

Quarterly Progress Report

State: _____ Project Name: _____

Project Director: _____

Grant No: _____

Quarter Ending: _____

Section I. Summary of Grant Activities, Problems Identified and Solutions.

- Progress towards quarterly goals
- Progress towards enrollment/job placements/post program outcomes
- Implementation/ Administration
- Other key activities and constraints
 - Key indicators:
 - ✓ Infrastructure implementation and development
 - ✓ Staffing
 - ✓ Education and training
 - ✓ Monitoring

Section II. Outreach to Employers and Partners.

- Progress towards quarterly goals
- Communication
 - Key Indicators:
 - ✓ MOU or written agreements
 - ✓ Development of outreach materials
 - ✓ Partnerships established
 - ✓ Promotional activities (e.g. meetings attended, media, mailings)

Section III. Timeline for Program Completion.

- Grant progress against timeline
- Outcomes and data collection
 - Key Indicators:
 - ✓ Program enrollments
 - ✓ Employer Contacts
 - ✓ Plans established
 - ✓ Businesses Established

Section IV. Success Stories.

Section V. Technical Assistance Needs.