



Dear Community Based Job Training (CBJT) and High Growth Job Training Initiative (HGJTI) Grantees:

On August 23, 2010 the Employment and Training Administration (ETA) sent out guidance to all CBJT and HGJTI grantees updating its policy on Final Progress Reports and their submission.

The guidance sent out on August 23, 2010 informed grantees that effective on that date, for the last calendar quarter in which CBJT and HGJTI grants are active, CBJT and HGJTI grantees will only submit one progress report which includes all the grant information that they would normally provide in their Final Progress Report, as well as information on their activities that quarter. As a result, this report should provide both information on grant activities during that last quarter and cumulative information on grant activities during the grant's entire period of performance. It noted that if grantees provide this cumulative information, this report will be considered the "Final Progress Report," and will also satisfy the requirement that grantees submit a Quarterly Progress Report for that quarter.

For any CBJT and HGJTI grants that end between August 23, 2010 and December 31, 2010, grantees should submit this last progress report through ETA's on-line reporting system (EBSS) no later than 90 days after all funds have been expended or the period of performance ends. All CBJT and HGJTI grants that end after December 31, 2010 should submit this last progress report through EBSS within 45 days after the end of the last calendar quarter in which their grant was active and no later than 90 days after all funds have been expended or the period of grant funds availability has expired. For grants that end (period of performance ends or all grant funds have been exhausted) during the first 45 days of a calendar quarter, please note that the final report (including quarterly and cumulative information) must be submitted in EBSS within **90** days of this end date.

If you have any questions concerning the Final Progress Report Policy, please contact your Federal Project Officer.

Thank You,

A handwritten signature in black ink that reads "Donna Kelly". The signature is written in a cursive, flowing style.

Donna Kelly  
Grant Officer  
Employment and Training Administration