

NEG Reporting Overview

December 9, 2009



Employment and Training Administration
U.S. Department of Labor
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Workshop Objectives

1 Discuss research findings on NEG reporting & performance

2 Review NEG reporting requirements

3 Highlight reporting elements in WIASRD & QPR

4 Questions and Answers

Program Purpose

National Emergency Grants:

- **Provide funding in response to significant economic events**
- **Temporarily expand the service capacity at the state and local levels**
- **Secretary of Labor holds 20% of Dislocated Worker formula in reserve for National Emergency Grants, demonstrations and technical assistance**

NEG Research Approach

**Analysis of QPR & WIASRD data on
NEGs**

**Focus groups with each Regional
Office**

**Interviews with NEG grantees and
project operators**

NEG-Related WIASRD Findings

- **Field 313a-c, 20% of NEG Project IDs in PY 2006 WIASRD submission were invalid**
 - **This affected about 10% of all reported NEG exiters**
 - **Valid NEG Project ID needed to calculate Common Measures by project; should be state abbreviation followed by two digit number (e.g., RI08)**
 - **Regions and grantees reported the following reasons:**
 - **Lack of clarity about correct code**
 - **Grantees developed own naming/coding system**
 - **Data entered erroneously**
 - **If left blank, State MIS automatically defaulted to invalid code**

NEG-Related WIASRD Findings (cont.)

- **Field 330, Received Disaster Relief Assistance (DRA) not properly coded**
 - **Some Disaster NEGs reported few or no participants as having received DRA**
 - **Regions and grantees cited the following reasons for errors:**
 - **Unclear how to determine whether exiters had received DRA**
 - ❖ **Some grantees interpreted that field 330 related to FEMA-funded services**
 - **Some mis-coding in State MIS**

QPR Findings

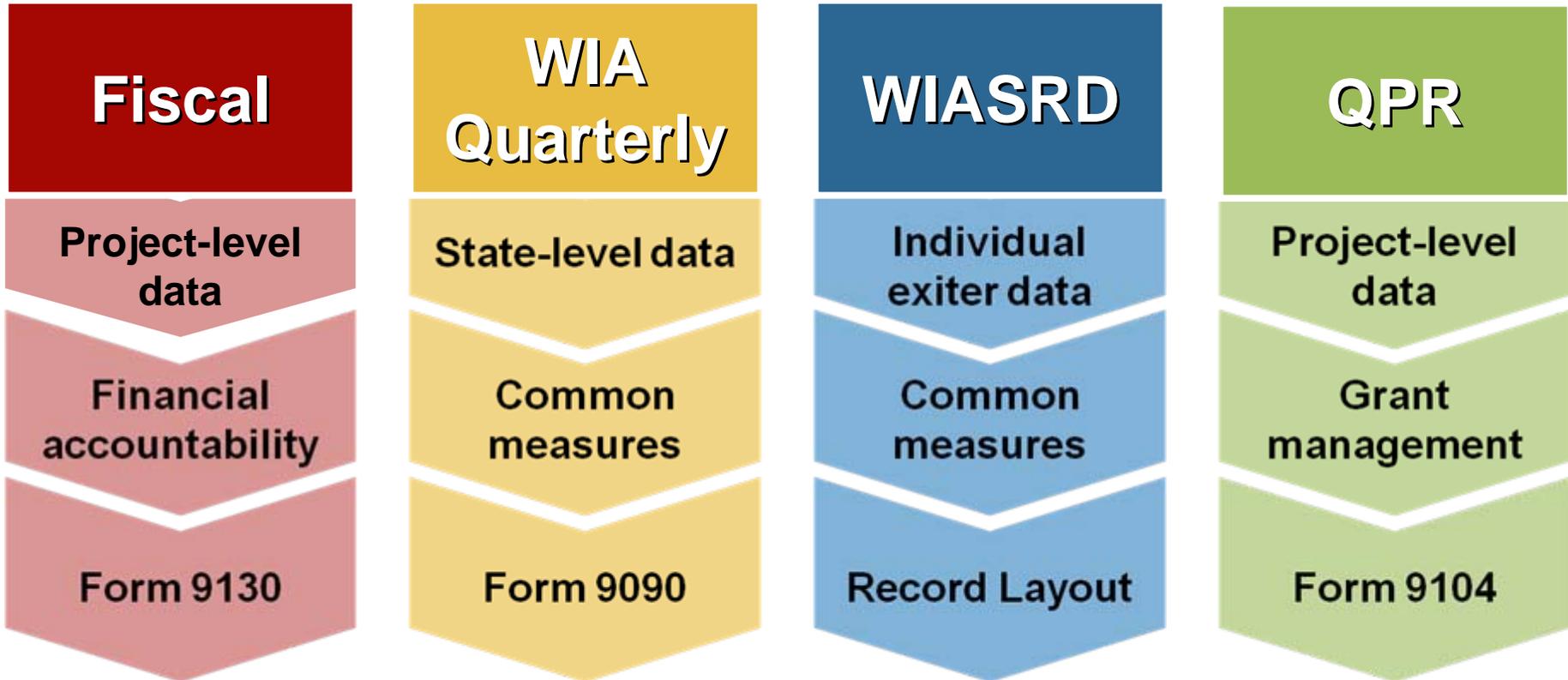
- **Interpretation of “Exit” and “Entering Employment at Exit” (EEE) varies among the grantee community**
- **Regions and grantees reported a lack of clarity on:**
 - **When and how to report exit**
 - **Time period for capturing employment outcomes (e.g., on the day of exit, any point in exit quarter, any point in grant period, any point in quarter after exit quarter)**
 - **Allowable data sources (UI wage records or supplemental)**
 - **When information should be reported**
 - **How to report NEG participants receiving partner-funded service**

