

Quarterly Performance Report (QPR)

Subrecipient			
Subrecipient Code		ELL, DEA OR VEAP (PY)	
Quarter Covered		Grant Code(s)	
Project Contact		Email	

The Quarterly Performance Report (QPR) details project activities conducted during each quarter that contribute to project goals. Information shared in the QPR is used to assess project progress, identify and share best practices, and identify any technical assistance needs. The QPR must be submitted no later than 17 days following the end of the quarter on the following dates:

Time Period	Due Date
April thru June	July 17
July thru September	October 17
October thru December	January 17
January thru March	April 17

If the QPR due date falls on a county holiday or weekend, the day after becomes the new due date for the report.

Activities and Services For This Quarter

1. Participant Reporting

Activity	Total New This Reporting Period	Cumulative Total to Date	Cumulative Planned to Date (From Exhibit B)	Performance % (Actual/Planned)
Total Enrollment				
Entered Soft Skill Training/ Job Readiness Training				
Entered Occupational Skills Training				
Entered Work Based Learning/Training				
Attained Certificate				
Entered Unsubsidized Employment				
Median Hourly Wage				
Additional Comments on Participant Reporting (Description of services provided, type of training, industry sector, etc. Include any relevant details on delays to achieving planned numbers, if applicable).				

2. Describe the following activities and services that occurred during the reporting period including what work was done and how it relates to the services and activities proposed in Exhibit A: Project Narrative and Exhibit I: Project Work Plan, and any other goals of the project.

Activities/Services Provided	Description
Participant Outreach	
Project Partnerships (development, enhancement, engagement, commitment)	
Enrollment, Intake, and Assessment	
Co-Enrollment (WIOA Title I-IV, CalWORKS, CalFresh, other)	
Program Services (Intensive Case Management, Integrated Resource Teams, Supportive Services, Referrals)	
System Change/Alignment (Plans, MOUs, policy, procedures, data sharing, blending and braiding resources, sustainability)	
Staff, Project Team, Stakeholder Training/Capacity Building	
Business/Employer Engagement	
Other – Describe	

Expenditures and Matching Funds For This Quarter

3. Expenditure Reporting

Planned Expenditures to Date *From Exhibit E: Funding and Expenditure Plan	Actual Expenditures to Date	Performance % (Actual/Planned)
Planned Matching Funds to Date *From Exhibit E: Funding and Expenditure Plan	Actual Matching Funds to Date	Performance % (Actual/Planned)
Additional Comments on Expenditures (Include a summary of how grant funds were spent, how matched funds supported the project, and explanation of any delays to meeting planned expenditures).		

Successes and Challenges For This Quarter

4. **Best Practices/Lessons Learned:** Detail any notable achievements made, obstacles encountered and overcome, identified best practices, lessons learned, and/or ongoing challenges.

5. **Participant Success Stories:** Detail any notable participant success stories including relevant information about the services strategies utilized, barriers overcome, participant challenges and accomplishments, training completions, job placements, and any other positive outcomes. Do not include any Personally Identifiable Information (PII).

6. **Technical Assistance:** Detail any technical assistance that would support or accelerate project efforts.

7. **Materials:** Please list and attach any event flyers, press releases, news clips, project photos, and/or any other materials that illustrate grant activities and successes.