

January 2010

National Emergency Grant

Reporting Technical Assistance Guide

Prepared By
Office of National Response
Employment and Training Administration
U.S. Department of Labor

and

Social Policy Research Associates
Contract # DOLJ061A20362

This page is deliberately
left blank

CONTENTS

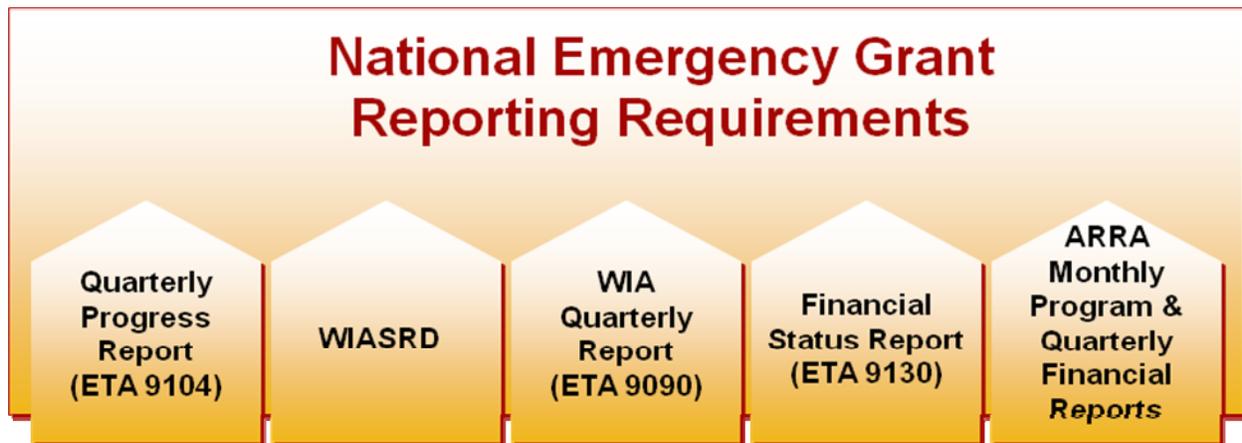
I. Introduction.....	1
II. Quarterly Progress Report (ETA 9104).....	2
What is the Purpose of the QPR?.....	2
When is the QPR Due?	3
What is the QPR Form?.....	3
How is the QPR Form Completed?	5
How is the QPR Submitted?	17
III. Workforce Investment Act Standardized Record Data (WIASRD).....	18
What is the Purpose of the WIASRD?	18
When are WIASRD Records Due?	18
What is the WIASRD Record Layout?	18
How are NEG-Specific WIASRD Fields Completed?	19
How are WIASRD Files Submitted?	21
IV. Workforce Investment Quarterly Report (ETA 9090).....	21
What is the Purpose of the WIA Quarterly Report?	21
What is the WIA Quarterly Report Form?	22
How is the WIA Quarterly Report Form Completed?.....	24
When is the WIA Quarterly Report Due?.....	25
How is the WIA Quarterly Report Submitted?	25
V. Financial Status Report Instructions (ETA 9130).....	25
What is the Purpose of the FSR?	26
When is the FSR Due?	26
How is the FSR Submitted?.....	26
What is the FSR Form?	26
How is the FSR Form Completed?	28
VI. American Recovery and Reinvestment Act (ARRA) Supplemental and Recipient Reports	28

This page is deliberately
left blank

I. Introduction

National Emergency Grants (NEGs) temporarily expand the service capacity of Workforce Investment Act (WIA) training and employment programs at the state and local levels by providing funding assistance in response to large, unexpected economic events which cause significant job losses. Economic events include business closures, mass layoffs, realignment and closure of military installations, and certain natural disasters declared eligible for public assistance by the Federal Emergency Management Agency.

Grantees are required to submit a number of different types of reports. The *National Emergency Grant: Reporting Technical Assistance Guide* is designed to aid grantees in understanding the purpose of each report, the type of information included, and when reports are due. This guide is not meant to duplicate or replace existing ETA reporting guidance, but rather to complement and enhance it by bringing attention to the NEG-specific reporting issues contained in current guidance and provide references to additional guidance where needed. This will help ensure that the information submitted is accurate and useful for the Employment and Training Administration (ETA), grantees, and workforce system stakeholders.



This guide provides information on the following reports:

- Quarterly Progress Report (QPR) (ETA 9104)
- Workforce Investment Act Standardized Record Data (WIASRD)
- WIA Quarterly Report (ETA 9090)
- Financial Status Report (ETA 9130)
- American Recovery and Reinvestment Act of 2009 (ARRA): WIA Adult and Dislocated Worker Programs and National Emergency Grants Monthly Program Report (ETA 9148) and Quarterly Recipient Report

For additional NEG program materials and information, please visit the following websites:

- www.doleta.gov/layoff
- www.doleta.gov/neg

II. Quarterly Progress Report (ETA 9104)

The Quarterly Progress Report (ETA 9104), commonly referred to as the QPR, is a NEG project-level report that serves as the main communication tool between grantees and ETA. The QPR is an aggregate and cumulative report that contains basic program management information: the number of participants served, the number exited, the number receiving specific types of services, and expenditures in specific categories at the grantee and local project-operator levels. Since the QPR is a cumulative report, all fields include information from the beginning of each grant's period of performance through the current reporting quarter.

For additional information regarding the QPR and other NEG program information, please see:

- Federal Register, 2004 Federal Register, Vol. 69 starting page 23052
www.gpoaccess.gov/fr/retrieve.html
- Training and Employment Guidance Letter (TEGL) 16-03, “*National Emergency Grant (NEG) Policy Guidance*”
wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1544
- TEGL 20-02, “*Use of National Emergency Grant (NEG) Funds Under the Workforce Investment Act (WIA), as Amended, to Support Health Insurance Coverage Assistance for Trade-Impacted Workers.*” wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1462
and
- TEGL 19-08, “*National Emergency Grants Funded with American Recovery and Reinvestment Act of 2009 Resources.*”
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL19-08.pdf>

What is the Purpose of the QPR?

ETA's National and Regional Offices use information on the QPR to assess whether grantees are serving participants and expending funds as described in their NEG applications and grant award agreements. Information from the QPR also helps ETA assess progress toward grant goals and to identify technical assistance needs.

The aggregate counts contained in the QPR also allow grantees to determine whether they will reach planned levels of enrollment and service delivery as defined in their NEG applications and whether any grant modifications are needed to meet the goals of the NEG projects.

The QPR is not used by ETA’s Office of National Response to assess the meeting of common performance measures; rather, NEG performance information is collected through WIASRD records and reported on the WIA Quarterly Progress Report (ETA 9090).

When is the QPR Due?

