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| **Organization Name:** | |
| **Contact Person:** | |
| **Phone:** | **Email:** |
| **Reporting Period:** Jan-Mar  Apr-Jun  Jul-Sep  Oct-Dec **Year:** | |

**Instructions:** Respond to each question below as it relates to your contract. If a question does not apply to your contract, leave it blank. Your report will be used to verify contract deliverables and approve invoices.

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| **Increased Employment Initiative Report –** *Provide a narrative description of project activities conducted during the reporting period, including outcomes achieved and milestones reached. You may include attachments such as meeting minutes, outreach/communication documents, links, published reports, or other relevant documents.* |
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| **Process Improvement Initiative Report –** *Provide a narrative description of project activities conducted during the reporting period, including outcomes achieved and milestones reached. You may include attachments such as meeting minutes, outreach/communication documents, links, published reports, or other relevant documents.* |
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| **Layoff Aversion / Business Engagement Initiative Report –** *Provide a narrative description of project activities conducted during the reporting period, including outcomes achieved and milestones reached. You may include attachments such as meeting minutes, outreach/communication documents, links, published reports, or other relevant documents.* |
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| **Successes** *– If applicable, share a success story that happened during the reporting period.* |
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| **Challenges** *– Describe any challenges your team encountered during the reporting period.* |
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| **Participant Performance** *– Are project enrollment and employment outcomes on target for the reporting period (plan vs. actual)?*  *If exceeding goal, please consider sharing promising practices eligible for* *replication (below).*  *If below goal by more than 20%, provide a root cause analysis and intended actions to remedy shortfall before end of next reporting period.*  *Projects below goal by more than 20% for 2 or more consecutive quarters, please recommend whether the budget should be modified to reduce funding.* |
| Corrective Action: |
| **Expenditure Status –** *Are project expenditures on target for the reporting period (plan vs. actual)?*  *If exceeding goal, please consider sharing promising practices eligible for* *replication (below).*  *If below goal by more than 20%, please provide a root cause analysis and intended actions to remedy shortfall before the end of next reporting period.*  *Projects below goal by more than 20% for 2 or more consecutive quarters, please recommend whether the budget should be modified to reduce funding.* |
| Corrective Action: |
| **Best Practices** *– What, if anything, can be shared about your project that could benefit other contractors? Are you willing to share your practice during a quarterly conference call?* |
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