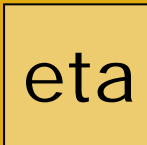


QUARTERLY PROGRESS REPORTS FOR DISCRETIONARY GRANTS

OFFICE OF SPECIAL INITIATIVES AND DEMONSTRATIONS



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

Presented by Lovie Thompson & Adrian Barrett
Federal Project Officers



Introduction of Grants

Community Based Job Training Grants

Earmark Grants

Faith/Community Based Grants

High Growth Job Training Grants

Historical Black College/University Grants

H1-B Grants

National Farmworker Jobs Program Grants

Prisoner Re-entry Initiative Grants

Senior Community Service Employment Program

Youth Grants



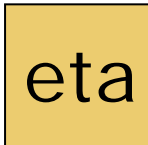
eta

EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



Purpose of Workshop

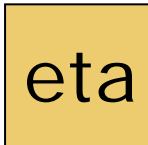
- To review the types of quarterly reports
- To discuss a suggested or prescribed format for progress reports
- To discuss detailed information for the quarterly reports





Reporting

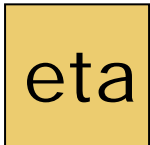
- Three Types of Reports
- Reports can be used as management tools for continuous improvement to your program operations





Types of Reports

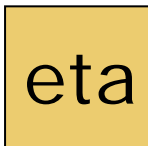
- Financial - quarterly
- Progress - quarterly
- Final - end of grant



Quarterly Reporting Schedule

<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 15
3	Jul 1- Sep 30	November 15
4	Oct 1-Dec 31	February 15

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.



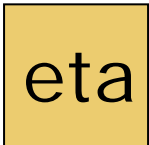
EMPLOYMENT AND TRAINING ADMINISTRATION
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Financial Status Report

- Referenced in the Grant Agreement Document - Part IV, Special Conditions – Item 5A – Reports
- Use the ETA-9130 Form
- On line submittal
 - <http://www.eta-reports.doleta.gov>
- Due: NLT 45 days after the end of each quarter

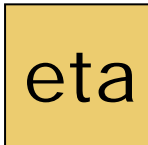
Quarterly Progress Report

- Referenced in the Grant Agreement Document - Part IV, Special Conditions - Item 5B - Reports
- Programmatic aspects of the operation
- On line submittal/Electronic version
- Due: NLT 45 days after the end of each quarter



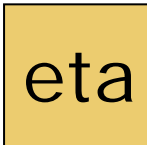
Final Grant Report

- Referenced in the Grant Agreement Document - Part IV, Special Conditions - Item 5C - Reports
- Grantee Instructions for Closing out the Grant - National Office Close-out Section
- Due: No later than 90 days after grant completion



Quarterly Progress Report

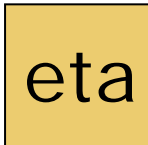
- Identify Grant Number and Grantee
 - The name of the project
 - Date of the report/the quarter reporting period for which you are providing information
 - Contact information: name/title of person completing the report, email address, phone number





Report Content

- Sections of Report
 - I. General Grant Activity Information
 - II. Timeline for Achieving Grant Objectives
 - III. Performance Outcomes
 - IV. Promising Practices & Success Stories
 - V. Technical Assistance Needs





I. General Grant Activity Information

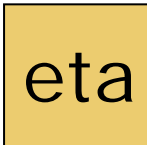
- Summary of Grant Activities Connected to the Statement of Work
 - Narrative statement describing the activity accomplished for the period
 - Program implementation – design, or redesign of the program operations
 - Data on course enrollments, enrollments, and training completed for the current quarter

Grant Activities Cont'd

- Update on Matching Funds and Leveraged Resources
 - Cash or In-Kind
 - Report both quarterly and cumulatively leveraged resources contributed to the project
 - List the organizations that contributed the resources
 - Describe ways in which the resources added value to the program

Grant Activities Cont'd

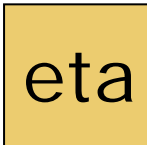
- Status on Strategic Partnership Activities
 - How partners have been engaged during the current phase of the project
 - Specific roles and contributions of each partner made during this quarter
 - Challenges/resolutions in the development and management of partnerships
 - New partners/collaborations





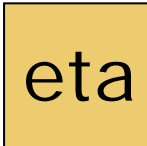
II. Timeline for Grant Outcomes

- Grantee Implementation Plan should provide a timeline for completing grant activities
- Projected dates for completing goals
- Actual dates for achieving objectives
- Data supporting performance



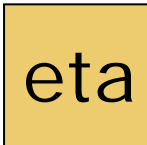
Reporting Table Template

TRAINING OUTCOMES AND INFORMATION AND ENROLLED TRAINEES	Baseline (From Statement of Work)	This Quarter	Cumulative Total	Notes	Data Needed to Complete
1. Number of participants enrolled in training program	350	50	50		Date began training
2. Number of participants successfully completing training	300	30	30		Date ended training, and whether it was a successful completion or a withdrawal
3. Number of participants that earned an industry/professional certification as result of training	250	25	25	In this column, grantees should identify and provide a brief description of the type of credential received and how it was developed, if it is a new credential	Attainment of a degree/certificate



III. Performance Outcomes

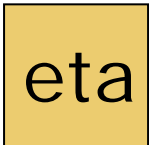
- Progress, Deliverables, Impact
 - Percentage of the product or deliverable completed
 - Impact associated with grant resources i.e., number trained, credentials attained, and job placements
 - Career progression



Performance Outcomes Cont'd

- **Common Measures**

- **Entered Employment**
- **Employment Retention**
- **Average Earnings**
- **Attainment of a degree or certificate**
- **Placement/Employment/Education**
- **Literacy and Numeracy Gains**



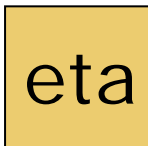
Performance Outcomes Cont'd

- Common Measures TEGL

<http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>

- Other Measures

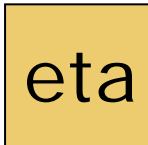
- Training Outcomes
 - Recidivism Rate
 - Retention Rate
 - Participation Rate





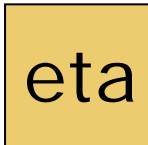
IV. Promising Practices & Success Stories

- Promising Approaches, Processes, and Lessons Learned
- Sharing Success Stories
- Other Positive Developments



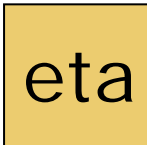
V. Technical Assistance

- TA helps your grant program succeed
 - FPO Technical Assistance
 - Financial & Administrative Conferences
 - Roundtable Meetings
 - Partnership Meetings
 - Other



Return On Investment

- The U.S. Department of Labor is expecting a Return on the Investment.
- The performance data is ultimately reported to Congress to make the case for continuing demonstration projects.



Questions ??????????

- This



- Not this