The QPR is due within 45 days after the end of each quarter for the life of the NEG project. The table below shows the regular due dates for each reporting quarter for Program Year 2009:

Report Quarter	Due Date
July 1 – September 30	November 14
October 1 – December 31	February 14
January 1 – March 31	May 15
April 1 – June 30	August 14

Should the due date fall on a Saturday or Sunday, the QPR is due the Friday before the due date.

What is the QPR Form?

The QPR form requires grantees to report different data elements depending on the NEG project type (i.e., Regular, Disaster, Health Coverage Tax Credit (HCTC; referred to as Trade Act Health Insurance on the QPR), or Dual Enrollment).¹ In Exhibit 1, the data elements that do not apply to specific NEG projects are shaded.

¹ Defense Realignment and Base Closure (BRAC) NEG’s should submit QPRs if they are implementation grants providing direct services to participants. Regional Innovation Grant (RIG) NEG’s are not required to use the QPR as RIG’s are limited to planning activities. Please see TEGL 16-03, Change 2 for additional information about BRAC NEG’s and TEGL 16-03, Change 5 for additional information about RIG NEG’s.

Exhibit 1: Quarterly Progress Report (ETA 9104)

OMB Approval No. 05-0439
Expiration date: 03/31/2010

Grantee:
Grant Number:
Project Number:
Performance Period Covered by this Report: _____ through _____

PERFORMANCE FACTOR	REGULAR	DISASTER	DUAL ENROLLMENT	TRADE ACT HEALTH INSURANCE
TOTAL PARTICIPANTS				
Receiving Intensive Services				
Enrolled in NEG-funded Training				
Receiving NEG-funded Supportive Services				
Receiving Needs-Related Payments				
Employed in Temp. Disaster Relief Asst.				
Receiving Health Coverage Payments				
Exits				
Entering Employment at Exit				
TOTAL EXPENDITURES: GRANTEE LEVEL				
NRPs				
Supportive Services				
Health coverage Payments				
Program Management and Oversight				
- Administration, excl. NRP/Premium Payment Processing				
- NRP Processing				
- Premium Payment Processing				
- Other				
Indirect				
Health Coverage Payment Admin.				
Other				
TOTAL EXPENDITURES: PROJECT OPERATOR LEVEL				
Participant Wages				
Participant FBs				
Core and Intensive Services				
NEG-funded Training				
NEG-funded Supportive Services				
NRPs				
Program Management and Oversight				
- Administration, excl. NRP Processing				
- Other				
Other				
TOTAL EXPENDITURES: GRANTEE AND PROJECT OPERATOR				

How is the QPR Form Completed?

Grantees fill out the QPR electronically using the web-based NEG eSystem, which is accessed through ETA's reporting site at www.etareports.doleta.gov. After entering their assigned passwords, grantees follow these steps:

1. Select the NEG from the List of Awarded Grants.
2. Choose the desired report quarter. All prior quarter reports must be complete or the system will not allow data for the current report quarter to be submitted. If previous reports are not complete, they must be updated prior to submission.
3. Enter data in all required fields, using the guidelines and explanations included below.² Note that all dollar amounts entered into the eSystem must be whole numbers with no decimals, commas, or dollar signs (i.e., 2000 instead of 2,000.00).

The QPR is separated into seven primary sections, as follows:

- **Section A. Grantee Identifying Information:** This section has grantee identifying information such as the name of the grantee, grant number, NEG Project Number, and performance period covered by the QPR.
- **Section B. Total Participants:** This section contains information about the cumulative number of participants who have received or are receiving various kinds of NEG-funded services, the cumulative number of exits, and the number of participants who have entered employment at exit.
- **Section C. Total Expenditures – Grantee Level:** This section contains cumulative expenditures information for various cost categories at the grantee level.
- **Section D. Total Expenditures – Project Operator Level:** This section contains cumulative expenditures information for various cost categories at the project operator level. For grants with multiple project operators, all cumulative expenditures should be included.
- **Section E: Total Expenditures – Grantee and Project Operator Levels:** This section contains a field for total cumulative expenditures at both the grantee and project operator levels.

² Because the QPR is a cumulative report, entries should always increase. Should service or expenditure levels decrease from a prior quarter, grantees must inform ETA and request that prior quarter submissions be removed from the NEG eSystem for correction. These corrected prior quarter reports, showing decreased values for the fields in question, must be submitted to ETA for certification before the current QPR quarter can be submitted.

- **Section F. Comments:**³ This section provides space for grantees to provide ETA with additional information about the project.
- **Section G. Certification:** This section requires grantees to certify the information that they are transmitting to ETA.

Each of these sections is discussed below.

Section A. Grantee Identifying Information

Section A includes auto-filled information on grantees (Please see Exhibit 2).

Exhibit 2: Grantee Identification Section of QPR

Grant No: EM-15366-06-60	Project Type: Regular	Status: Active
Grantee: IOWA WORKFORCE DEVELOPMENT Project Type: Regular Project ID: IA-29 Project Name: Citicorp Credit Services Grant Quarter: 1 Performance Period Covered by this Report: 10/01/2005 through 12/31/2005		
A downloadable version of the Project Plan to use in providing detailed reporting back to DOL is available. Right-click the file name and 'Save Target As...' to download: Project Plan Regular.xls		

It includes the following information:

- **Grant Number:** The official grant number provided in the NEG Grant Award Agreement. This is the 14-digit code assigned to the grant by ETA.
- **Grantee:** The name of the fiscal agency responsible for overseeing grant management and operations as defined in the ETA Notice of Obligation (NOO) and NEG Grant Award Agreement.
- **Project Type:** The type of project, whether Regular, Disaster, Dual Enrollment, or HCTC.
- **Project ID:** This is the two-letter State abbreviation followed by a two-digit numeric code given for the NEG project. The NEG Project ID is assigned by ETA and can be found in the grant award cover letter, Attachment A to the NEG Grant Award Agreement, and the NOO.
- **Project Name:** The name of the project as identified in the original grant application and used in the eSystem.

³ Please note that Sections F and G will appear on the electronic version of the QPR as it is completed each quarter, although it does not appear in Exhibit 1.

- **Grant Quarter:** The project quarter that is being reported. This number corresponds to the number of quarters the NEG has been operating (e.g., a five would mean that this QPR includes data through the fifth quarter of this project's operation).
- **Performance Period Covered by this Report:** The report quarter of this QPR submission represented by the month, day, and year (e.g., 01/01/2009 through 03/31/2009).

Section B. Total Participants

In Section B of the QPR, grantees provide information about the cumulative number of participants who have received or are receiving various kinds of NEG-funded services, the number who have exited, and the number who have entered employment during the grant period (please see Exhibit 3).

