H-1B Technical Skills Training Grants (TST)
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. In one page or less, please provide a short summary of all 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.

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.

H-1B Technical Skills Training Grants: Report the cumulative amount of match and 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 H-1B Technical Skills Training grants. Match requirements are contingent upon the grantees proposed activities and whether they are serving incumbent workers. Grantees that incorporate incumbent worker training activities must provide resources equivalent to 50 percent of the grant award amount as matching funds. Leveraged and or match resources may take the form of cash or in-kind donations. However, grantees that include incumbent worker training activities, 50 percent of the matching funds may be provided in cash or in-kind, however half of the total matching funds must be in cash. Please note the distinction between leveraged resources and required match resources: both must be reported on the Financial Status Report (ETA-9130) quarterly. Match does not include the use of federal funds while leveraged resources include a broader definition that may include federal funds. Leveraged and match resources should also be reported in greater detail in the narrative section. Please use this section of the narrative to provide an update on the status of all leveraged and match resources. The update may include: (1) the organizations that contributed the resources; and (2) the

ways in which the resources were used during the current quarter.

C. Status Update on Strategic Partnership Activities
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 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 DOL, and any need for assistance from DOL, 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 outcomes 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.