

H-1B Ready To Work Grants Quarterly Narrative Progress Report

General Grant Information

SGA Type:

Grantee Name:

Project Name:

Grant Number:

Report Quarter Ending:

Date of Submission:

Program Contact Information:

A. Summary of Grant Activities

This section is an executive summary of grant activities for the quarter. Please provide a short summary of all service and activities supported by the grant for the current quarter, highlighting key activities. This section is not intended to be a list of every partner meeting or communication. This update may include additional information about service and training activities and outcomes to supplement the data submitted on the performance report.

Grantees that are providing supportive services and specialized participant services, in accordance with the funding opportunity in which the grant was awarded, should include a description of the type(s) of services offered, how they were delivered, and how they contributed to a participants' ability to fully participate in grant-funded activities.

B. Status Update on Leveraged Resources

Please use this section of the narrative to report federal and non-federal leveraged resources utilized to support grant activities.

Report the cumulative amount of leveraged resources provided by the grantee and partners along with expenditures each quarter. Leveraged resources are those resources the grantee and its partners may be providing to support the implementation of the grants. Leveraged resources may take the form of cash or in-kind donations. Please note leveraged resources must be reported on the Financial Status Report (ETA-9130) quarterly. Please use this section of the narrative to provide an update on the status of all leveraged resources. The update may include: (1) the organizations that contributed the resources; (2) the ways in which the resources were used during the current quarter; (3) Cumulative amount of leveraged resources; and (4) Type of leveraged resources contributed to the project.

C. Status Update on Strategic Partnership Activities

The purpose of this section is to describe how the partnership is working together to implement the project and to communicate the dynamic growth and development of the strategic partnership. This section should be used to: (1) discuss how partners have been engaged during the current phase of the project; (2) outline specific roles and contributions of each partner during this quarter; (3) identify any challenges encountered/resolved in the development and management of the partnership; and (4) report new partners that may have been brought into the project.

D. Timeline for Grant Activities and Deliverables

Use this section to provide a timeline of the progress of grant activities, key deliverables for this quarter and future quarters, and if applicable, products available this quarter and in future quarters for broad dissemination to the workforce system. Utilize the timeline in the grant's statement of work to identify all major program activities for the entire life of the grant.

E. Status of Deliverables

Use this section to collect additional information that details the status of capacity building activities and/or the development of deliverable occurring under the grant, highlights those that have been completed, and assesses how well the capacity building strategies of the program are meeting the training needs of the targeted industries and/or targeted population(s) through impact measures.

F. Key Issues and Technical Assistance Needs

Summarize any significant issues or problems encountered during the quarter and resolution of previous issues and challenges identified in previous quarters. Describe any actions taken or plans for addressing issues, any question you have for ETA, and any need for assistance from ETA, technical assistance providers, or others. If grantees have nothing to report, that should be specified.

G. Best Practices and Success Stories

Describe promising approaches, innovative processes, and grant-level and/or 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.

H. Additional Information

This section will also allow grantees to report any grant-specific information considered to be important and not captured in other sections of the quarterly performance and/or narrative report, including, but not limited to, any specific outcomes included in the statement of work.