Exhibit 3: QPR Total Participants Section

Total Participants	
Receiving Intensive Services	<input type="text" value="0"/>
Enrolled In NEG-Funded Training	<input type="text" value="0"/>
Receiving NEG-Funded Supportive Services	<input type="text" value="0"/>
Receiving Needs-Related Payments	<input type="text" value="0"/>
Exits	<input type="text" value="0"/>
Entering Employment At Exit	<input type="text" value="0"/>
Total Participants	<input type="text" value="0"/>

Each field in Section B is explained below.

- **Receiving Intensive Services (all grant types except HCTC):** The cumulative number of grant participants who are receiving or who have received intensive services that have been paid, in whole or in part, with funds provided by this NEG. Intensive services may include, but are not limited to, comprehensive and specialized assessments of the skill levels and service needs of eligible individuals, individual career plans, group or independent counseling, career planning, and short-term pre-vocational services. Additional information regarding allowable WIA intensive services is available at 20 CFR 663.200. (WIA Section 134(d)(3)(C)).
- **Enrolled in NEG-Funded Training (all grant types except HCTC):** The cumulative number of grant participants who are receiving or who have received training funded, in whole or in part, by the NEG. Training services may include: (1) on-the-job training; (2) skill upgrading and training; (3) entrepreneurial training; (4) adult basic education or employment services in combination in

training; and (5) customized training. Additional information regarding allowable WIA training services is available at 20 CFR 663.300. For Dual Enrollment NEG projects, do not include grant participants whose training is funded exclusively through TAA. (WIA Sec. 134(d)(4)(D)).

- ***Receiving NEG-Funded Supportive Services (all grant types):*** The cumulative number of grant participants who are receiving or who have received supportive services funded, in whole or in part, by the NEG. Participants receiving needs-related payments are not included in this count, as they are captured in a separate line item. Supportive services include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the individual to participate in training and employment activities authorized under WIA Title IB. For Dual Enrollment projects, this does not include any grant participants receiving transportation assistance payments, job search allowances, and/or relocation allowances paid exclusively with TAA funds. (WIA Sections 101(46) and 134(e)(2) and (3) and 20 CFR 663.800 and 20 CFR 617.27-28, 617.30-35 and 617.40-48 and Trade Act of 1974, 19 USC, Chapter 12, §2296(b), §2297 and §2298).
- ***Receiving Needs-Related Payments (all grant types except Dual Enrollment):*** The cumulative number of grant participants who are receiving or who have received needs-related payments (NRPs) funded, in whole or in part, by the NEG. Needs-related payments are a form of income support to provide financial assistance to participants to enable them to participate in training and are one of the supportive services authorized in WIA Section 134(e)(3). (WIA Section 134(e)(3) and 20 CFR 663.815).
- ***Employed in Temporary Disaster Relief Assistance (Disaster Temporary Jobs only):*** The cumulative number of grant participants who are employed or who have been employed in temporary jobs provided by a Disaster NEG. Please note that participants employed in temporary jobs through the NEG should also be coded as Received Disaster Relief Assistance in the State's WIASRD submission (Data Element Number 330).
- ***Receiving Health Coverage Payments (HCTC only):*** The cumulative number of grant participants for whom the NEG is funding or has funded partial payment of health care insurance premiums.
- ***Exits (all grant types except HCTC):*** The cumulative number of grant participants who have not received a service funded by the grant or a One-Stop partner program for 90 consecutive calendar days and are not scheduled for future services. The date of exit is applied retroactively to the last day on which an individual received a service funded by the grant or other program.

Examples:

1. An NEG participant received her last NEG-funded service on December 15, 2009, was not receiving other services as of that date, and was not scheduled for future services. On March 16, 2010, the participant had not received additional services from either the NEG or another program for 90

consecutive calendar days; at this point the participant has exited, but the participant's date of exit is applied retroactively and recorded as December 15, 2009. The exit is captured on the QPR due May 14, 2010.

2. An NEG participant received his last NEG-funded service on December 15, 2009, was not receiving other program services as of that date, and was not scheduled for future services. On March 2, 2010, the participant began receiving WIA Dislocated Worker formula-funded services. The participant received his last WIA Dislocated Worker funded service on March 31, 2010, was not receiving other program services as of that date, and was not scheduled for future services. The participant did not receive additional services from the WIA Dislocated Worker formula-funded program, the NEG, or any other partner program for 90 consecutive calendar days after March 31, so on June 30, 2010, the participant is exited and the date of exit is recorded as March 31, 2010. The exit is captured on the QPR due August 13, 2010.
3. A Disaster NEG temporary jobs participant received her last NEG-funded service on December 15, 2009, but was previously co-enrolled in the WIA Dislocated Worker formula-funded program and continued to receive WIA Dislocated Worker formula-funded services. The participant received her last WIA Dislocated Worker service on December 31, 2009, was not receiving other program services as of that date, and was not scheduled for future services. The participant did not receive additional services from the WIA Dislocated Worker program, another program, or the NEG for 90 days and on April 1, 2010, the participant is exited and her exit date is recorded as December 31, 2009. The exit is captured on the QPR due May 14, 2010.

— **Which exiters should be included in specific QPR submissions?**

Because of the 90 days required to finalize an exit, reporting of exiters is delayed by one quarter. For example, for a QPR covering January 1 to March 31 (due on May 15, 45 days after the end of the quarter), grantees report participants who have exited through December 31.

QPR Reporting Cohorts Time Periods To Be Reported				
Report Quarter	July – Sept.	Oct. – Dec.	Jan. – March	April – June
Report Due Date	November 15	February 15	May 15	August 15
<i>Exiters</i>	Cumulative to June 30	Cumulative to September 30	Cumulative to December 31	Cumulative to March 31

- **What happens with regard to exiters on the final QPR submission?** Once the NEG period of performance ends, all participants must be reported as exited on the final QPR submission to show completion of NEG-funded services. Consequently, on this

final report, the number in the field for “Total Participants” must equal the number in the field for “Exiters.” However, NEG participants may be co-enrolled in programs, and these participants may continue to receive services after the NEG period of performance. The number of these participants continuing or moving on to other services should be noted in the Comments field section at the end of the QPR (Please see information on the Comment section below for more information). Performance information for all of these and any other NEG participants will be captured in the State’s WIASRD submission.

- **Entering Employment at Exit (all grant types except HCTC):** The cumulative number of grant participants who are employed anytime once a participant begins receiving services from the NEG through completion of the NEG period of performance. Participants should be reported in the Entering Employment at Exit count for the report quarter in which they are also reported as exited and in any quarter thereafter. Participants can only be counted once in this field. Employment is defined as working any number of hours and making a wage greater than \$0. OJT placement received through OJT NEGs and temporary jobs received through Disaster NEGs do not count as employment.
 - **What data sources can be used to verify employment?**
Supplemental data sources should be used to verify employment on the QPR. Allowable sources of supplemental data for tracking employment include case management notes, automated database systems, One-Stop operating systems’ administrative records, surveys of participants, and contacts with employers.⁴ For any given report period, the entry for “Entering Employment at Exit” cannot exceed the entry for “Exits.”
 - **Which participants should be included in the *Entering Employment at Exit* count in specific QPR submissions?** Entering Employment at Exit is a program management count used to assess whether participants have obtained employment by the time the NEG grant period ends. Verified employment should be reported on the QPR in the same quarter in which a participant is reported as exited or any quarter thereafter, up to the last day of the grant period.

