

Workforce Data Quality Initiative (WDQI) Quarterly Reporting Guidelines

To capture grantee learning and achievement, the U.S. Department of Labor, Employment & Training Administration (ETA) expects grantees to report – on a regular basis – the progress made in meeting the goals and objectives of their grants. These reports are the primary mechanisms through which ETA can better understand the significant innovations and successes resulting from your grant, the challenges you have encountered and strategies for resolution, and technical assistance needs to ensure the successful implementation of your project. This guide is designed to provide WDQI grantees with general information on what to report and a suggested format for submitting, **Quarterly Narrative Progress Reports and due dates for all reporting requirements**. Due to the wide variety of activities and approaches WDQI grantees are undertaking, there is no set form or style required to report quarterly; however, ETA encourages grantees to use the suggested format outlined in this guide. Please note ETA may ask that additional information be collected and reported as technical assistance efforts take shape or as on-site visits occur in order to facilitate sharing of best practices, lessons learned and quality improvements.

TYPES OF REPORTS AND DUE DATES:

WDQI grantees are expected to submit to ETA two types of reports each quarter: Narrative Progress (word document emailed) and Financial (ETA Form 9130, on-line submission) Reports.

Quarterly Reporting Schedule

At a minimum, grantees should plan to update ETA on their progress four times a year through Narrative Progress and Financial Reports, as shown below:

Calendar Quarter	Quarterly Reporting Period	Due Date
1	January 1 - March 31	May 15
2	April 1 - June 30	August 14
3	July 1 - September 30	November 14
4	October 1 - December 31	February 15

Narrative Progress Report Template – Grantees should include additional, narrative information not captured as part of the quarterly financial report (ETA Form 9130) in a separate word document – please see suggested template below:

Grantee Identifying Information

Grantee Name – Enter the grantee name as it appears on the appropriate Notice of Obligation (NOO); also referred to as the official Grant Agreement.

Grant Number – Enter the grant number as it appears on the Grant Agreement.

Program/Project Name – Enter the name of the WDQI Grant program or project.

Report Submitted by – Name and Title

Grantee Address – Enter the mailing address as it appears on the Grant Agreement.

Report Quarter End Date – Enter the last month, day, and year (*mm/dd/yyyy*) of the quarter on which the report is being prepared. For example, if the report is being prepared for the quarter ending September 30, 2011, the Report Quarter_End Date format should be represented as 09/30/2011.

Report Due Date – Enter the month, day, and year (*mm/dd/yyyy*) on which the report is due to the Department of Labor – which is 45 calendar days after the quarter ends. For example, if the report is being prepared for the quarter ending 12/31/10, the Report Due Date format should be represented as 02/14/2011.

Report Submission Date – Enter the month, day, and year (*mm/dd/yyyy*) on which the report is submitted to the Department of Labor.

A. Summary of Grant Activities - This section serves as an executive summary for the quarterly grant activities. In one page or less, please provide a short summary of all administrative or technology based activities supported by the grant for the current quarter; highlighting key activities. This update may include additional information about hiring or training activities and outcomes that support the grant's performance during the quarter.

B. Status Update on Strategic Partnership Activities - Report the critical aspects of the grant partnership activities during the reporting period. The purpose of this section is to describe how the partnership is working together to adopt a solutions-based approach to implement the project and to communicate the dynamic growth and development of the strategic partnership. This section is not intended to be a list of every partner meeting or communication.

Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions amongst grantees on partnership development and management. This section may: (1) discuss how partners have been engaged during the current phase of the project; (2) outline specific roles and contributions of each partner during this quarter; (3) identify any challenges encountered/resolved in the development and management of the partnership; and (4) report new partners that may have been brought into the project.

- C. *Timeline for Grant Activities and Deliverables*** – Provide a timeline of the progress of grant activities, key deliverables for this quarter and future quarters, and products available this quarter and in future quarters for broad dissemination to the workforce system. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. In order to reap the most benefit from the timeline, it is important that it be updated each quarter noting the actual date of completion as each activity is accomplished. Items to incorporate in the timeline include: project goals, benchmarks, milestones, important deadlines and deliverables.
- D. *Data Security and Linkages*** – Discuss both administrative and technological steps taken to ensure individual record data is protected as required by law. If educational data is currently being integrated, discuss steps taken to ensure compliance with the Federal Educational and Rights Privacy Act (FERPA). Summarize any successes or challenges which have been encountered with regards to security or linking data elements during this quarter. If challenges exist, explain what steps are being taken to resolve them.
- E. *Key Issues and Technical Assistance Needs*** - Summarize any significant issues or problems encountered this quarter and resolution of previous issues and challenges identified in previous quarters. Describe any actions taken or plans for addressing issues, any questions you have, and technical assistance needs.
- F. *Best Practices and Lessons Learned*** - Please describe in detail promising approaches, innovative processes, and lessons learned in this section each quarter, as appropriate. This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned. Additionally, if appropriate, please highlight one or two “success stories” from the grant per quarter.
- G. *Sustainability*** – Update and comment on your grant’s plan for WDQI sustainability to continue these efforts after the grant ends.
- H. *Additional Information (optional)*** - Provide any other information considered to be important.

SUBMISSION PROCEDURES

Submit the quarterly narrative report via email (e.g., MS Word document attachment) directly to your FPO with a cc: Louton.Kathryn@dol.gov along with following information:

Name of Grantee Certifying Official/Title – Enter the name and title of the grantee official that is certifying submission of the report to the Department of Labor.

Telephone Number – Enter the *area code (999)* and *telephone number (999-9999)* of the authorized official.

Email Address – Enter the email address of the authorized official.

NOTE: Financial Reports – grantees are also expected to submit quarterly a Financial Status Report (ETA Form 9130 via on-line submission) until the grant's period of performance has expired. Financial Status Reports will help track the cumulative amount of grant funds that have been expended. The form used for this report is the ETA Form 9130 submitted electronically on-line. Financial reports should be submitted to ETA 45 days after the end of each calendar year quarter. To help simplify the process, an On-Line Electronic Reporting System has been developed for submitting these reports at the following URL: <http://www.etareports.doleta.gov>. Additional information on financial reporting can be found at http://www.doleta.gov/grants/financial_reporting.cfm.