

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI
	DATE December 19, 2018

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 05-19

TO: STATE WORKFORCE AGENCIES
APPLICABLE GRANT RECIPIENTS

FROM: MOLLY E. CONWAY /s/
Acting Assistant Secretary

SUBJECT: Form ETA 9178 for Employment and Training Supplemental Grant Reporting

1. **Purpose.** The Employment and Training Administration (ETA) is providing a renewed form ETA 9178 for State Workforce Agencies and other applicable grant recipients to document the quarterly progress toward completing their supplemental grant activities. This form is renewed for grantee quarterly reporting through August 31, 2021.
2. **Action Requested.** ETA requests that Administrators of State Workforce Agencies provide this guidance to appropriate staff to utilize for reporting on the activities funded by supplemental grants subject to this requirement starting with the quarter ending September 30, 2018.
3. **Summary and Background.**
 - a. Summary – The form ETA 9178 is a monitoring instrument for ETA to track a grantee’s progress toward completing supplemental grant activities. As part of the monitoring process, grantees that receive supplemental grant awards must submit a Quarterly Progress Report (QPR) using the form ETA 9178. The form ETA 9178 provides for narrative updates on supplemental grant activities to ETA and helps ensure that the grantee achieves the goals described in the supplemental grant application.
 - b. Background – ETA is responsible for monitoring grantee activities and oversight of the supplemental funding awarded to its grantees. ETA provides supplemental grants for State Workforce Agencies to improve program integrity and performance; to support states’ information technology (IT) system modernization efforts; and to enhance reemployment activities such as conducting reemployment and eligibility assessments. ETA supports these projects through Unemployment Insurance (UI) supplemental budget request (SBR) grants, Reemployment Services and Eligibility Assessments (RESEA) grants, and Dislocated Worker Grants (DWGs) to states for demonstration and special projects such as Reemployment and Systems Integration (RSI).

RESCISSIONS UIPL No. 19-15 and Change 1	EXPIRATION DATE August 31, 2021
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4. ETA Quarterly Progress Report. The form ETA 9178 is a monitoring instrument for ETA to track a grantee’s progress toward completing supplemental grant activities. As part of the monitoring process, grantees that receive supplemental grant awards must submit a QPR using the form ETA 9178 to provide narrative updates on supplemental grant activities and to help ETA monitor the grant funded activities and utilization of grant funds and ensure that the grantee achieves the goals set forth in the supplemental grant application. Grantees will use the form ETA 9178 to document quarterly supplemental grant activities using the following format:

- a. Summary of Project;
- b. Timeline for Grant Activities and Milestones or Deliverables;
- c. Project Implementation and Funding Status;
- d. Project Challenges, Risk Mitigation Efforts/Modification Requests, and Technical Assistance Needs;
- e. Best Practices, Promising New Strategies, and Success Stories; and
- f. Additional Outcome Information.

ETA regional offices will monitor the grantee’s quarterly progress using the supplemental grant quarterly reporting form ETA 9178 and compare the information provided in the report against the timeline and outcomes submitted in the approved supplemental grant application. Grantees must submit form ETA 9178 to their respective Federal Project Officer (FPO) within 45 days of each quarter’s end. If the due date of the report falls on a Saturday, Sunday, or holiday, the report is due the previous business day. The table below provides the due dates for each reporting quarter:

Reporting Quarters	Due Dates
October 1 st – December 31 st	February 14 th
January 1 st – March 31 st	May 15 th
April 1 st – June 30 th	August 14 th
July 1 ST – September 30 th	November 14 th

If the due date of the report falls on a Saturday, Sunday, or holiday, the report is due the *previous* business day.

Extension with Revisions: The Information Collection Request (ICR) for the supplemental grant form ETA 9178 was initially approved by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act of 1995 under OMB Control No. 1205-0517, through May 31, 2018. Form ETA 9178 was originally announced by ETA in Unemployment Insurance Program Letter (UIPL) No. 19-15 (August 7, 2015) and published as an attachment to that UIPL, as well as to UIPL No. 19-15, Change 1 (April 21, 2017).

This guidance revises and extends the information collection under OMB Control No. 1205-0517 to include the collection of information for other ETA supplemental grants. In addition

to UI supplemental grants for State Workforce Agencies to improve program integrity and performance, ETA provides supplemental grants to support states' information technology (IT) system modernization efforts and enhance reemployment activities, such as conducting reemployment and eligibility assessments. The form ETA 9178 itself remains essentially the same, with the only changes being to the title and the collection of information.

OMB Approval: OMB approved the extension with revisions of form ETA 9178, pursuant to the Paperwork Reduction Act of 1995, under OMB Control No. 1205-0517 through August 31, 2021.

Paperwork Reduction Act: The Paperwork Reduction Act of 1995 (PRA), 44 U.S.C. 3501 et seq., provides that no person is required to respond to a collection of information unless such collection displays a valid OMB control number. The information collection mentioned in this UIPL is approved under OMB Control No. 1205-0517.

5. **Inquiries.** Please direct inquiries to the appropriate Regional Office.

6. **References.**

- Paperwork Reduction Act of 1995, Pub. L. 104-13, 44 U.S.C. 3501 et seq.;
- UIPL No. 19-15 and Change 1, *Unemployment Insurance (UI) Supplemental Budget Request (SBR) Activities: Quarterly Program Reporting Form & Instructions*; and
- UIPL No. 22-17, *Unemployment Insurance (UI) Supplemental Funding Opportunity for State Consortia to Modernize Tax and Benefit Systems*.

7. **Attachments.**

- Attachment I: Form ETA 9178
- Attachment II: Employment and Training Supplemental Budget Request Activities: Quarterly Program Reporting Form and Instructions