



U.S. Department of Labor
Employment and Training Administration
Region 2 - Philadelphia

Discretionary Grantee Conference

Reporting: Performance

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REPORTING REQUIREMENTS



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Federal Policy and Guidance Directives Requiring Grantees to Focus on Performance Outcomes

- GPRA/WIA Requirements
- Congress Sponsors
- President's Management Agenda
- 29 CFR; Parts 95 & 97

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Data Collection Requirements

- **29 CFR Part 37** requires grantees to collect Equal Opportunity information for all applicants, registrant, participant, terminnee, applicant for employment & employee
- Race/ethnicity, sex, age and where known, disability status
 - An individual has the right to refuse to provide any part or all of the above information
- Jobs for Veterans Act P.L. 107-228 requires grantees to give priority to veterans that meet eligibility requirements for the grant
 - Grantees will need to track the number of veterans and veterans' spouses served (See <http://www.doleta.gov/programs/VETS> for more information)

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What Data to Collect?

Source Documentation can include the following:

- **Social Security Card**
- **Driver's License/ID Card**
- **Hospital Records**
- **Intake/Eligibility Forms**
- **Attendance Sheets**
- **Sign-In Sheets**
- **School Records**
- **Activity Forms**
- **Assessment Results**
- **Pay stubs**
- **Progress Reports**
- **Surveys**
- **Self-Attestation Forms**
- **Copy of Diploma**
- **Training Certificates**
- **Interviews**
- **Public Agency Records**
- **Student ID**

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Data Collection— Is That It?

- Management information continues to be necessary
 - Collect information relevant to the day-to-day operations of your project (e.g., information about enrollments and counts on various service dimensions)
 - May collect information to help case managers, job developers, managers, etc. make programmatic decisions

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Requirements in 29 CFR Parts 95.51 and 97.40

- Comparison of actual accomplishments with goals and objectives (i.e. performance measures) for the project.
- Reasons why established goals were not met and corrective action being taken
- Other pertinent information, including technical assistance needs, best practices or any promising approaches

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Type of Outcome Measure By Grant Purpose

Provide Training	Training Completion Rate	Placement in Employment Rate	Average Earnings	Retention in Employment Rate	Customer Satisfaction Rate
Increase Skills	Skill Attainment Rate	Attainment of Degree or Certificate Rate	Earnings Change Rate	Customer Satisfaction Rate	
Research-Oriented or Product Development	Qualitative Information	Research Findings	Products or Curriculum Developed	Results Disseminated	Customer Satisfaction Rate

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Data Processing

It is the grantees responsibility to ensure that systems are in place to track participants characteristics, services and outcomes.



What is a System?

Data processing

- In Performance Reporting, you must have a system design.
- A system is a network of interdependent components that work together to try to accomplish the same goal.
- At a minimum the system must capture all required data elements, perform any necessary calculations and report information to the grantee and its partners.
- A system must be managed.

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Data Collection—When to Collect the Information?

Important to develop an information management plan addressing:

- **How will data be collected?**
 - Information collected verbally, with paper documents or electronically
- **Who is responsible for the data collection?**
 - Assign responsibility for data collection to specific staff to ensure that expectations are clearly understood
- **In what format will data be collected?**
 - MS Excel spreadsheet, MS Access, Proprietary system
- **When will data be collected?**
 - Incorporate deadlines & establish timeframes for all collection tasks

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Quarterly Progress Reporting

- Quarterly progress and financial report (ETA 9130) due 45 days after the end of the quarter
- Final evaluation report due 90 days after the end of the grant period of performance
- Submissions should follow instructions issued by the Philadelphia Regional Office.



Fiscal Reporting

** Jason Yucis will discuss fiscal reporting further in the session entitled:
*“9130 Reporting”***



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Performance Reports



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QUARTERLY PROGRAM NARRATIVE REPORT (Sample)

According to the terms and conditions of the grant, each grant recipient is required to submit a quarterly progress report. This suggested format will assist you in providing the report information described in the Uniform Administrative Requirements at 29 CFR 95.51 or 29 CFR 97.40.

Section I: Grantee and Program Identifying Information

Report Quarter Ending Date:

1a. Grantee Name:	1c. Grant Number:
1b. Project Name:	
1d. Name and Phone Number of Person Submitting Report:	
1e. Grant Period of Performance:	

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Section II: Work Schedule Status and Accomplishments

This section of the report should provide an update on the status of each identified components/tasks from your grant proposal Work Schedule

PROJECT COMPONENT	TASK	YEAR 1				YEAR 2				STATUS
		1	2	3	4	1	2	3	4	



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Section III: Performance Measures Update

In order to reflect a comparison of goals to accomplishments, grantees can use the pertinent columns of Section 3 Performance Measures in their approved grant proposal. Grantees should include information on enrollments in this section of the quarterly report.

PERFORMANCE MEASURE <i>Performance Measure name only, do not include measurement parameters</i>	EXPECTED LEVEL OF PERFORMANCE <i>What's in your grant proposal?</i>		CURRENT REPORT QUARTER <i>What did you do this quarter?</i>	CUMULATIVE TOTAL <i>What are your project totals to date?</i>	
	A	B	C	D	E
	<i>Numeric Target</i>	<i>Target Percentage</i>	<i>Actual Numeric Level</i>	<i>Actual Numeric Level</i>	<i>Percent of Expected Level (D/A)</i>

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Section IV: Variance from Plan

Provide a brief narrative explanation for each of the elements identified below.

- 1) If performance has varied from plan, state the reasons for the variance and corrective action taken or planned to address the variance. Please note that some actions such as significant changes to the statement of work, staffing or budget line items, may require a modification to the grant.
- 2) Describe any technical assistance the grantee may require to address performance issues identified below.

Section V: Other Information (*Optional*)

Provide a brief narrative explanation for each of the elements identified below.

- 1) Describe any promising approaches or processes and any success stories, articles, awards, public announcements, or other news about the project for the current quarter. If available, please attach with your report.
- 2) Any additional comments.

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Reports and Information —Table of Reporting Periods

<u>Quarter</u>	<u>Period Covered</u>	<u>Due to FPO</u>
1	Jan 1- Mar 31	May 15
2	Apr 1-Jun 30	August 14
3	Jul 1- Sep 30	November 14
4	Oct 1-Dec 31	February 14

Please Note: The Financial/Progress reports are due no later than 45 days after the end of each calendar year quarter. Should the due date of the report fall on a Saturday or Sunday, the report is due on Friday.

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Thank You

Questions???

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