Clarify NEG Reporting Requirements



- **Based on research, ETA identified inconsistencies in how NEG data elements were being reported**
- **Areas of confusion in QPR definitions were clarified with input from Regional Offices and state grantees**

NEG Reporting Requirements



NEGs and Common Measures

10

- **NEG performance goals mirror State WIA Title I-B Dislocated Worker program goals**
- **For additional guidance and training materials:**
 - **Training and Employment Guidance Letter (TEGL) 17-05**
 - **www.doleta.gov/performance**

WIA Quarterly Report (ETA 9090)

11

Report provides aggregate performance data to ETA:

- **Participants**
- **Exiters (Exit is defined in TEGl 17-05, Att. B)**
- **Common Measures apply to NEG exiters across all NEG projects in a State:**
 - **Entered Employment**
 - **Employment Retention**
 - **Average Earnings**

APPENDIX B
WIA Quarterly Report Format (ETA Form 9090)

Report Due Date: mm/dd/yyyy OMB No. 1205-0420
Report Quarter End Date: mm/dd/yyyy 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	Numerator Denominator	Value	Numerator Denominator
Total Participants <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Total Adult Participants				
	Total Adults (self-services <i>g2b</i>)				
	WIA Adults				
	WIA Dislocated Workers				
	Natl 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 Exilers <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Total Adult Exilers				
	Total Adults (self-services <i>g2b</i>)				
	WIA Adults				
	WIA Dislocated Workers				
	Natl Emergency Grant				
	Total Youth (14 - 21) Exilers				
	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	Numerator Denominator	Value	Numerator Denominator
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)				
	Natl 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)				
Average Earnings <i>(mm/dd/yyyy - mm/dd/yyyy)</i>	Adults				
	Dislocated Workers				
	Older Youth (19-21)				
	Natl Emergency Grant				

Financial Status Report

- **A separate FSR is due for each Fiscal Year (FY) appropriation used to fund the NEG project**
 - **Since NEGs are often incrementally funded, some NEG projects may receive federal funds from two separate FY appropriations, so two separate FSRs are due**
- **NEGs should use the Basic reporting instructions for the FSR (ETA 9130)**
- **Forms and instructions are available at http://www.doleta.gov/grants/financial_reporting.cfm**

Reporting Due Dates – WIA Quarterly Report, Fiscal, and QPR

PROGRAM YEAR 2009

Time Periods To Be Reported

Report Quarter	Jul 1 – Sep 30	Oct 1 – Dec 31	Jan 1 – Mar 31	Apr 1 – Jun 30
Report Due Date	<i>Nov 13, 2009</i>	<i>Feb 15, 2010</i>	<i>May 14, 2010</i>	<i>Aug 13, 2010</i>

