

# **TAACCCT Rounds 2/3/4 FAQ #5: What is a Participant? FAQ**

## **August 1, 2014**

The following compiles in one location all of the guidance that has been provided previously by ETA on the definition of a participant in the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grants for the purposes of reporting in the Annual Performance Report (APR). This document should be viewed as a supplemental document to other technical assistance materials that have been and will be disseminated to TAACCCT grantees. **No new definitions or expansions of the definition are being offered, however clarification examples are provided to illustrate the definition.**

### **Q: Who is defined as a participant in TAACCCT? (FAQ #1)**

A: The purpose of the grants is to develop programs and materials that are suitable for the diverse population of workers eligible for training under the TAA for Workers program, however, anyone can benefit from the programs and materials developed. A participant in TAACCCT is an individual who 1) meets the criteria that grantees used to identify who “participants” are in their statements of work (SOW); and 2) who enters or enrolls in a “grant-funded” program that was developed, delivered, offered, or improved in whole or in part by grant funds, or a course that is part of such a program, and who attends the program or course more than once. Students that try out a course during the “add/drop period” at the beginning of a semester and don’t remain enrolled after the “add/drop” period is over would not be counted as participants.

### **Q: The description of B.1 of the APR (Unique Participants Served/Enrolled) says to “enter the cumulative total number of individuals who entered any of the grant-funded programs offered to date.” What is a grant-funded program? (Round 1: FAQ #9; Rounds 2/3/4: FAQ #3)**

A: A grant-funded program is a credit or non-credit program of study which is paid for in whole or in part with grant funds and which leads to an industry-recognized degree or certificate. For more information about industry-recognized degrees and certificates, please review TEGL 15-10 and its accompanying Attachment 2.

### **Q: In the FAQs and other documents provided by ETA, sometimes the term “program” is used and sometimes the phrase “program of study” is used. What is the difference between the two?**

A: There is no difference; the two are used interchangeably. Outcome B.1 (Unique Participants Served/Enrolled) is the only outcome on which grantees report to use the term “program” as opposed to the complete phrase “program of study.” The OMB reporting

package defines a program of study as “an educational program in which a degree or certificate is granted.” ETA has provided further guidance that specifies that the degrees and certificates must be industry-recognized (see previous question).

**Q: When would a student *not* count as a participant in B.1? (Round 1: FAQ #9; Rounds 2/3/4: FAQ #3)**

A: Non-credit programs that do not lead to an industry-recognized degree or certificate cannot be counted, even if they are paid for with grant funds. Some examples of non-credit programs that do not count include bridge programs, and non-contextualized ESL, GED, or basic skills programs where no credit is offered.

**Q: What counts as a “grant-funded” program or course? (All rounds: FAQ #1)**

A: Instances of “grant-funded” programs and courses include, but are not limited to, a course where the curriculum was developed, purchased, or modified using grant funds; a course for which training equipment (e.g. simulators) that is required for the course were purchased using grant funds; a course that is taught by an instructor whose salary is paid for in whole or in part with grant funds; an internship program developed with grant funds; a course that uses classroom supplies purchased with grant funds; and a course held in classroom space that was altered with grant funds. A determination about which programs and courses are “grant funded” should be made on the basis of the grantee’s SOW through identification of the specific programs to be developed, delivered, offered, or improved under the grant and the specific activities the grantee plans to undertake in order to develop, offer, deliver, or improve those programs.

**Q: Is there a place I can record outcomes for students who enroll in my non-credit programs that do not count under B.1? (Round 1: FAQ #9; Rounds 2/3/4: FAQ #3)**

