# **quarterly Performance Report for** **Click to Enter state name**

***Instructions***: *Submit quarterly performance narrative report via email as a Word document attachment to your Federal Project Officer (FPO) with a copy to the National Office Liaison, Toquir Ahmed,* [*ahmed.toquir@dol.gov*](mailto:ahmed.toquir@dol.gov) *Please feel free to add rows to the reporting section template, as needed. Instructions for the performance report and submission procedures appear at the end of this template.*

|  |  |
| --- | --- |
| **Grantee Name**: | **Report Quarter End Date**: |
| **Grant Agreement Number**: | **Report Due Date**: |
| **Grantee Address**: | **Date Report Submitted**: |
| **Financial Reporting Contact** *(name and email address)*: | **Report Submitted By** *(name and email address)*: |
| **Performance Reporting Contact** *(name and email address)*: | **Regional FPO** *(name and email address)*: |

### **Project Summary**

*Provide a brief (four sentences or less) overview of your state’s WDQI project and strategic objective(s).*

### **Summary of quarterly grant activities**

*Discuss the high-level grant activities that took place during the quarter in one page or less.*

### **Expenditures**

*Include quarterly and year-to-date expenditures in the table below. If there are specific expenses that require notation or attention not captured on the ETA 9130, please list below and provide a brief narrative, as appropriate.*

| **Expenditures** | **Quarterly** | **Year-To-Date** |
| --- | --- | --- |
| *Admin* |  |  |
| *Program* |  |  |
| ***Total*** |  |  |

### **timeline grant milestones, activities, and deliverables**

*Provide your timeline for and discuss your progress toward identified milestone and goals from the grant plan or from quarterly goals submitted to ETA.*

| **Milestone** | **Planned Completion Date** | **Progress** | **Action Items** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### **Project Goals for Next Quarter**

*Provide a brief list (at least three) of the goals your state has planned for the upcoming quarter as they relate to your WDQI grant statement of work. If applicable, please identify goals to address challenges encountered in previous quarters.*

### **status update on strategic partnership activities**

*Discuss the strategic partnership activities that occurred during the quarter. If you are building on successes/events that took place in previous quarters, please include a brief status in your narrative to demonstrate progress made or challenges identified.*

### **data security and linkages**

*Discuss progress made toward securely linking data; outline any issues (if applicable).*

### **Key Issues and Technical Assistance Needs**

*Highlight specific challenges and needs facing your grant and any action taken (for example, outreach to your FPO/coach, attempted collaboration with partners, etc.). For outstanding challenges and needs from previous quarters, re-list the issues and recommendations, and add actions taken, etc.*

| **Challenges/Needs** | **Action Taken** |
| --- | --- |
|  |  |
|  |  |
|  |  |

### **Best Practices and Lessons Learned**

*Describe any practices that the state engages in that could be useful for other grantees to hear about.*

| **Practice Area** | **Description of Practice** |
| --- | --- |
|  |  |
|  |  |
|  |  |

### **sustainability**

*Discuss efforts towards developing sustainable partnerships and products.*

### **Additional Information**

*Discuss any other information relevant to your grant (i.e., scorecard development, governance, etc.).*

Workforce Data Quality Initiative (WDQI)

Reporting Guidelines

To capture grantee learning and achievement, the U.S. Department of Labor, Employment and Training Administration (ETA) expects grantees to report on 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, the format for the quarterly performance report, and the reporting due dates. 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 two types of reports each quarter:

1. *Quarterly Performance Reports* (MS Word document emailed) – Grantees are required to submit timely performance reports on a quarterly basis throughout the grant period of performance. The report must include quarterly information on grant activities, performance goals, and milestones. The report should be submitted as a Word document to the regional Federal Project Officer (FPO) with a courtesy copy to the National Office Liaison no later than 45 days after the end of each quarter. A template is provided for your use. The last quarterly progress report will serve as the final performance report. This report must provide both quarterly and cumulative information on grant activities such as project activities, deliverables, and related results of the project, and must thoroughly document the best practices, lessons learned, and plans for sustainability.
2. *Quarterly Financial Reports* – Grantees are required to submit timely financial reports on a quarterly basis until all funds have been expended or the grant period has expired using ETA Form 9130. The financial report is due no later than 45 days after the end of each quarter. You must use DOL’s Online Electronic Reporting System ([http://www.etareports.doleta.gov](http://www.etareports.doleta.gov/)) using the instructions provided by your regional FPO. On the final Financial Status Report, you must include any sub-award amounts, if applicable, so that final indirect costs can be calculated. Additional information on financial reporting can be found at <http://www.doleta.gov/grants/financial_reporting.cfm>.

