

# Quarterly Narrative Progress Report

## SCSEP Grants

Grantees must submit their quarterly progress reports to both their Federal Project Officer and the [grants.SCSEPdocs@dol.gov](mailto:grants.SCSEPdocs@dol.gov) mailbox.

### **General Grant Information**

**Grantee Name:**

**Grant Number:**

**Report Quarter Ending:**

**Date of Submission:**

#### **A. Summary of Grant Activities**

This section is an executive summary of grant activities for the quarter. Please provide a short summary of all activities supported by the grant for the current quarter, highlighting key activities.

#### **B. 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.

#### **C. Status of Deliverables and Capacity Building Activities**

Use this section to provide additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant, highlights those that have been completed, and assesses how well the capacity building strategies of the program are meeting the objectives of the grant.

#### **D. Key Issues and Technical Assistance Needs**

Summarize any significant issues or problems encountered during the quarter and the resolution of 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.

#### **E. Promising 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.

#### **F. Additional Information**

This section allows grantees 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.

[Grant Name]  
Narrative Report  
Quarter Ending xx/xx/xxxx