

Attachment IV to UIPL No. 16-20 Change I

**Employment and Training Supplemental Budget Request Activities:
Quarterly Narrative Progress Report Form and Instructions-P**

OMB Control Number: N/A

Expiration Date: N/A

**Employment and Training Supplemental Budget Request
Activities:**

ETA 9178-P Quarterly Narrative Progress Report Form & Instructions

Prepared By
Employment and Training Administration
United States Department of Labor

Public Burden Statement

“OMB Approval. Section 2116(a), Division B, Title II of the CARES Act states that “Chapter 35 of Title 44, United States Code, (commonly referred to as the “Paperwork Reduction Act of 1995”) shall not apply to the amendments made under this subtitle. As the OMB approval process is waived for these reporting instructions, these instructions should be considered final.”

I. GENERAL INSTRUCTIONS

Recipients of funding for Employment and Training Supplemental Budget Request (SBR) activities are required to submit quarterly progress reports to the United States Department of Labor's Employment and Training Administration (USDOL/ETA) in order to comply with the reporting and record keeping requirements of these grants. ETA implements these projects through Unemployment Insurance (UI) SBR grants. Each state recipient of supplemental funds must submit a narrative Quarterly Progress Report (QPR) containing updates on the progress and implementation of each grant project as listed in the award letter. The instructions and performance reporting form (ETA 9178-P) for completing this report are found under Section II and Appendix A of these instructions. Should changes in definitions resulting from new legislation or related regulations occur, appropriate revisions will be issued to reflect these changes.

II. REPORT FORMS AND INSTRUCTIONS

The QPR provides narrative updates on the implementation of projects as described in each state's statements of work and a self-assessment of the status of each project per quarter. The instructions for states to complete the QPR are found in Appendix A. The format for the QPR is found in Appendix A.

III. DUE DATES

All quarterly reports under Section II are due to ETA no later than 45 days after the end of each reporting quarter. The table below shows the expected due dates for each reporting quarter.

Reporting Quarters	Due Dates
October 1 st – December 31 st	February 14 th
January 1 st – March 31 st	May 15 th
April 1 st – June 30 th	August 14 th
July 1 ST – September 30 th	November 14 th

Should the due date of the report fall on a Saturday, Sunday, or holiday, the report is due the previous business day.

IV. SUBMISSION PROCEDURES

Information contained in the UI SBR quarterly reports (ETA 9178-P) must be submitted by email directly to the ETA regional office. An ETA Federal Project Officer will review and accept the report within 30 days of receipt, saving the document in ETA's online grants management system as part of the official grant file. A grantee must specifically request approval through the Federal Project Officer prior to submitting any modifications to a

submitted report. The Federal Project Officer will then review the modification and submit it to the ETA national office for comment and approval.

Appendix A

**Instructions for Completing the
Quarterly Narrative Progress Report (ETA 9178-P)
Employment and Training Supplemental Budget Request Activities**

General Information

State Name:

Grant Number:

Report Quarter Ending:

Date of Submission:

Project Name: This is the name of the funded project identified in the grant statement of work. States shall complete one full report per funded project.

UIPL/Solicitation Number: This is the number of the UI Program Letter from which the supplemental funding was obligated. Examples: UIPL No. 15-20, UIPL No. 16-20, UIPL 17-20, etc.

Project Contact Information

Contact Information:

This section is to provide the contact information (*i.e.*, Name, Title, Address, etc.) for the state official who is the project lead responsible for the day-to-day operation and implementation of the project. This may be a different person than the project certifying official.

Project Report

A. Summary of Project

This section is an executive summary of the project. Each funded project will have its own separate quarterly progress report (ETA 9178-P) through the quarter the project ends. Use this section to provide a short summary of the project's purpose. This summary should only change during the life of the grant if the state has received an approved modification to the grant Statement of Work.

B. Timeline for Grant Activities, Milestones, and Deliverables

Use this section to provide the timelines for and the progress in completing grant activities, key milestones, and deliverables for this quarter. Use the timeline in the grant's statement of work to identify all major program activities for the entire life of the grant. 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 is updated each quarter, noting the actual date of completion as each activity is accomplished. Items to incorporate in the timeline include: project goals, milestones,

special events, important deadlines and deliverables.

C. Project Implementation and Funding Status

Use this section to provide a description of the implementation of key activities in line with the grant's Statement of Work for the current quarter. Place an 'X' in one of the four boxes provided below to provide an assessment of implementation progress. The status narrative should support the assessment, noting if the project is on schedule, behind schedule, ahead of schedule, or complete this quarter. In addition, please provide the funding status for this project for the end of the quarter, including the total funding, total obligated, funding balance, and time remaining to expend funds.

D. Certification

• **Name of Grantee Certifying Official**

Use this section to provide the name of the state official who is certifying submission of the report to the Department.

• **Telephone Number**

Provide the area code (###) and telephone number ((###) ###-####) of the authorized state official.

• **Email Address**

Provide the email address of the authorized state official.