Examples:

1. The NEG starts on January 1, 2008 and ends on March 31, 2010. An NEG participant begins receiving services January 30, 2008, exits on December 2, 2009,

⁴ TEGL 17-05, “Common Measures Policy for the Employment and Training Administration’s (ETA) Performance Accountability System and Related Performance Issues.”

and becomes employed on March 21, 2010. Employment is verified on April 12, 2010 and the individual is reported as exited in the QPR covering the period through March 31, 2010 (due May 14, 2010). This individual is included in the Entering Employment at Exit count due May 14, 2010 since she was reported as exited in the same report and her employment had already occurred and was verified before May 14, 2010.

2. The NEG starts on January 1, 2008 and ends on March 31, 2010. An NEG participant begins receiving services on February 1, 2009, obtains employment on September 6, 2009, and exits on December 2, 2009. This participant subsequently loses his job on January 15, 2010. The participant is reported as exited on the QPR due May 14, 2010. Even though he lost his job in January, he is also included in the Entering Employment at Exit count in the May 14, 2010 QPR submission since he was reported as exited in that same report and he was verified as having been employed before the report's submission date.
3. The NEG starts on January 1, 2008 and ends on March 31, 2010. An NEG participant begins receiving services March 1, 2009, exits February 28, 2010, and becomes employed April 15, 2010. This participant is not included in the Entering Employment at Exit count because employment is obtained after the NEG period of performance ended.

- **Total Participants (all grant types):** The cumulative number of participants who have received or are receiving services funded by the NEG project.

Section C. Total Expenditures: Grantee Level

In Section C of the QPR, grantees provide information about cumulative expenditures in various cost categories (see Exhibit 4).⁵ It is important to remember that all entries in the fields in this section include expenditures *at the grantee level only*; they do not include NEG funds expended at the project operator level.

Each field in Section C is explained below.

- **NRPs (Regular and Disaster only):** The total accrued expenditures of NEG funds for needs-related payments to grant participants as described in the definition for “Receiving Needs-Related Payments” above. This entry will be limited to the use of funds that have been expended at the grantee level, it does not include NEG funds expended at the project operator level. (WIA Section 134(e)(3) and 20 CFR 663.815).

⁵ This is a screen shot for a Regular or Disaster grant. If grantees are submitting a report for a different type of NEG project (e.g., Dual Enrollment or HCTC), eSystem fields for this section of the QPR will differ somewhat from what is presented here.

Exhibit 4: QPR Total Expenditures: Grantee Level Section

Total Expenditures: Grantee Level	
NRPs	<input style="width: 100px;" type="text" value="0"/>
Supportive Services	<input style="width: 100px;" type="text" value="0"/>
Program Management & Oversight	
Administration, excl. NRP/Premium Payment Processing	<input style="width: 100px;" type="text" value="0"/>
NRP Processing	<input style="width: 100px;" type="text" value="0"/>
Other	<input style="width: 100px;" type="text" value="0"/>
Total -- Program Management and Oversight	<input style="width: 100px;" type="text" value="0"/>
Indirect	<input style="width: 100px;" type="text" value="0"/>
Other	<input style="width: 100px;" type="text" value="0"/>
Total Expenditures: Grantee Level	<input style="width: 100px;" type="text" value="0"/>

- **Supportive Services (all grant types):** The total accrued expenditures of NEG funds for NEG participant supportive services. This entry will be limited to the use of funds that have been expended at the grantee level, it does not include NEG funds expended at the project operator level. This amount does not include expenditures for supportive services from partner-funded sources. (WIA Sections 101(46) and 134(e)(2) and (3) and 20 CFR 663.800).
- **Health Coverage Payments (HCTC only):** The total accrued expenditures of NEG funds for partial payments of health care insurance premiums on behalf of eligible grant participants under the Health Coverage Tax Credit program.

Program Management & Oversight

- **Administration, excluding NRP/Premium Payment Processing (all grant types):** The total accrued expenditures for allowable administrative activities (e.g., record-keeping and reporting, financial management, procurement, audit and general grant management) as defined in 20 CFR 667.220. Administrative costs must be reasonable and necessary costs (direct and indirect), which are not related to direct provision of services to participants, but relate to overall general administrative functions. This entry does not include expenditures for NRPs or premium payment processing since these expenditures are captured in their own line items on the QPR. This entry will be limited to the use of funds that have been expended at the grantee level, it does not include NEG funds expended at the project operator level.
- **NRP Processing (Regular and Disaster only):** The total accrued expenditures for check processing costs related to needs-related payments to grant participants. This entry will be limited to the use of funds that have been expended at the grantee level, it does not include NEG funds expended at the project operator level.

- **Premium Payment Processing (HCTC only):** The total accrued expenditures for payment processing costs related to partial payments of health insurance premiums made on behalf of eligible grant participants under the Health Coverage Tax Credit program.
- **Other (all grant types):** This field should only include reasonable and necessary direct costs, program or administrative, that are not allocable to any other grantee level administrative cost categories. Expenditures accounted for in previous grantee level line items should not be included here. This entry will be limited to the use of funds that have been expended at the grantee level, it does not include NEG funds expended at the project operator level. If this field is completed, an explanation must be provided in the comments section.
- **Total--Program Management and Oversight (all grant types):** This entry will auto-calculate based on entries for Administration, excluding NRP/Premium Payment Processing; Needs-Related Payment Processing; Premium Payment Processing (Trade Act Health Insurance Projects only); and Other—Administration Costs. Since this entry auto-calculates the grantee does not need to provide a value in this field.
- **Indirect (all grant types):** The total accrued expenditures that have been calculated using a federally approved indirect cost rate noted in the grant award agreement. Because Indirect costs can be program or administrative, these costs will also be reflected in one or more of the preceding line items and this entry will not be included in the summation to Total Expenditures: Grantee Level.
- **Health Coverage Payment Admin. (HCTC only):** The total accrued expenditures for allowable administrative activities (e.g., record-keeping and reporting, financial management, procurement, audit and general grant management) related to managing the Health Coverage Payment system. This entry should not include the expenditures for Premium Payment Processing as this is captured in the Premium Payment Processing field on the QPR. There should not be an entry for both this line item and the Administration, excluding Premium Payment Processing line item since these costs are essentially the same. The accrued expenditures can be entered under either line item but not both.
- **Other (all grant types):** This should only include reasonable and necessary indirect costs that are not allocable to any previous grantee cost categories. Expenditures accounted for in previous grantee level line items should not be included here. This entry will be limited to the use of funds that have been expended at the grantee level, it does not include NEG funds expended at the project operator level. If this field is completed, an explanation must be provided in the comments section.
- **Total Expenditures: Grantee Level (all grant types):** This entry will auto-calculate based on entries for NRPs, Supportive Services, Health Care Coverage Payments (HCTC NEGs only), Total--Program Management and Oversight, and Other.