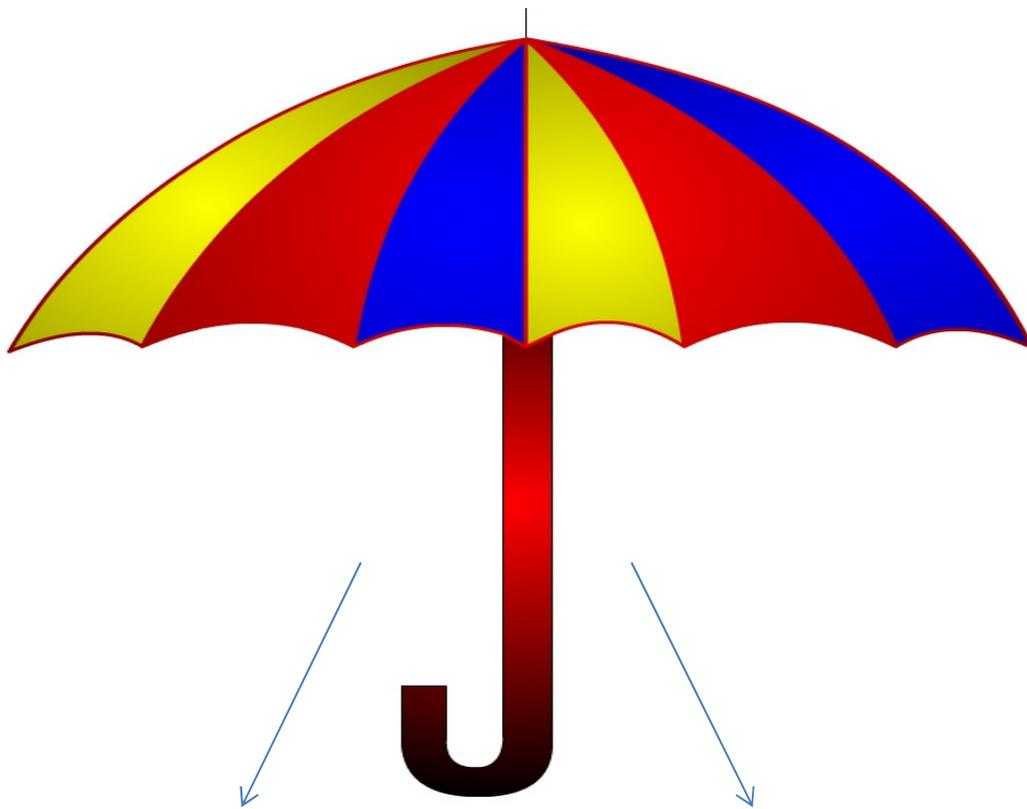
Yes. Students who are enrolled in or complete one of these non-credit programs may be counted in C.10, Other Demographic Measures. C.10 allows grantees to create customized metrics. For example, grantees can create an outcome measure such as the Number of Students Enrolled in Non-Credit GED Courses, and report on this outcome on an annual basis.

**NOTE: Students counted in C.10 for enrollment in non-credit programs may be added to the count of students in B.1 for comparison against the grantee target for the number of participants from the Statement of Work under certain circumstances. Contact your FPO for more information.**

The following is an example to illustrate the conditions under which a student can be considered a participant. Grantees should always take into consideration their own Statements of Work when designating how to count students as participants under the definition specified here, and consult their FPOs with any questions.

**PROGRAM OF STUDY:** An umbrella under which courses (spokes) are needed to complete one industry-recognized certificate or degree. Some courses may be modified with grant funds, however, not all of the courses may be modified with grant funds. Yet, through the addition or modification of courses that are grant-funded, the program has been modified.

### **Example Umbrella Program: Advanced Manufacturing**



**Grant-funded Course A**

**Non-Grant funded Course B**

(Both of these courses are needed to get the Advanced Manufacturing degree)

## Who is a participant under this umbrella example?

| Scenario Description   | Participant? Yes/No | Explanation for Participant Status  | Documentation Required for Participant Status                                |
|--|---------------------|---|--|
| Susan officially declares a major in Advanced Manufacturing and enrolls in Grant-Funded Course A                             | Yes                 | The course is grant-funded and her declared major is grant-funded   | Either documentation of her declaration of major or enrollment in the course |
| Susan officially declares a major in Advanced Manufacturing which can be documented and enrolls in Non Grant-Funded Course B | Yes                 | Her declared major is grant-funded; through the addition of grant-funded courses, the program of study itself has been modified | Documentation of her declaration of major                                    |
| Susan takes Grant-Funded Course A and is not an Advanced Manufacturing major.  | Yes                 | The course is grant-funded  | Documentation of her enrollment in the course                                |
| Susan takes Non-Grant Funded Course B and is not an Advanced Manufacturing major   | No                  | The course is not grant funded and she is not in a grant-funded program of study  | N/A  |

Summary:

*To be a participant, a student must be either*

*(1) enrolled in a grant-funded program of study leading to a degree or credential, or*

*(2) a grant-funded course leading to a degree or credential, or*

*(3) both*