TAACCCT OMB PACKAGE SUMMARY OF CHANGES

IN REVISED VERSION AUGUST 9, 2016

ETA requested a non-substantive change for the TAACCCT forms and instructions approved under 1205-0489 to (1) update information that was no longer current or relevant, and to (2) make changes to unclear and inconsistent language.   None of the changes requested involved a change to the burden or the requirements. Below is a summary of the two types of changes requested with more specific details:

Changes to Inconsistent or Unclear Language

- Made consistent the ambiguous language regarding annual versus cumulative reporting in the Instructions and the Annual Performance Report form to make it accurate

    o Instructions: All references to cumulative reporting of participant data have been removed and/or replaced with language indicating that the grantees should report data on an annual basis, which is the correct manner in which reporting should occur. This makes the language consistent throughout the instructions. These changes occur on the following pages: 2, 7, 9-12, and 14;

    o Annual Performance Report Form: All references to cumulative reporting of participant data have been removed and replaced with language indicating that grantees should report data on an annual basis. The following changes were made:

        ▪ Section B, which was previously titled "Cumulative Participant Outcomes (All Grant Participants)" has been updated to "Annual Participant Outcomes (All Grant Participants)"

        ▪ Section C, which was previously titled "Cumulative Participant Summary Information (All Grant Participants)" has been updated to "Annual Participant Summary Information (All Grant Participants)"

- Aligned the Annual Performance Report data element titles and numbering with the titles and numbering sequence used in the Instructions
    o B.1 *Unique Participants Served/Enrollees* updated to **Unique Participants Enrolled**
    o B.2. *Total Number Who Have Complete a Grant-Funded Program of Study* updated to **Total Number of Participants Who Have Completed a Grant-Funded Program of Study**
    o B.3 *Total Number Still Retained in Their Program of Study (or Other Grant-Funded Programs)* updated to **Total Number of Participants Still Retained in Their Program of Study (or Other Grant-Funded Programs)**
    o B.4 *Total Number Retained in Other Education Programs* updated to **Total Number of Participants Retained in Other Education Programs**

- o B.5 *Total Number of Credit Hours Completed (aggregate across all enrollees*) updated to **Total Number of Grant-Funded Credit Hours Completed**
- o B.5a *Total Number of Students Completing Credit Hours* updated to **Total Number of Participants Completing Credit Hours**
- o B.6 *Total Number of Earned Credentials (aggregate across all enrollees)* updated to **Total Number of Earned Certificates/Degrees**
- o B.6. *Total Number of Students Earning Certificates (less than one year)* update to **Total Number of Participants Earning Certificates (less than one year)**
- o B.6b *Total Number of Students Earning Certificates (more than one year)* update to **Total Number of Participants Earning Certificates (more than one year)**
- o B.6c *Total Number of Students Earning Degrees* update to **Total Number of Participants Earning Degrees**
- o B.7 *Total Number Enrolled in Further Education after Program of Study Completion* updated to **Total Number of Participants Enrolled in Further Education After Program of Study Completion and Exit**
- o B.8 *Total Number Employed after Program of Study Completion* updated to **Total Number of Participants Employed After Program of Study Completion and Exit**
- o B.9 *Total Number Retained in Employment after Program of Study Completion* updated to **Total Number of Participants Retained in Employment After Program of Study Completion and Exit**
- o B.10 *Total Number of Those Employed at Enrollment Who Receive a Wage Increase Post-Enrollment* updated to **Total Number of Participants Employed at Enrollment Who Receive a Wage Increase Post-Enrollment.**
- o Section C numbering was aligned within the forms and instructions

- Strengthened language in some definitions of data elements to further clarify what to report. The changes include making the language consistent where different data elements refer to the same terms; moving relevant definitions of terms that are located elsewhere in the instructions to the data element where the term is used for grantee convenience; and updating language to assist grantees with selecting the proper data element for participants from year-to-year. These changes do not change what grantees are asked to report. The changes requested are shown below. Added language is italicized.

  - o **B.1** Enter the ~~cumulative~~ *total* number of individuals who entered any of the grant-funded programs *of study* offered ~~to date~~ (including certificate or degree programs or other training activities). Participants should only be included once *in the year they first enroll*, even if they enroll in multiple programs *or are still enrolled in subsequent years. A program of study is broadly defined as an educational program in which a degree or certificate is earned.*

  - o **B.2** Enter the total number of unique participants (B.1) who completed any grant-funded program ~~to date~~. Completion is defined as having earned all of the credit hours (formal award units) needed for the award of a degree or certificate in that program of study. Participants should only be included once, even if they complete multiple programs *of study.*

- **B.2a** Enter the total number of *incumbent workers (those employed at enrollment)* who complete any grant-funded program ~~to date~~. Completion is defined as having earned all of the credit hours (formal award units) needed for the award of a degree or certificate in that program of study. Participants should only be included once, even if they complete multiple programs.