Section D. Total Expenditures: Project Operator Level

In Section D of the QPR, grantees provide information about cumulative expenditures in various cost categories at the project operator level (please see Exhibit 5).⁶ It is important to remember that all entries made in the fields of this section are for project-level costs only and cannot include expenditures accrued at the grantee level.

Exhibit 5: QPR Total Expenditures: Project Operator Level and Total Expenditures: Grantee and Project Operator Level

Total Expenditures: Project Operator Level	
Core And Intensive Services	<input type="text" value="0"/>
NEG-Funded Training	<input type="text" value="0"/>
NEG-Funded Supportive Services	<input type="text" value="0"/>
NRPs	<input type="text" value="0"/>
Program Management & Oversight	
Administration, excl. NRP Processing	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Total -- Program Management and Oversight	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Total Expenditures: Project Operator Level	<input type="text" value="0"/>
Total Expenditures: Grantee and Project Operator Level	
Total Expenditures: Grantee and Project Operator	<input type="text" value="0"/>

- **Core and Intensive Services (all grant types except HCTC):** The total accrued expenditures of NEG funds for core and intensive services provided to grant participants. These expenditures should include most of the program costs of staff, facilities, consumable supplies, travel and equipment. This entry is limited to the use of funds expended at the project operator(s) level. (For definitions and examples of core and intensive services see WIA Sections 134(d)(2) and (3)(C) and 20 CFR 662.240 and 663.200).
- **NEG-Funded Training (all grant types except HCTC):** The total accrued expenditure of NEG funds for training of grant participants that is paid with NEG funds. This entry is limited to the use of funds expended at the project operator(s) level. (WIA Section 134(d)(4) and 20 CFR 663.200).

⁶ This is a screen shot for a Regular or Disaster Workforce Development Services grant. If grantees are reporting for a different type of NEG project (i.e. Disaster Temporary Jobs, Dual Enrollment, or HCTC), eSystem fields for this section of the QPR will differ somewhat from what is presented here.

- **NEG-Funded Supportive Services (all grant types except HCTC):** The total accrued expenditure of NEG funds for supportive services for grant participants. This entry is limited to the use of funds expended at the project operator(s) level. For Dual Enrollment projects, this entry does not include expenditures for any grant participants receiving transportation assistance payments, job search allowances, and/or relocation allowances paid exclusively with TAA funds. (WIA Sections 101(46) and 134(e)(2) and (3) and 20 CFR 663.800 and 20 CFR 617.27-28, 617.30-35 and 617.40-48 and Trade Act of 1974, 19 USC, Chapter 12, §2296(b), §2297 and §2298).
- **NRPs (Regular and Disaster only):** The total accrued expenditure of NEG funds for needs-related payments for grant participants. This entry is limited to the use of funds expended at the project operator(s) level. (WIA Sections 101(46) and 134(e)(3) and 20 CFR 663.815).
- **Participant Wages (Disaster Projects only):** The total accrued expenditures for wages paid to eligible grant participants employed in temporary jobs provided by the Disaster NEG.
- **Participant Fringe Benefits (Disaster Projects only):** The total accrued expenditures for fringe benefit payments related to temporary jobs provided by the Disaster NEG.

Program Management & Oversight

- **Administration, excluding NRP Processing (Regular and Disaster only):** The total accrued expenditures for allowable administrative activities (e.g., record-keeping and reporting, financial management, procurement, audit, monitoring, and general grant management) as defined in 20 CFR 667.220. Administrative costs must be reasonable and necessary costs (direct and indirect), which are not related to direct provision of services to participants, but relate to overall general administrative functions. This entry does not include expenditures for NRP processing since these expenditures are captured in their own line item. This entry is limited to the use of funds expended at the project operator(s) level.
- **Other (all grant types except HCTC):** This field should only include reasonable and necessary program costs that are not allocable to any other project operator level cost categories. Expenditures accounted for in previous project operator level line items should not be included here. This entry will be limited to the use of funds that have been expended at the project operator level, it does not include NEG funds expended at the grantee level. If this field is completed, an explanation must be provided in the comments section.
- **Total—Program Management and Oversight (all grant types except HCTC):** This entry will auto-calculate the sub-total of program management and oversight based on entries for Administration, excluding NRP Processing; and Other—Administrative Costs. Since this entry auto-calculates, the grantee does not need to provide a value in this field.
- **Other (all grant types except HCTC):** This should only include reasonable and necessary administrative costs that are not allocable to any previous project operator

cost categories. Expenditures accounted for in previous project operator level line items should not be included here. This entry will be limited to the use of funds that have been expended at the project operator level, it does not include NEG funds expended at the grantee level. If this field is completed, an explanation must be provided in the comments section.

- **Total Expenditures: Project Operator Level (all grant types except HCTC):** This entry will auto-calculate based on entries for Participant Wages (Disaster Projects Only), Participant Fringe Benefits (Disaster Projects Only), Core and Intensive Services, NEG-Funded Training, NEG-Funded Supportive Services, NRPs, Total—Program Management and Oversight, and Other.

Section E. Total Expenditures: Grantee and Project Operator Level

Grantees do not need to complete Section E, as it is an auto-calculated field.

- **Total Expenditures: Grantee and Project Operator Level (all grant types except HCTC):** This entry will auto-calculate based on expenditure entries in Total Expenditures: Grantee Level and Total Expenditures: Project Operator Level.

Section F. Comments Section

The Comments section (see Exhibit 6) provides additional information about the NEG project as described below or as instructed by ETA. Please note that this field has a 4,000-character limit.

Exhibit 6: Comments Section

When the NEG period of performance ends and the grantee prepares a final QPR submission, the Comments section is used to report the number of participants that will continue to receive services from a One-Stop delivery system partner program, such as the formula-funded WIA Dislocated Worker program or the Trade Adjustment Assistance program (TAA). Please use the following format to report this information:

Receiving One-Stop Partner Services at the End of Grant Period = [# of Participants]

In addition, if grantee or project-operator expenditures are included in any of the “Other” QPR fiscal fields, grantees should provide a brief explanation of how these funds were used.