## Quarterly Reporting Schedule

Grantees are expected to submit their quarterly performance and financial reports according to the schedule below. Quarterly reports are due 45 days after the end of each calendar year quarter. In instances where due dates are on a Saturday or Sunday, the report is due the preceding Friday.

|  |  |  |
| --- | --- | --- |
| **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 14 |

In addition to the quarterly reports mentioned above, WDQI grantees are required to submit two additional reports, one at the beginning of the grant period as a part of the startup activities and one at the conclusion of the grant during closeout.

1. *Design Plan* – Sixty days after execution of final grant award grantees must submit a detailed design plan which will expand upon and operationalize the activities proposed in this grant application. This report must include a timeline which incorporates all project stages, milestones, targets and proposed schedule of deliverables stemming from the analysis of State workforce data for statewide dissemination. The grantee must submit a Cost proposal allotting the expenditure of this grant over the three year period including, but not limited to, considerations for equipment, personnel, fees and fixed costs.
2. *Final Report* – This report must summarize project activities, outcomes, and related results of the project, and should thoroughly document approaches. An original and two copies of the final report must be submitted no later than the grant expiration date.

## Quarterly Performance Report Template

Grantees should include additional performance 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 Agreement Number** – Enter the grant number as it appears on the Grant Agreement.
* **Grantee Address** – Enter the mailing address as it appears on the Grant Agreement.
* **Financial Reporting Point of Contact** – Name and email address of the person to be contacted if there are questions on the financial reports.
* **Performance Reporting Point of Contact** – Name and email address of the person to be contacted if there are questions on the performance reports.
* **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, 20XX, the Report Quarter End Date format should be represented as 09/30/20XX.
* **Report Due Date** – Enter the month, day, and year (*mm/dd/yyyy*) on which the report is due to the Department of Labor. For example, if the report is being prepared for the quarter ending 12/31/20XX, the Report Due Date format should be represented as 02/14/20XX.
* **Date Report Submitted** – Enter the month, day, and year (*mm/dd/yyyy*) on which the report is submitted to the Department of Labor.
* **Report Submitted By** **–** Name, title, and email addressof the person that submitted the quarterly performance report.
* **Regional FPO** – Enter the name and email address of your regional Federal Project Officer.

### performance Narrative Guidelines

1. ***Project Summary*** – The grantee is to provide a brief overview *(*four sentences or less) of your state’s WDQI project and strategic objective(s)*.*
2. ***Summary of Quarterly 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.
3. ***Expenditures*** - In the table provided, grantees should enter the cumulative amount for expenditures (administrative and program) for the quarter and year-to-date. Grantees are not required to submit an itemized account for each expenditure as pertinent information is captured on the ETA 9130. However, if there are specific expenses that a grantee would like to document or call attention to, please include in this section.
4. ***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 your project’s 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. (The timeline can be submitted as an attachment. In these cases, this section should indicate an attachment is provided.)
5. ***Project Goals for Next Quarter*** – Briefly describe the goals for your project during the next quarter. These goals should tie back to the activities, deliverables, and milestones listed in the timeline provided above and align with the overall goals listed in the statement of work. If there were challenges identified at the close of the quarter, grantees should include a goal around steps to remedy the situation.
6. ***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.

**F. *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.

**G*. 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.

1. ***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.
2. **Sustainability –** Update and comment on your grant’s plan for WDQI sustainability to continue these efforts after the grant ends.
3. ***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(s) with a cc: [ahmed.toquir@dol.gov](mailto:ahmed.toquir@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.

**Name and** **Email Address** – Enter the name and email address of the Authorized Representative listed on the SF-424.

**Telephone Number** – Enter the *area code (999)* and *telephone number* *(999-9999)* of the Authorized Representative listed on the SF-424.