Joint Quarterly Narrative Performance Report

Purpose

To provide information on the new joint quarterly narrative performance report template and the requirements for submission to the Department of Labor (DOL). The format and content of the QNPR changed to align with the requirements under WIOA.

Summary

The Office of Management and Budget released the Final Rule on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - 29 CFR 95.51, to streamline the federal government's guidance on grant management and placed requirements on specific information that grantees should report to their federal funders.

Using the Joint Quarterly Narrative Performance Report (QNPR) template ensures that all federal grant programs meet the Uniform Guidance requirements related to narrative grant reporting as laid out in the Final Rule.

SCSEP has adopted this Joint Quarterly Narrative Performance Report to ensure that grantees are fully describing SCSEP-related activities that ensure strong programmatic management.

Frequently Asked Questions (FAQ)

1.	**QUESTION - What is the difference between the current QNPR and the new Joint QNPR?**
	ANSWER The QNPR you are currently using – SCSEP Grants Quarterly Narrative Performance Report; OMB control number 1205-0400, expired 8/31/2108. The new QNPR – Joint Quarterly Narrative Performance Report Template; OMB control number 1205-0448, expiration date: 05/31/2021 The SCSEP Grants Quarterly Narrative Performance Report – consisted of six reporting sections A – F. The Joint QNPR consist of eleven specific sections I – XI. These specific sections are designed to meet the federally mandated requirements for all federal grant programs. Terminology differences; the Joint QNPR does have terminology that are used by WIOA programs and may not be relevant to SCSEP.
2.	**QUESTION - Will there be SCSEP specific instructions to ensure we provide accurate and appropriate information?**

ANSWER

Yes, the Joint Quarterly Narrative Performance Report provides a description/instruction for each section and sub-section throughout the report.

This FAQ will also provide SCSEP specific guidance to ensure that grantees are providing accurate and appropriate information and data.

| 3. | **QUESTION – When is the Joint QNPR due to DOL?** |

ANSWER

The same requirements for submitting the ETA-9130 Financial reports. QNPR are due within 45 days after the last day of each reporting quarter.

Quarter	Reporting Quarter	Due Date
1	July – September	November 14
2	October – December	February 14
3	January – March	May 15
4	April – June	August 14

| 4. | **QUESTION -What is the effective date and how do we submit the Joint QNPR?** |

ANSWER

SCSEP Grantees will be required to use the Joint QNPR to report program year 2018's quarter four activities. (April- June 2019)

SCSEP Grantees will be required to submit their QNPR by sending the report directly to their designated FPO and to grants.scsepdocs@dol.gov.

In the future – SCSEP Grantees will be required to submit the QNP through the Workforce Integrated Performance System (WIPS) an electronic performance reporting system for ETA grants. Additional information and guidance regarding WIPS will be forthcoming.

| 5. | **QUESTION – Am I required to complete section IV?** |

ANSWER

Yes, in this section, Grantees should highlight your accomplishments.

For example, If a grantee developed an in-house training program for participants, describe the training and curriculum that was developed and implemented. Highlight the successes and challenges. If you created resource tools that have benefited the program, share your tools or best practices.

| 6. | **QUESTION - Section VII – Can you provide some examples of employer engagement activities?** |

	ANSWER Grantees should use this section to describe their approach to increasing employment opportunities for program participants. Describe activities such as: • How an OJE opportunity was developed with employers • How you developed a partnership that Employers contribute to local job fairs and job readiness activities • Relationship with AJC's business development team • Describe any partnerships with employers that support the overall mission
7.	**QUESTION** – **Section XI Additional Information – What if I do not have any special projects or an Additional Training and Supportive Service Waiver?**
	ANSWER Grantee should describe any additional activities that were not noted in previous sections. Moreover, in this section, describe any complaints/grievance that are pending and/or resolved. Describe any corrective action/improvement plan implemented and the current status and reason for implementing such a plan. Moreover, for those grantees with an approved Additional Training and Supportive Services waiver (ATSS), this section should be used to describe the progression, current status, successes and challenges related to ATSS plan.

Joint Quarterly Narrative Performance Report

Section I Contact Information

Grantees are required to provide accurate information related to the grant document and contact information that is related to the administration of the Grant.

Grant Number: AD XXXXX-XX-XX-X-X
Grant Project Name: SCSEP
Grant Project Address: Primary address noted in the SF-424 section 8 (d)
Grant Period of Performance: The current program year (July, 20XX – June 30, 20XX)
Point of Contract: Provide the full name, contact phone number and email address of the person noted in the SF-424 section f

Section II Summary of Grant Progress

SCSEP Grantees must complete each category within in the section. Provide a high-level overview in this.