PROGRAM YEAR 2010

Time Periods To Be Reported

Report Quarter	Jul 1 – Sep 30	Oct. 1 – Dec 31	Jan 1 – Mar 31	Apr 1 – Jun 30
Report Due Date	<i>Nov 15, 2010</i>	<i>Feb 15, 2011</i>	<i>May 13, 2011</i>	<i>Aug 15, 2011</i>

Recovery Act Reporting

15

- **Supplemental Reports (ETA 9148)**
 - **Aggregate participant counts by state**
 - **Submitted monthly**
 - **Detailed guidance in TEGGL 24-08**
 - **Includes WIA Title 1B, Wagner-Peyser Act, National Emergency Grants, and Reemployment Services Grants**

Recovery Act Reporting

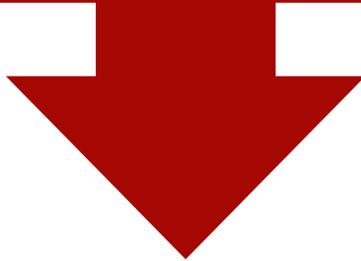
■ Recipient Reports

- Section 1512 recipient reports required by the Recovery Act of 2009
- Separate from ETA 9130 financial report and other required program reports
- Implementing guidance: June 22, 2009 (OMB M-09-21)
- ETA guidance: TEGL 1-09, Change 1 and 2
- Same reporting requirements apply to Recovery Act grants for all Federal agencies

Focus on NEG WIASRD Fields

17

**NEG Project ID
– Field 313a-c**



**Received Disaster
Relief Assistance
– Field 330**



NEG Project ID: WIASRD Field 313

NEG Project ID – WIASRD Field 313

What?	State postal abbreviation followed by two-digit number (i.e., RI04, IA09, FL11)
Who assigns?	ETA assigns
Where and When?	In cover letter accompanying grant award document and in Notice of Obligation
Why need?	Calculate Common Measures by NEG project

NEG Project ID – WIASRD Layout

No.	Element	Instructions
313 a	NEG Project ID	<p>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.</p> <p>Record 0000 or leave "blank" if the individual did not receive any services funded by a NEG.</p>
313 b	Second NEG Project ID	<p>Record the second Project I.D. Number where the individual received services financially assisted under a NEG.</p> <p>Record 0000 or leave "blank" if the individual did not receive any services funded by a second NEG.</p>
313 c	Third NEG Project ID	<p>Record the third Project I.D. Number where the individual received services financially assisted under a NEG.</p> <p>Record the WIRED Project I.D. where the individual received services under a WIRED grant.</p> <p>Record the Military Spouse Career Advancement Account (CAA) Project I.D. where the individual received services under a CAA grant.</p> <p>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, record only the first three Project I.D. Numbers.</p>

Reporting Valid NEG Project IDs

Make sure to:

- 1) **Verify NEG Project ID from grant award cover letter or Notice of Obligation**
 - **May have hyphen in the grant award document (e.g., RI-08), this should be removed for the WIASRD layout (i.e., RI08)**
- 2) **Inform local NEG project operator staff and State WIA reporting staff about the correct NEG Project ID**
- 3) **Check MIS to see whether default settings are used (e.g., no entry defaults to NC-99)**

Received Disaster Relief Assistance: WIASRD Field 330

Received Disaster Relief Assistance – WIASRD Field 330

What?	Every individual who received a service paid for by a <i>Temporary Jobs component</i> of a Disaster NEG should be reported as having Received Disaster Relief Assistance (i.e., code as Yes = 1)
Why need?	Analyze Common Measures by NEG

Received Disaster Relief Assistance - WIASRD Layout

No.	Element	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 a NEG.</p>	1 = Yes 2 = No

Reporting Disaster NEG-Temporary Jobs Component Participants in Field 330

23

Make sure to:

- 1) **Code all *Temporary Jobs Component* Disaster NEG exiters as “Yes=1” for Field 330**
- 2) **Let NEG local project operators and WIA reporting staff know that only Temporary Jobs Component funded Disaster NEG exiters should be reported as Yes in Field 330**

Reporting Due Date - WIASRD

- **States must submit individual records for all exiters served with WIA Title I-B and NEG funds. These files must be submitted until all performance outcomes can be reported.**
- **Beginning with the quarter ending March 31, 2010, records will be submitted quarterly for all exiters and participants.**



Program Year	PY 2008
Report Due Date	October 15, 2009

Quarterly Progress Report

Focus on three fields on the QPR:

- **Exit**
- **Entering Employment at Exit (EEE)**
- **“Other” Financial Expenditures**

QPR Exit Definition

The cumulative number of grant participants who have not received a service funded by the grant or a 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 a partner program.

QPR Exit Definition (cont.)

- Reporting exits delayed because of 90-day clock, retroactive to last date of service
- QPR cumulative report, so all Exits reported on the QPR include past and current NEG project exiters
- Once the NEG period of performance ends, all planned participants must be entered as having Exited on the final QPR submission

Comments Section – Capturing Participants

28

- **Issue**: NEG participants still receiving partner-funded services when NEG period of performance ends. This affected count for QPR Entering Employment.
- **Solution**: Use the Comments section to report the number of participants that will continue to receive services under a One-Stop partner program on the final QPR submission

Format:

**Receiving Partner-Funded Services at the
End of Grant Period = # of participants**

Exit Cohorts

PROGRAM YEAR 2009				
Time Periods To Be Reported				
<i>Report Quarter</i>	Jul 1 – Sep 30	Oct 1 – Dec 31	Jan 1 – Mar 30	Apr 1 – Jun 30
Report Due Date	<i>Nov 13, 2009</i>	<i>Feb 15, 2010</i>	<i>May 14, 2010</i>	<i>Aug 13, 2010</i>
Total Exiters	Cumulative to Jun 30, 2009	Cumulative to Sep 30, 2009	Cumulative to Dec 31, 2009	Cumulative to Mar 31, 2010

PROGRAM YEAR 2010				
Time Periods To Be Reported				
<i>Report Quarter</i>	Jul 1 – Sep 30	Oct 1 – Dec 31	Jan 1 – Mar 30	Apr 1 – Jun 30
Report Due Date	<i>Nov 15, 2010</i>	<i>Feb 15, 2011</i>	<i>May 13, 2011</i>	<i>Aug 15, 2011</i>
Total Exiters	Cumulative to Jun 30, 2010	Cumulative to Sep 30, 2010	Cumulative to Dec 31, 2010	Cumulative to Mar 31, 2011

Entering Employment at Exit

30

Cumulative number of grant participants who are employed by the completion of the NEG period of performance

- Reported once the participant's Exit is reported on the QPR
 - Employment can be at any point once a participant begins receiving services from the NEG to end of the grant period
 - EEE can be reported beginning in the quarter in which an individual is reported as exited and up until the Final QPR submission

Entering Employment at Exit (cont.)

31

- **Supplemental data allowed for QPR EEE**
 - **Case management notes**
 - **Automated data base systems**
 - **One-Stop operating systems' administrative records**
 - **Surveys of participants**
 - **Contacts with employers**
- **Participants can only be counted once**
- **Employment is defined as wages greater than \$0**
- **This information on the QPR is used for program management, not to evaluate NEG project performance**

Other field

QPR Comments Section should be used by grantees to provide ETA with additional information about the grant, as described below or as instructed by ETA:

- **Use to explain expenditures entered in the “Other” QPR fiscal fields**

Please note that the Comments section has a 4,000 character limit.

Total Expenditures: Grantee Level

“Other” QPR Fiscal Fields

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

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"/>

Comments Section – Explaining “other” fiscal fields

- **Some grantees included large expenditure amounts in “Other” QPR fields**
- **Grantees are required to provide a brief explanation in the QPR Comments section of how these “Other” funds were utilized**
 - **Other – Program Management & Oversight grantee level**
 - **Other – Grantee level**
 - **Other – Program Management & Oversight Project Operator level**
 - **Other – Project operator level**



Questions