

**Instructions for Completing the Quarterly Narrative
Progress Report (ETA 9178)
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 (Parts A-I) per funded project.

UIPL/Solicitation Number: This is the number of the UI Program Letter from which the supplemental funding was obligated.

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) through the quarter in which the project ends. Use this section to provide a short summary of the purpose of the project. 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 the applicable 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 be 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 check-boxes provided in the report to provide an assessment of implementation progress. The assessment should be supported by the status narrative and note 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. The funding totals should match the quarterly totals reported in the ETA 9130 form.

D. Project Challenges, Risk Mitigation Efforts/Modification Requests, and Technical Assistance Needs

Use this section to summarize any significant challenges to project implementation encountered during the quarter and describe any risk mitigation efforts or actions taken to address the identified challenges. In addition, a status update must be provided on the resolution of challenges identified in previous quarters. This section should also include any questions you have for DOL and note any identified needs for technical assistance from DOL or others. The narrative should also indicate whether the grantee is requesting a modification to any project strategies and how the modification request will change the original project proposal. If a modification has been requested, the narrative should also indicate the status of the modification request. If states have nothing to report, that should be specified.

E. Best Practices, Promising New Strategies and Success Stories

Use this section to describe promising approaches, innovative processes, or grant success stories. States may also describe any lessons learned and how those lessons learned will be implemented. Throughout the implementation of the project, states may discover new strategies that emerge as a result of data-driven continuous improvement. As progress is made with a new and promising strategy, or as data is gathered to support it, states should document the progress and data each quarter. If states have nothing to report, that should be specified.

F. Additional Outcome Information

This section allows states to report any grant-specific outcomes not captured in other sections of the quarterly narrative progress report, including, but not limited to, any specific outcomes included in the statement of work.

Certification

G. 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.

H. Telephone Number

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

I. Email Address

Provide the email address of the authorized state official.