# QUEST GRANT QUARTERLY NARRATIVE REPORT DUE
# WITHIN 15 DAYS OF EACH QUARTER END

**REGION:** _____     **QUARTER ENDING:** _____

## Section II. Summary of Grant Progress

A. This section is an executive summary of grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in your grant Statement of Work (SOW) and approved work plan/timeline. For the current quarter, please include a description of all:

- services supported by the grant;
- key activities completed, including partnership development and coordination;
- performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
- additional activities performed by both the grantee and any sub-grantees, if applicable.

B. This update may include additional information about service and training activities and outcomes to supplement the data submitted on the Quarterly Performance Report.

C. In accordance with the funding opportunity under which the grant was awarded, grantees that are providing supportive services and specialized participant services, should include:

- services supported by the grant;
- a description of the type(s) of services offered in the quarter,
- how they contributed to a participants ability to fully participate in grant-funded activities.

D. Those grantees who have no changes to report on the above items relative to previous reports should indicate so, in addition to indicating the reason for their lack of changes.

Provide input for Section II. Summary of Grant Progress below:

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

### Section III. Progress of Grant Timeline

A. Provide any updates for the progress of the ETA approved grant timeline/work plan, including program activities, key deliverables and products available this quarter and in future quarters for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA-hosted web sites and other communication vehicles.

B. Utilize the timeline in the grants SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. It is important that the timeline be updated each quarter noting the actual date of each activity's completion as accomplished.

C. The following items will be assessed during the progress of the grant: project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

D. Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project intends to resolve them.

E. Describe the next steps or key areas of emphases planned for the project in the next quarter.

F. Also use this section to collect additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant (if applicable), highlighting those that have been completed, and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures. Grantees who have nothing to report should indicate so.

Provide input for Section III. Progress of Grant Timeline.

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

A. Describe how your program model is working towards/has realized the program's intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan. Examples may include developing and implementing an outreach campaign, designing education and training programs, identifying industry sectors and engaging employers, aligning policies and programs, measuring systems change and performance, developing new or enhancing existing curriculum or industry training, and creating new career assistance tools and resources.
B. Grantees may also describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.
C. Those grantees who have no progress to report on the above items should indicate so.

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

## Section V. Status Update on Match and/or Leveraged Resources (*if applicable*)

Please use this section of the narrative to provide an update on the status of all match and/or leveraged resources. Grantees should indicate if they have no required match or additional leveraged resources on which to report. Please note that both match and leveraged resources must also be reported on the Financial Status Report (ETA-9130) quarterly, if applicable.

Provide input for Section V. Status Update on Match and/or Leveraged Resources (if applicable).

## Section VI. Status Update on Strategic Partnership Activities *(if applicable).*

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, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

B. This section may:

- discuss how partners have been engaged during the current phase of the project;
- outline specific roles and contributions of each partner during this quarter;
- identify any challenges encountered/resolved in the development and management of the partnership; and
- report new partners that may have been brought into the project or identify any previous partners that may have left the project. Grantees who have nothing to report should indicate so.

Provide input for Section VI. Status Update on Strategic Partnership Activities *(if applicable).*

## Section VII. Status Update on Employer Engagement Strategies.

A key element of the Workforce Innovation and Opportunity Act and affiliated workforce programs is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:

- increased employer involvement including employers serving as mentors,
- program staff and employers identifying ways to encourage continuous improvement to hire program participants
- new employer partnerships (e.g., increased number of employers); and
- positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

Provide input for Section VII. Status Update on Employer Engagement Strategies.

## Section VIII. Key Issues and Technical Assistance Needs.

    A.  Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues,

    B.  Describe questions or any technical assistance needs.

    C.  Grantees who have nothing to report should indicate so.

## Section IX. Significant Activities, Accomplishments, and Success Stories.

This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.

    A.  Report on any other significant activities and accomplishments.

    B.  Describe in detail promising approaches, innovative processes, lessons learned, and grant-and participant-level success stories in this section each quarter, as appropriate.

    C.  Additionally, if appropriate, please highlight one or two grant-or participant-level success stories from the grant per quarter, with the participants express permission (if providing a participant success story).

    D.  In documenting success stories, please describe:
        a.  background, problem, issue, or concern prior to project involvement;
        b.  response or intervention provided by the project;
        c.  results and outcomes, including who benefited and what changed or improved; and
        d.  evidence of the success, including how the data was obtained and the methods used to measure success.

    E.  Grantees can also include promising practices and success stories as additional documents for upload.

    F.  Grantees who have nothing to report should indicate so.

Provide input for Section IX. Significant Activities, Accomplishments, and Success Stories.

## Section X. Evidence and Evaluation *(if applicable).*
This section is intended to provide information to DOL on how evidence and evaluations are being developed and applied. This information may help DOL to plan for future evaluation needs.

    A.  Describe how the Region is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies? In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.

    B.  Please include information if the grantee is participating in any studies or evaluations not required as part of the grant award, including any internal evaluations? Please describe the study, any data sources, and whether a third party is managing this project.

    C.  As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grant using, or does it have plans or a desire to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grant been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grant answer?

## Section XI. Additional Information *(if applicable).*

    A.  Provide other grant-specific information considered to be important yet not captured in other sections of the quarterly narrative report. For example, the specific outcomes included in the SOW that are not reflected in the quarterly performance report.