Section G. Certification

Section G includes auto-filled information about the Certifying Official and a field for the grantee’s PIN (see Exhibit 8). It includes the following information:

- **Certifying Official:** The first and last name and middle initial of the certifying official for the NEG project.
- **Title:** The official title for the certifying official for the NEG project.
- **Phone:** The phone number for the certifying official for the NEG project.
- **E-mail:** The email address for the certifying official for the NEG project.
- **Certifying PIN:** The certifying PIN provided by ETA for the NEG project.

Exhibit 8: Certification Section

The screenshot shows a web form for the Certification Section. It contains the following fields and values:

- Certifying Official: Jeanette Provost (with a link "Is this information incorrect?")
- Title: Director
- Phone Number: (202) 693-335(x) []
- Email Address: porcaro.michael@dol.gov
- Certifying PIN: ** []

At the bottom of the form, there is a note: "** denotes required field before certifying and submitting".

How is the QPR Submitted?

Grantees submit the QPR electronically using the web-based eSystem, which is accessed through ETA's reporting site at www.etareports.doleta.gov. After inputting information in all the fields of the QPR, grantees should follow these steps to submit the QPR:

1. Check that the information in the Certification section is correct. If any information is not correct, click the "Is this information incorrect?" link on the page and follow the instructions.
2. Enter the certifying PIN number.
3. Click the Save, Certify & Submit button. If there is a problem with the QPR submission, the eSystem will generate an error message which provides instructions on how to correct the error. If no there is no error message, the QPR has been officially submitted.

For more information on using the eSystem or submitting a QPR, please refer to the *NEG Electronic Application System (eSystem) User Guide* or contact your Federal Project Officer.

III. Workforce Investment Act Standardized Record Data (WIASRD)

Workforce Investment Act Standardized Record Data, or WIASRD, is a collection of individual participant records, each of which contains information about a participant's characteristics, activities, and outcomes. These standardized records are maintained by state

workforce investment agencies⁷ for all individuals who receive services or benefits from programs funded by WIA Title I-B, National Emergency Grants,⁸ and the American Recovery and Reinvestment Act of 2009 (ARRA). For additional information on the WIASRD, please visit www.doleta.gov/performance/reporting/wiasrd.cfm.

What is the Purpose of the WIASRD?

The WIASRD captures information about the numbers of participants served by WIA programs, the demographics of those participants, the services being received, and the employment and skill-related outcomes of program participants. ETA uses WIASRD records to better understand the participant characteristics and demographics being served, the type of services provided, and to measure the effectiveness of workforce programs and training investments.

When are WIASRD Records Due?

State workforce investment agencies are required to submit quarterly WIASRD submissions for all participants and exiters of WIA Title I-B Adult, Dislocated Worker, and NEG programs on a quarterly basis.

What is the WIASRD Record Layout?

The WIASRD layout is separated into three distinct sections:

- **Section I—Individual Information:** This section contains individual-record data on the participant's gender, date of birth, disability status, ethnicity, race, veteran's status, employment status, education level, income status, and barriers to employment.
- **Section II—Program Activities and Services Information:** This section contains individual-record data on the local board or state program that determined eligibility, the types of programs in which the participant was enrolled, the date the participant exited the program, and the types of services the individual received.
- **Section III—Program Outcomes Information:** This section contains individual-record data on the participant's employment and job retention; it includes occupational codes, notes whether employment was training-related or non-traditional, and records credentials and skill attainments.

⁷ With the exception of states reporting under a pilot integrated reporting system.

⁸ States are not required to submit WIASRD files for participants of HCTC NEGs since these grants do not fund employment-related workforce development services. States should submit WIASRD files for any NEG participants served by BRAC grants.

How are NEG-Specific WIASRD Fields Completed?

Although state workforce agencies submit data on numerous WIASRD fields for NEG participants, this Guide focuses on the two data elements in the WIASRD that are NEG-specific: Field 313 - NEG Project ID and Field 330 - Received Disaster Relief Assistance.

Field 313 - NEG Project ID

This field is divided into three subfields, 313a, 313b, and 313c, to allow up to three NEG Project IDs to be entered per participant (please see Exhibit 9).

Exhibit 9: Fields 313 a-c on WIASRD Layout

No.	Date Element Name	Instructions
313 a	NEG Project ID	Record the first Project I.D. Number where the individual received services financially assisted under a National Emergency Grant (NEG). (For example, Utah projects may be numbered UT-02, so the WIASRD entry would be UT02) - WIA title ID, section 173. Record 0000 or leave "blank" if the individual did not receive any services funded by an NEG.
313 b	Second NEG Project ID	Record the second Project I.D. Number where the individual received services financially assisted under an NEG. Record 0000 or leave "blank" if the individual did not receive any services funded by a second NEG.
313 c	Third NEG Project ID/ Special Project ID	'Record the third Project I.D. Number where the individual received services financially assisted under an NEG. Record the WIRED Project I.D. where the individual received services under a WIRED grant. Record the Military Spouse Career Advancement Account (CAA) Project I.D. where the individual received services under a CAA grant. Record 0000 or leave "blank" if the individual did not receive any services funded by a third NEG, WIRED or CAA grant. If the individual received services financially assisted by more than three NEG, WIRED or CAA grant, record only the first three Project I.D. Numbers.

In order to calculate common performance measures by NEG project through the WIASRD, valid NEG Project IDs must be entered into field 313. The NEG Project ID is the state postal abbreviation followed by a two-digit number e.g., RI04 or TX11. The NEG Project ID, also referred to as the Project Number, is assigned by ETA and is located in a number of places in the grant award document, including the Cover letter, the Notice of Obligation, and Attachment A.

It is important that NEG and state WIA reporting staff coordinate their efforts so that each knows what codes should be used when data for this field are entered into the state’s management information system (MIS). In some cases, states have default settings for NEG project IDs in their MIS that are used when data entry staff are unfamiliar with the proper codes. Use of these default codes results in invalid data being reported in the WIASRD and prevents accurate calculation of performance outcomes by NEG project.

Field 330 - Received Disaster Relief Assistance

The purpose of this field is to capture participants in the Temporary Jobs component of a Disaster NEG. Individuals who are deemed eligible and received a service paid for by a Temporary Jobs component of a Disaster NEG should be coded as 1 (= Yes) in WIASRD Field 330.

If an individual participates in activities related to screening for eligibility, such as a physical exam, these activities are not considered services, and should not be coded as 1 (= Yes) in Field 330. If an individual is deemed eligible and received a service, such as training for a safety certification, but does not participate in a temporary job, they are coded as 1 (= Yes) in Field 330.