Use this section to summarize the overall key grant activities and services supported by the grant during the reporting quarter.

SCSEP Grantees should provide information on planned and actual progress on all SCSEP related activities that are aligned with the grant's Statement of Work.

Statement of Work (SOW) is a commonly used terminology across all programs. For the purposes of the SCSEP narrative report, the SOW is considered the following:

State Grantees:

- Approved State Plan
- Annual Grant Program Narrative

National Grantees:

- PY 2016 SCSEP Competition (FOA) Technical Proposal's Statement of Work
- Annual Grant Program Narrative

Grantee should provide information that details the actual and progress of key grant activities, key deliverables that influence the overall performance of the grant in areas such as but not limited to:

- Overall grant management and performance management –use your QNPR and describe current and future activities
- Local area and Sub-grantee performance and territory management,
- Employer development activities/ job development activities/ OJE activities
- WIOA and other partnership activities
- Describe the type of supportive services being provided and how it helped the participant
- Describe any additional training activities that participants are in engaged in and/or completed outside of their community service assignment i.e. certification training/classes, GED/Adult Ed/literacy classes, credential attainment etc.
- Highlight key activities that have been implemented and/or completed. Describe the successes and challenges and how these activities contribute to the objectives of the grant. OJE activities, partnership with community college to provide skills training etc.
- Describe activities related to the recruitment of host agencies

Section III. Progress of Grant Timeline

In this section, you should describe your progress in meeting your performance goals, highlight any best practices such as how you manage follow up activities to ensure timely follow-ups.

Describe activities that have specific timeline requirements such as data validation, clearing rejects and errors in SPARQ, entering CSA hours on a quarterly basis.

Note any challenges and best practices that have helped to ensure timeline requirements are being met. Also, describe any completed or scheduled program monitoring activities and outcomes.

Section IV. Development and Implementation of Effective Practices and Program Model Strategies

Grantees should highlight their accomplishments. For example, if a grantee developed an in-house training program for participants, describe the training and curriculum that was developed and implemented and highlight the successes and challenges.

If you created tools that help you manage your Participant Wages & Fringe Benefits, or other tools that benefit the management of the program, share your tools or best practices.

Section V. Status Update on Match and/or Leveraged Resources

Provide an update on the status of your match contribution and if you are leveraging resources that help support the grant.

Section VI. Status Update on Strategic Partnership Activities

Grantees should describe activities related to partnerships and activities related to:

- SCSEP & WIOA integration, i.e. MOUs
- Aging partners such as local AAAs, Community base/action agencies,
- VOC rehab and university/colleges and other partners that contribute to the objective of the grant

Section VII. Status Update on Employer Engagement Strategies

Grantees should use this section to describe their approach to increasing employment opportunities for program participants.

Describe activities such as:

- How an OJE opportunity was developed with employers (be specific and provide actual opportunities)
- How you developed a partnership that Employers contribute to local job fairs and job readiness activities
- Relationship with AJC's business development team
- Describe any partnerships with employers that support the overall mission of the program

Section VIII. Key Issues and Technical Assistance Needs

In this section, describe any issues and/or challenges you encountered during the reporting quarter and how they were resolved. Describe challenges such as recruiting and serving remote areas, controlling over-enrollment issues or under-enrollment concerns, over-spending or under-spending PWFB etc.

For any technical assistance and/or training needs, describe them in this section.

Section IX. Significant Activities, Accomplishments, and Success Stories

Use this section to provide additional information on your accomplishments, describe lessons learned and share any success stories related to your participants, host agency and/or employer development activities that resulted in a successful partnership etc.

Share stories about participant's accomplishment as well. Note those participants who completed course work, found employment, etc.

Section X. Evidence and Evaluation

SCSEP grantees are not required to complete this section - put "Not Applicable" if you do not have anything to report here.

Section XI. Additional Information *(if applicable)*

Describe any additional activities that were not noted in previous sections. Moreover, in this section, describe any complaints/grievance that are pending and/or resolved. Describe any correction action/improvement plan implemented and the status and reason for implementing such a plan.

Moreover, for those with an approved Additional Training and Supportive Services waiver (ATSS) – this section should be used to describe the progression, status, successes and challenges related to ATSS activities.

For Additional Technical Assistance

Email your Federal Project Officer and copy the Program Office Technical Assistance email box @ SCSEPTechnicalAssistance@dol.gov