financial report.
- Individuals who receive services through either a HGJTI or CBJT grant that are funded solely with leveraged resources that do not include any required match, with **no** services provided with grant funds, are **not** considered grant participants. Grantees should **not** report on outcomes for these individuals in sections B and C of ETA Form 9134. They also should not include the four data elements for these individuals in the SIR file that is used to compute Common Measures or in their own Common Measures computations if they are calculating these measures directly. However, if the grantee has outcomes in their grant agreements that include these individuals, then grantees should report on outcomes for these individuals in section D1.I, "Additional Information." Grantees should also report on leveraged resources that have been provided to support their grant in both the grant's quarterly performance report and in their quarterly financial report.

2) **Question:** If I want to modify my quarterly performance reports after I submit them, how long do I have to do that?

Answer: When reports for two consecutive quarters are both certified by the grantee, the report for the quarter prior to those two quarters becomes locked from any modifications. For example, for the quarter ending June 30, 2008, the grantee has until it certifies the report for the period ending December 31, 2008 to make any modifications. In other words, once a grantee certifies and submits the report for the quarter ending December 31, 2008 (due February 14, 2009), the report submitted for the quarter ending June 30, 2008 becomes locked. Another example is for the quarter ending September 30, 2008. The grantee can modify that report until certifying the report for the quarter ending March 31, 2009.

Every time a grantee accesses a report and makes a modification to data on any tab in the system (including uploading a new narrative file, or adding or deleting supporting files) **the grantee must re-certify that report.** For example, if a grantee submits and certifies a report for the period (i.e., quarter) ending on June 30, 2008 on August 28, 2008, and then returns to the report and make changes on November 10, 2008, and again on December 20, 2008, the grantee would need to re-certify the report each time.

Every time a grantee returns to the On-line Reporting System, the most recent available quarterly report will appear at the top of the drop-down list on the "Choose Reporting Date" page. A grantee can locate previously submitted reports by choosing the file name from the drop-down list. The file names will coincide with the quarter end dates. A report will not become available until the grantee has certified the previous report and the end date for the next reporting quarter has passed. For instance, the report for the period ending September 30, 2008 will be visible after September 30, 2008 and when the report for the period ending on June 30, 2008 has been certified.