Exhibit 10: Field 330 on WIASRD Layout

No.	Date Element Name	Instructions	Code Value
330	Received Disaster Relief Assistance	<p>Record 1 if the individual received disaster relief assistance as part of a National Emergency Grant (NEG), which includes, but is not limited to, providing food, clothing, shelter and related humanitarian services; performing demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed public structures, facilities and lands located within the designated disaster area, as defined in the grant award document.</p> <p>Record 2 if the individual did not receive any disaster relief assistance as part of an NEG.</p>	<p>1 = Yes</p> <p>2 = No</p>

How are WIASRD Files Submitted?

States submit WIASRD data in comma-delineated files via ETA’s Enterprise Business Support System (EBSS) at www.eta-reports.doleta.gov. Once a state submits a WIASRD file, updated records must be provided in each subsequent year until all relevant outcomes

information is completed for an individual participant.⁹ It is recommended that grantees work with state WIA reporting staff to coordinate the reporting of accurate WIASRD data, especially for Fields 313 and 330.¹⁰

IV. Workforce Investment Quarterly Report (ETA 9090)

State workforce investment agencies submit WIA Quarterly Reports (ETA Form 9090) to provide ETA with the most recent performance information available. All NEG participants who are included in the WIASRD are also included in the WIA Quarterly Report. However, individuals for whom NEG projects have provided no more than self-service or information-only core services should be excluded from the Common Measures calculations, but included in the participant and exit counts of the report.

What is the Purpose of the WIA Quarterly Report?

The aggregate performance data contained in the WIA Quarterly Report on WIA Title I-B Adult, Dislocated Worker, Youth, and NEG¹¹ programs are used by ETA to determine participation levels and program accomplishments for the most recent quarter and cumulative four-quarter period. One of the primary purposes of the WIA Quarterly Report is to report Common Measures performance results for WIA programs on a quarterly basis. For programs serving adults, including NEG, there are three Common Measures, which are defined and calculated as follows:

⁹ The time to complete calculation of outcomes data may be up to two and a half years after a participant's exit. This is due to the calculation of employment outcome-related fields that rely on Unemployment Insurance (UI) wage record data.

¹⁰ The Trade Act Participant Record (TAPR) also uses the NEG Project ID number.

¹¹ HCTC NEG participants are not included in the WIA Quarterly Report.

Adult Common Measure	Population Applied to	Calculation
Entered Employment	Those NEG participants who are not employed at the date of participation and those who are employed, but have received either a notice of termination of employment or their employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise where they are employed will close ¹²	<i># of NEG participants who are employed in the first quarter after the exit quarter</i> —divided by— <i># of NEG participants who exit during the quarter</i>
Employment Retention	Those NEG participants who are employed in the first quarter after the exit quarter	<i># of NEG participants who are employed in <u>both</u> the second and third quarters after the exit quarter</i> —divided by— <i># of NEG participants who exit during the quarter</i>
Average Earnings	Those NEG participants who are employed in the first, second, and third quarters after the exit quarter	<i>Total earnings in the second plus the total earnings in the third quarters after the exit quarter¹³</i> —divided by— <i># of NEG participants who exit during the quarter</i>

To allow for the data collection delays inherent in these performance measures, the WIA Quarterly Report collects information on each item depending on when data become available. For instance, because the total count of participants is available with no delay, this count is reported through the end of the current reporting quarter. Alternatively, the Entered Employment Rate includes data on individuals who exited three complete quarters prior to the current reporting quarter.

What is the WIA Quarterly Report Form?

Exhibit 12 shows the data elements and report format for the WIA Quarterly Report.

¹² Transitioning service members are also considered not employed at the date of participation and are included in the measure.

¹³ Individuals whose employment in either the first, second, or third quarters after the exit quarter was determined solely from supplemental sources, and not from wage records, are excluded from this measure.

Exhibit 12: WIA Quarterly Report (ETA 9090)

Report Due Date: *mm/dd/yyyy*
 Report Quarter End Date: *mm/dd/yyyy*

OMB No. 1205-0420
 Expires: 2/28/2009

State _____

Quarterly Report Form - ETA 9090

Performance Items <i>(Time Period to Cumulate Performance Results)</i>	Program Group	Current Quarter (most recent)		Cumulative 4-Quarter Reporting Period	
		Value	<i>Numerator</i> ----- <i>Denominator</i>	Value	<i>Numerator</i> ----- <i>Denominator</i>
Total Participants <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Total Adult Participants				
	Total Adults (self-services <u>only</u>)				
	WIA Adults				
	WIA Dislocated Workers				
	Nat'l Emergency Grant				
	Received Training Services				
	WIA Adults				
	WIA Dislocated Workers				
	Total Youth (14 - 21) Participants				
	Younger Youth (14 - 18)				
	Older Youth (19 - 21)				
	Out-of-School Youth				
	In-School Youth				
	Total Exiters <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Total Adult Exiters			
Total Adults (self-services <u>only</u>)					
WIA Adults					
WIA Dislocated Workers					
Nat'l Emergency Grant					
Total Youth (14 - 21) Exiters					
Younger Youth (14 - 18)					
Older Youth (19 - 21)					
Out-of-School Youth					
In-School Youth					

Performance Items <i>(Time Period to Cumulate Performance Results)</i>	Program Group	Current Quarter (most recent)		Cumulative 4-Quarter Reporting Period	
		Value	<i>Numerator</i> ----- <i>Denominator</i>	Value	<i>Numerator</i> ----- <i>Denominator</i>
Placement in Employment or Education <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	WIA Youth (14 - 21)		-----		-----
Attainment of Degree or Certificate <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	WIA Youth (14 - 21)		-----		-----
Literacy and Numeracy Gains <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	WIA Youth (14 - 21)		-----		-----
Youth Diploma or Equivalent Rate <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	WIA Younger Youth (14-18)		-----		-----
Skill Attainment Rate <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	WIA Younger Youth (14-18)		-----		-----
Entered Employment Rates <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Adults		-----		-----
	Dislocated Workers		-----		-----
	Older Youth (19-21)		-----		-----
	Nat'l Emergency Grant		-----		-----
Employment and Credential Rates (Adults/Dislocated Workers/Older Youth) <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Adults		-----		-----
	Dislocated Workers		-----		-----
	Older Youth (19-21)		-----		-----
Retention Rates <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Adults		-----		-----
	Dislocated Workers		-----		-----
	Older Youth (19-21)		-----		-----
	Younger Youth (14-18)		-----		-----
	Nat'l Emergency Grant		-----		-----
Average Earnings <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Adults		-----		-----
	Dislocated Workers		-----		-----
	Older Youth (19-21)		-----		-----
	Nat'l Emergency Grant		-----		-----

How is the WIA Quarterly Report Form Completed?

Detailed reporting specifications for the WIA Quarterly Report items can be found at www.doleta.gov/performance or by contacting the appropriate Regional Office Performance Specialist.

When is the WIA Quarterly Report Due?

