

**TRAINING AND EMPLOYMENT
NOTICE**

NO. 10-04

DATE
November 5, 2004

TO: ALL PRESIDENT'S HIGH GROWTH JOB TRAINING INITIATIVE
GRANTEES

FROM: GAY GILBERT 
Administrator
Office of Workforce Investment

SUBJECT: Transition to On-Line Reporting of the SF 269 Financial Status Report

1. **Purpose.** To inform High Growth Job Training Initiative (High Growth) grantees of the November transition to the Employment and Training Administration's (ETA) On-Line Electronic Reporting System for the SF 269 Financial Status Report.
2. **Background.** ETA created the On-Line Electronic Reporting System for the SF 269 Financial Status Report (FSR) to reduce the reporting burden on grantees. This on-line system allows grantees to accurately and easily report their quarterly financial information cumulatively. Although the Special Conditions section of the Federal Grant Agreement for all High Growth grantees states that awardees shall utilize ETA's On-Line Electronic Reporting System for the required submission of the SF 269 Quarterly FSR, current grantees have not had access to the on-line system and, therefore, have been required to submit paper copies of the SF 269 to the Federal Project Officer. ETA has completed the technical development of the reporting system for High Growth grantees and anticipates that grantees will have access to the on-line system by November 2004. Grantees will be required to use the on-line system as soon as it is available.
3. **On-Line SF 269 Financial Status Reporting System.** The On-Line Electronic Reporting System captures quarterly financial data through a Web-based interface modeled after the SF 269.
 - 3.1 *System Description.* The on-line system requires a three step process. First, the grantee logs into the system using an ETA-issued password and the grant number. After selecting the reporting period, the grantee types information into the on-line SF 269 and saves the form. Second, the grantee certifies the accuracy of the report by entering an ETA-assigned personal identification number (pin). The pin is controlled by an individual who has signatory authority over the grant. Once the pin has been entered, the report is automatically submitted electronically to the grantee's Federal Project Officer. Third, the Federal Project Officer reviews and accepts the grantee-certified report.

3.2 *Training.* ETA will schedule a teleconference training session in November for the use of the On-Line Electronic Reporting System. The training will explain the purpose of the On-Line Electronic Reporting System, illustrate its ease of use, and provide instructions for reporting quarterly information correctly. ETA technical experts will be available during the training to answer questions and provide assistance. Grantees will be notified shortly of the date and time of the training session.

3.3 *Launch Date.* After the November training, grantees will need to enter the data they submitted for the quarter ending September 30 into the On-Line Electronic Reporting System. At that point, grantees will submit all subsequent SF 269 Financial Status Reports in electronic format only.

4. **Interim Reporting Guidance.** Grantees should continue to submit paper versions of the SF 269 to their Federal Project Officer by the deadlines specified in the grant agreement until further notice. Grantees should continue to submit quarterly narrative reports to their Federal Project Officer via fax, mail, or e-mail.
5. **Action Required.** In preparation for on-line reporting, grantees must apply for an ETA-issued password and pin number. To apply, grantees must designate and provide contact information for one primary and one secondary contact. The primary contact is the individual who has signatory authority over the grant. This individual will control access to the pin number, which will serve as the grantee's electronic signature. The secondary contact should be the individual who is most familiar with the financial data. Grantees should send the name, address, phone number, fax number, and email address of both individuals, along with the grant number, to Elizabeth Norris at norris.elizabeth@dol.gov or Shantay Logan at logan.shantay@dol.gov no later than November 26, 2004.
6. **Inquiries.** Technical questions concerning the On-Line Electronic Reporting System should be directed to Shakil Khandoker at khandoker.shakil@dol.gov. Questions regarding the SF 269 should be directed to Thomas Martin at martin.thomas@dol.gov or (202) 693-2989. Questions regarding the High Growth Job Training Initiative should be directed to Mindy Feldbaum, High Growth Job Training Initiative Grants Manager, at Feldbaum.mindy@dol.gov or (202) 693-3382.