- **B.5** Enter the total number of *grant-funded* credit hours ~~to date~~ that have been completed by *all* participants in certificate and degree programs ~~in~~ during the reporting year, *regardless of the year in which the participants enrolled.* This number should be reported *for all* ~~in aggregate across all~~ enrollees, even if the participant is no longer enrolled in the grant-funded program of study or did not complete the program *of study.*

- **B.5a** Enter the total number of *participants* ~~students~~ that have completed any number of *grant-funded* credit hours *during the reporting year* ~~to date~~.

- **B.6** Enter the total number of degrees or certificates earned *during the reporting year* ~~to date~~ by participants *in* ~~for~~ grant-funded programs. This number should be reported ~~in aggregate across~~ *for all enrollees*, including multiple certificates and degrees earned by the same participant.

- **B.6a** Enter the total number of ~~students~~ *participants* who earned certificates designed to be completed in one year or less. A ~~student~~ *participant* can be counted only once in this field, even if multiple certificates were earned by that ~~student~~ *participant.*

- **B.6b** Enter the total number of ~~students~~ *participants* who earned certificates designed to be completed in one year or more. A ~~student~~ *participant* can be counted only once in this field, even if multiple certificates were earned by that ~~student~~ *participant*.

- **B.6c** Enter the total number of ~~students~~ *participants* who earned degrees. A ~~student~~ *participant* can be counted only once in this field, even if multiple degrees were earned by that ~~student~~ *participant.*

- **B.7** Of the ~~total~~ number of participants who completed at least one grant-funded program (B.2), enter the total number of *participants* ~~individuals~~ ~~to date~~ who entered another program of study *after exiting the institution* ~~(grant-funded or not).~~ *Exit is defined as being no longer enrolled at the college in any program of study and can include formal withdrawal, expulsion, graduation, and other reasons. (Note: A participant counted in B.7 cannot not be counted again in B.8).*

- **B.8** Of the ~~total~~ number of participants *in the reporting year* who were not incumbent workers and who completed at least one grant-funded program *of study* (B.2), enter the total number of *participants* ~~individuals to date~~ who entered unsubsidized employment *after completion and who were still employed* in the first quarter after the quarter in which the student exits the

college. *Incumbent workers are defined as participants employed at enrollment.* Exit is defined as being no longer enrolled at the college in any program of study and can include formal withdrawal, expulsion, graduation, and other reasons. (*Note: A participant counted in B.8 cannot be counted in B.7.* A participant counted in B.8 may be counted again in B.9).

- o **B.9** Of the *non-incumbent* participants who were employed in the first quarter after the quarter in which the student exits the college (B.8), enter the total number of *participants* ~~individuals to date~~ who were employed in the second and third quarters after exit, *regardless of whether they entered employment in this reporting year or the previous reporting year. Incumbent workers are defined as participants employed at enrollment.* Exit is defined as being no longer enrolled at the college in any program of study and can include formal withdrawal, expulsion, graduation, and other reasons. (Note: A participant counted in B.9 *must have been* ~~should be~~ counted in B.8).

- o **B.10** Of the number of incumbent workers (~~those employed at enrollment)~~ who enter a grant-funded program, enter the ~~total~~ number who received an increase in their wages at any time after becoming enrolled. *Report the first wage increase only and report the wage increase in the reporting year in which it occurred. Incumbent workers are defined as participants employed at enrollment.*

- Aligned the description of the requirements to use administrative data to be consistent with the TAACCCT Solicitation for Grant Applications. This includes changing the word "must" to "may" in the section on tracking follow-up outcomes and the use of administrative data to align with ETA's expectations that grantees should make an effort to use this data but that it is not a requirement for receiving grant funds;

- Updated all acronyms in the Instructions to accurately reflect their proper names, such as where the Trade Adjustment Assistance Community College and Career Training grants are referred to as TACT, this has been updated to TAACCCT, and where the Quarterly Narrative Progress Report has been referred to as a QPR, this has been updated to QNPR. In addition, there was an error made on p.2 where it is stated that consortia leads should report annual performance data each *quarter*. This has been updated to say "year," as grantees only report on their participants on an annual basis. Finally, in Section F, grantees are asked to provide the average duration for TAA workers to complete training. The words "provided in weeks" were added to specify the unit of measure to be used.

Changes to Information No Longer Current

- Updated two Internet links in the instructions that were outdated and needed to be changed, on p. 3 and p. 8;

- Removed references to information that pertains to Round 1 reporting only, specifically: cohorts and comparison data, progress and implementation measures, Table 2, and Section E (evidence-based or technology-enabled strategies). All of these references have been removed from the following pages: 2, 5, 7, 14. In addition, pages 16-23 of the instructions were removed as they have no relevance to Rounds 2, 3, and 4.