

## INSTRUCTIONS FOR PREPARING GRANTEE QUARTERLY PROGRESS REPORTS

### I. FREQUENCY OF REPORTING

A Grantee Quarterly Progress Report (OSHA 171 and Narrative Report) is to be completed for each grant at the end of each Federal fiscal quarter. Federal fiscal quarters end on December 31, March 31, June 30 and September 30. An electronic copy of each report is to be received by the Regional Office administering the grant no later than the thirtieth of the month following the end of the Federal fiscal quarter, i.e., January 30, April 30, July 30, and October 30.

### II. TIME PERIOD COVERED BY REPORTS

Reports will cover only the activities conducted during the quarter for which the report is being submitted.

### III. RECORDKEEPING REQUIREMENTS

Grantees are required to keep records to support the information contained in the Grantee Quarterly Progress Report. These records need not be extensive. For example, a sign-in sheet for participants at a training session that shows whether the participant is an employee or an employer and notes the date, location, subject and scheduled beginning and ending time of the session is sufficient documentation. Records must be kept for three years after grant closeout or final audit, whichever is later.

### IV. METHOD OF REPORTING

Grantees are required to submit form OSHA 171 in electronic format to their Regional Office by the end of the fiscal quarter as described in I. FREQUENCY OF REPORTING. All sections for the form must be filled out completely.

### V. OSHA FORM 171

#### A. *Identifying Information.*

1. Item 1. Grantee Name. Enter the name of the grantee organization.
2. Item 2. Grant Number. Enter the grant number that appears on the Grant Agreement face sheet.
3. Item 3. Reporting Period. Enter the first and last dates of the quarter covered by the report, for example, from 4/1/01 to 6/30/01.

#### B. *Training Sessions*

A training session is the presentation of occupational safety and health information to a group of people. Do not count conferences or needs assessments as training sessions. Use a separate line for each training session. If necessary, continue on an additional form. Training sessions for the same group of trainees that are conducted on more than one day are not to be reported until they are completed. Sessions are to be reported in the quarter in which they end. A separate OSHA FORM 171 is required to be submitted for each type (or tier) of training conducted in a quarter.

1. Item 4. Date. Enter the date the training session ended.
2. Item 5. Location. Enter the name (or two-letter abbreviation) of the state where the training session was held.
3. Item 6. Length (Hours). Enter the number of hours the training sessions lasted. Partial hours should be rounded to the nearest half-hour.
4. Item 7. Number in Attendance: Employees. Enter the number of employees who attended the training session. An employee is a worker who does not meet the definition of an employer. First-line supervisors are to be included as employees. Attendees not covered under the OSH Act can not be counted.
5. Item 8. Number in Attendance: Employers. Enter the number of employers who attended the training session. An employer is a

person, other than a first-line supervisor, who is responsible for the work flow of two (2) or more persons, including responsibility for rating the performance of those persons working for the employer. Attendees not covered under the OSH Act can not be counted.

6. Item 9. Number in Attendance: Total. Enter the total number who attended the training session. This will generally be the sum of employees and employers. Attendees not covered under the OSH Act can not be counted.
7. Item 10. Total for Reporting Period. Enter the sum of the entries in each of the columns 4. *Employees*, 5. *Employers*, and 6. *Total*. This is calculated automatically in the electronic form.
8. Item 11. Plan for Quarter. Enter the numbers (employees, employers, and total) planned to be trained during the quarter. This information is to be obtained from the approved grant application.
9. Item 12. Percent of Plan Accomplished. Enter the percent line 10 is of line 11. This is calculated automatically in the electronic form.

$$\frac{\text{Line 10}}{\text{Line 11}} \times 100 = \text{Percent of Plan Accomplished}$$

#### C. *Signature Element.*

1. Item 13. Grantee Signature. Electronic signature is considered the typed name of an authorized staff member of the grantee and the form forwarded to the Regional office via the authorized staff member's organizational email address.
2. Item 14. Date. Enter the date the report is signed.

### VI. NARRATIVE REPORT

In the narrative report, grantees are to provide descriptive information about their progress in achieving work plans, any deviations from plans, and important activities. Reports should follow the format below.

A. *Identifying Information.* Provide the name of the grantee organization, the grant number that appears on the Grant Agreement face sheet for the current grant year, and the reporting period, which is the first and last dates of the quarter covered by the report, for example, from 4/1/01 to 6/30/01.

B. *Training.* Describe efforts made to reach the target audience to make them aware of the training and to enroll them in training. Discuss the training that has been conducted. Provide a summary of the subject matter, the type of training (e.g., train-the-trainer, hazard recognition), the results of student evaluations, and who attended (e.g., employers, building trades workers).

C. *Training Materials/Curriculum.* Provide information about needs assessments or training materials in development, and any training or assessment materials acquired during the quarter. Describe how completed materials are being used and who is receiving the materials. Comment on any changes that are being made to improve the materials as a result of feedback.

D. *Other Educational Activities.* Discuss any educational activities that are being conducted other than training or developing training materials. Examples include needs assessments, assisting an organization in the implementation of a safety program, or operating library services.

E. *Planned vs. Actual.* Describe progress in meeting plans as contained in the approved grant. Specify where plans are not being met and discuss the corrective action that is being taken to meet plans. Where corrective actions have already been taken, indicate if they were successful. In addition, discuss grant successes, either where plans were exceeded or where significant accomplishments were achieved.