

ATTACHMENT A

OMB Control No. _____
Expiration Date _____

WORKFORCE INNOVATION FUND QUARTERLY PERFORMANCE NARRATIVE SUGGESTED FORMAT

Reporting period:

Date Report Submitted:

Grant Identifying Information

Grant Awardee Name:

Grant Number:

Grant Award Amount:

Period of Performance:

Grantee Contact Information

Contact Person:

Telephone:

Email:

1. GRANT PROGRESS AND ACCOMPLISHMENTS

This section serves as an overview of the quarterly grant activities. Please provide a summary of all activities supported by the grant for the current quarter, highlighting key activities, as well as any important upcoming events in the next quarter. This section is not intended to be a list of every partner meeting or communication. Specifically, grantees should include information on grantee progress implementing Workforce Innovation Fund project, such as:

- 1) Status of project's timeline, milestones, outputs, goals, and/or deliverables;
- 2) Status of evaluation implementation including updates on evaluation workplan activities and deliverables;
- 3) Current quarter and cumulative performance outcomes (i.e. number of participants trained, credentials earned, etc.);
- 4) Description of new or modified processes for managing program activities and funds;
- 5) Updates on coordination and communication with partners and stakeholders;
- 6) Status of grant fund utilization; and
- 7) Description of plans and highlights for the next quarter.

2. GRANT CHALLENGES

Include information about the roadblocks impacting the project's progress, as well as the proposed strategies to address them. 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. This section should include challenges around:



ATTACHMENT A

- 1) Implementation the evaluation such as issues with procurement of the third party evaluator, service providers maintaining fidelity to the service delivery design, or participant follow-up;
- 2) Project implementation such as issues recruiting eligible participants and data collection and tracking of participants; and/or
- 3) Partnership building such as issues in the strategic planning and collaboration.

3. GRANT TECHNICAL ASSISTANCE NEEDS

Include any questions or technical assistance requests for the USDOL staff, National Evaluation Coordinator, National Technical Assistance Provider, or others. If grantees have nothing to report, that should be specified. Include requests for technical assistance, such as:

- 1) Clarification of grant requirements by the FPO, Grant Officer, or National Office Program Leads;
- 2) Requests for implementation support from the FPO or National Technical Assistance Coordinator; and/or
- 3) Requests for evaluation support from the National Evaluation Coordinator.

4. SUCCESS STORIES AND LESSONS LEARNED

Describe promising approaches, innovative processes, and grant-level and participant-level success stories. Examples may include developing and implementing an outreach campaign, developing new or enhancing existing curriculum, and creating new career assistance tools and resources. Grantees may also describe any lessons learned and how those lessons learned will be implemented. Please provide contact information for staff members who submitted the success stories for vetting purposes.

5. PERFORMANCE DATA UPDATE

For this section of the Quarterly Performance Narrative, grantees will report their grant's unique performance measures and key project milestones. These unique performance measures and key project milestones were defined by grantees based on their grant statement of work and evaluation design.

OMB Control No. 1205-0___, expires __/__/201_. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. The grantee's reporting burden for completing this collection of information is estimated to average 20 hours per quarter, including time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information; the obligation to reply is required to obtain or retain benefits (P.L. 112-10), for general program oversight, evaluation and performance assessment. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Employment and Training Administration, Office of Workforce Investment, 200 Constitution Avenue, NW, Washington, D.C. 20210