State workforce investment agencies submit the WIA Quarterly Report no later than 45 days after the end of each report quarter. The table below shows the expected due dates for each reporting quarter.

Report Quarter	Due Date
July 1 – September 30	November 14
October 1 – December 31	February 14
January 1 – March 31	May 15
April 1 – June 30	August 14

Should the due date fall on a Saturday or Sunday, the WIA Quarterly Report is due the Friday before the due date.

How is the WIA Quarterly Report Submitted?

State workforce investment agencies are required to submit the WIA Quarterly Report electronically on a quarterly basis via ETA's EBSS at www.eta-reports.doleta.gov. Instructions are available through the appropriate Regional Office or the ETA performance website (www.doleta.gov/performance).

V. Financial Status Report Instructions (ETA 9130)

The Financial Status Report (FSR), commonly referred to as ETA 9130, is a project-level financial report in which grantees report administrative and program outlays (expenditures and obligations) for allowable project activities funded through NEG. Because NEG are often funded incrementally,¹⁴ ETA may fund subsequent NEG increments from different fiscal year (FY) funding sources. To enable the required accountability for each funding source, grantees must submit a separate FSR for each FY funding source awarded. For example, if a single NEG

¹⁴ NEG may be funded incrementally to minimize any end-of-project under-expenditure. Please see TEGL 16-03 for additional detail on incremental funding.

project receives funding from both FY 2009 and FY 2010 funds, two separate FSRs must be submitted, one based on the FY 2009 funding level and the other on the FY 2010 funding level.

Additional information regarding the FSR can be found at:

www.doleta.gov/grants/financial_reporting.cfm

What is the Purpose of the FSR?

ETA’s National and Regional Offices use information on the FSR to ensure expenditures are consistent with the NEG application and to determine whether draw-downs made by grantees from the Payment Management System are reasonable. Grantees can use the FSR to assess how much cash they have on hand for the project compared to total project expenditures and determine whether additional funding increments are needed. The FSR can also assist grantees in managing their NEG project operations by giving them the opportunity to ensure that project operators are expending and obligating NEG funds in accordance with Federal and state policies.

When is the FSR Due?

Grantees submit the FSR within 45 days following the end of the PY quarter for the life of the NEG project.

Report Quarter	Due Date
July 1 – September 30	November 15
October 1 – December 31	February 15
January 1 – March 31	May 15
April 1 – June 30	August 15

A final FSR is due no later than 90 days after all Fiscal Year (FY) NEG funds have been expended or once the NEG grant period ends. In addition, a separate closeout report is due no later than 90 calendar days after all grant funds have been expended or the grant period ends, whichever occurs first.

How is the FSR Submitted?

Grantees submit the FSR electronically using ETA’s EBSS, found at www.eta-reports.doleta.gov. Grant recipients are issued a password and PIN to enable this on-line reporting. Additional technical assistance for accessing ETA’s financial reporting system is available through the appropriate Regional Office or by visiting www.doleta.gov/grants/financial_reporting.cfm and selecting “Financial Reporting Access Document.”

Exhibit 14: Financial Status Report (ETA 9130)

(To be used by Grantees previously reporting on the SF-269 - unmodified)

U.S. DOL ETA FINANCIAL REPORT

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by DOL			OMB Approval No 1205-0461 Expires 11/30/2009
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis of Accounting <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year)			9. Reporting Period End Date (Month, Day, Year)		
10. Transactions					Cumulative
Federal Cash :					
a. Cash Receipts					
b. Cash Disbursements					
c. Cash on Hand (line a minus b)					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized					
e. Federal share of expenditures					
f. Total administrative expenditures					
g. Federal share of unliquidated obligations					
h. Total Federal obligations (sum of lines e and g)					
i. Unobligated balance of Federal funds (line d minus h)					
Recipient Share:					
j. Total recipient share required					
k. Recipient share of expenditures					
l. Recipient share of unliquidated obligations					
m. Total recipient obligations (sum of lines k and l)					
n. Remaining recipient share to be provided (line j minus m)					
Program Income:					
o. Total Federal program income earned					
p. Program income expended in accordance with the addition method					
q. Unexpended program income (line o minus line p)					
11. Additional expenditure data required					
a. Other Federal funds expended					
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:					
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.					
a. Typed or Printed Name and Title of Authorized Certifying Official			c. Telephone (Area code, number and extension)		
			d. Email address		
b. Signature of Authorized Certifying Official			e. Date Report Submitted (Month, Day, Year)		
			14. Agency use only:		

Prescribed by OMB A-102 and A-110

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (1205-0NEW), Washington, DC 20503.

ETA-9130

What is the FSR Form?

Exhibit 14 shows the FSR form NEG grantees report quarterly to ETA.

How is the FSR Form Completed?

For FSR reporting instructions and related information, grantees should visit the Grants and Contracts section of ETA's website at www.doleta.gov/grants. Grantees should select "Basic 9130" under "FINANCIAL REPORT (ETA-9130)-FORMS AND INSTRUCTIONS" located at www.doleta.gov/grants/financial_reporting.cfm.

VI. American Recovery and Reinvestment Act (ARRA) Supplemental and Recipient Reports

The American Recovery and Reinvestment Act of 2009 (ARRA) provided additional workforce funding to increase employment and training services. NEGs funded through ARRA are subject to additional reporting requirements. The NEG grant award documents will indicate that the project is ARRA-funded; however grantees should contact the NEG Grant Officer or the appropriate Regional Office if they have any question about whether a grant is subject to ARRA reporting requirements. Grantees with ARRA-funded grants should plan to complete two additional reports: a monthly supplemental performance report (submitted to ETA) and quarterly recipient reports (submitted to the Office of Management and Budget).

- The WIA Adult and Dislocated Worker Programs and National Emergency Grants Monthly Report (ETA 9148) is submitted by each state on the 15th of each month via ETA's EBSS at www.eta-reports.doleta.gov.¹⁵ The OMB-approved form can be found here: www.doleta.gov/Performance/Report_WIA_Adult_DW_Recovery_Act_Funds_FINAL_05_2009.pdf. For additional reporting guidance please see TEGL 24-08, *Workforce Investment Act and Wagner-Peyser Act Performance Accountability Reporting for the American Recovery and Reinvestment Act of 2009*.
- The recipient report is submitted by direct recipients of ARRA funds through an electronic reporting system at www.FederalReporting.gov no later than the 10th day after the end of each calendar quarter. This Recipient Financial Report contains cumulative data on the projects and activities funded by ARRA from the inception of the grant award. For additional reporting guidance, please see: TEGL 1-09, Change 1 and 2, *Reporting Requirements under Section 1512 of the American Recovery and Reinvestment Act of 2009*.

¹⁵ Please note that states do not include HCTC NEGs on the monthly report.