

**INDIAN AND NATIVE AMERICAN PROGRAMS
WORKFORCE INVESTMENT ACT (WIA)
GRANTEE ACTIVITIES**

**FINANCIAL STATUS REPORT
INSTRUCTIONS**

GENERAL INSTRUCTIONS

The Financial Status Report (FSR) entitled "INDIAN AND NATIVE AMERICAN PROGRAMS WORKFORCE INVESTMENT ACT (WIA) – GRANTEE ACTIVITIES" is the required mechanism grantees will use to report administrative and program outlays (expenditures) for allowable activities funded through grants, contracts, or cooperative agreements to carry out workforce investment activities. Reported outlays (expenditures) and program income (addition method) must be reported on an accrual basis and cumulative by each funding year. Reports must also include any costs incurred (such as stand-in costs) that are otherwise allowable except for - funding limitations.

Grantees will be provided access to software containing the required data elements (as identified on attached hard copy prototype format) for ease in reporting electronically via the Internet. Each grantee will be requested to provide an E-mail address which will be the point of Internet communication between the grantee and DOL. On-line reporting instructions and passwords will be issued to the E-mail address provided. A Personal Identification Number (PIN) will also be issued to a grantee-identified person who will be responsible for certifying that the data submitted is complete and accurate. When the PIN is entered by the specified grantee-level person, the data will become automatically accessible to DOL. Each grantee will be notified of the Federal Project Officer who will be responsible for reviewing the data. This individual(s) should be the point of contact for general reporting-related communications.

Financial reports are due no later than 45 days after the end of each quarter. A final financial report is required 90 days after the expiration of a funding period or after all funds for the grant period has been expended.

NOTE: INA grantees receiving designation under Public Law 102-477 will be required to submit a single overall report, encompassing all funding, to the Department of Interior, Office of Indian Energy & Economic Development, Division of Workforce Development.

LINE ITEM INSTRUCTIONS

- Item 1.** This entry should be "DOL/ETA" plus the Regional Office and Organizational Unit responsible for review of data submitted for this grant.
- Item 2.** This entry should be the grant number assigned by DOL, as it appears on the grant agreement.
- Item 3.** This entry should contain the complete name and address of the recipient organization.
- Item 4.** This entry should be the Employer Identification Number assigned by the U.S. Internal Revenue Service.

Item 5. This entry is for recipient use. It may be used for recipient sub-account/identification number.

Item 6. Check Yes only if this is the final report for the grant.

Item 7. Accrual box should be checked as program outlays (expenditures) and program income are required to be reported on an accrual basis.

Item 8. The “**funding year**” represents the year for which expenditures are being reported. Each year of funding for Indian and Native American Programs WIA grant activities will require a separate FSR to be submitted.

Item 9. Enter beginning and ending dates of period covered by this FSR (beginning of the funding year through last day of reporting quarter).

Item 10. Transactions:

- a.** TOTAL FEDERAL OUTLAYS (accrued) is the sum of actual cash disbursements for direct charges for goods and services, plus:
- amount of indirect expense incurred
 - net increase or decrease in the amounts owed by the recipient for goods and other property received; for services performed by employees, contractors, subgrantees, and other payees and other amounts becoming owed for which no current services or performance is required, i.e., annuities, insurance claims, and other benefit payments.

NOTE: Total outlays are the sum of line items' c, d., e., and f.

- b.** REFUNDS, REBATES or any receipt that is treated as a reduction of expenditures rather than as income, unless already netted out of-outlay amount shown on line 10a
- c.** TOTAL ADMINISTRATIVE OUTLAYS are that portion of Item a. which are allowable administrative outlays (expenditures), net of applicable refunds, rebates, etc.
- d.** TOTAL EMPLOYMENT SERVICES OUTLAYS are the portion of Item a. that are accrued expenditures for employment services provided to program participants, i.e., job development and employment outreach activities.
- e.** TOTAL TRAINING SERVICES OUTLAYS are the portion of Item a. that are accrued expenditures for training services provided to program participants, i.e., occupational skill training, OJT, adult basic education, GED attainment, etc.
- f.** OTHER PROGRAM SERVICES OUTLAYS are the portion of Item a. that are accrued expenditures for all other allowable program services provided to participants.
- g.** NET FEDERAL OUTLAYS are Line a. minus Line b.

- h.** RECIPIENT OUTLAYS FOR ALLOWABLE PROGRAM ACTIVITIES refers to non-federal funds expended for allowable program activities of the grant. Costs incurred, such as stand-in costs, that are otherwise allowable except for funding limitations are reported in line item h.
- i.** FEDERAL NET OUTLAYS is the identical amount to Line g. Line i. should equal line g.
- j.** FEDERAL UNLIQUIDATED OBLIGATIONS are obligations incurred, but for which an outlay (expenditure) for goods or services has not yet been recorded in the grantee's books of account. This amount should include unliquidated obligations to subgrantees and contractors. On the final FSR, Line j. must be zero. (Grantee has 90 days after all funds have been expended or the period of availability has expired to liquidate accrued expenditures accrued during the period of performance.)
- k.** TOTAL FEDERAL OBLIGATIONS are the sum of the total Federal net outlays (Line i.) and the Federal unliquidated obligations (Line j.).
- 1.** TOTAL FEDERAL FUNDS AUTHORIZED FOR THIS FUNDING PERIOD refers to the total funds authorized for the grant, including any modifications.
- m.** UNOBLIGATED BALANCE OF FEDERAL FUNDS is the difference between total Federal funds authorized (Line 1.) and total Federal obligations (Line k.)
- n.** DISBURSED PROGRAM INCOME USING ADDITION ALTERNATIVE is required to be reported on this line item.
- o.** UNDISBURSED, PROGRAM INCOME is program income earned but not expended.
- p.** TOTAL PROGRAM INCOME REALIZED is the sum of Lines n. and 0.

Item 11. INDIRECT EXPENSE

- a.** Check type of indirect cost rate applied. This should be contained in grant agreement or otherwise negotiated.
- b.** Enter actual approved rate in effect during reporting period (as1 identified in item 8).
- c.** Enter base accrued expenditure dollar amount against which rate is applied.
- d.** Multiply rate times base and enter total indirect amount.
- e.** Federal share is the indirect cost minus any portion paid out of recipient funds. This entry should equal d., if there is no non-Federal share.

Item 12. Remarks

Provide any additional comments deemed necessary to further explain data reported. Also explain any changes to previously submitted data.

Item 13. Certification