

Joint Quarterly Narrative Report Instructions

for
NFJP Grantees

This tool outlines what information grantees must document by section. The quarterly narrative reports (QNRs) should:

- Include specific details and give concrete examples by answering the “who, what, when, where, why, and how” questions;
- Provide specific details of outcomes and the strategies used to achieve them;
- Include strategies that have not succeeded as a learning experience; and
- Ensure the information is quarter specific, and/or is relevant to current events in the program.

Section I: Contact Information

This section requests the grantee’s contact information that is relevant to the current grant on file and approved by the Office of Grants Management.

QUESTION: Does the grant number match the information you received in the Notice of Award for this program year?

Note: a new grant number is assigned each year.

Section II: Summary of Grant Progress

Use this section to summarize all grant activities and services supported by the grant during the current quarter. Be sure to provide information on actual progress on all activities outlined in the Statement of Work (SOW), program narrative, and/or most recent program plan when describing service delivery activities, other types of training offered within the program, and the types of credential training targeted. As a new requirement, grantees should also describe supportive services provided. If there are no changes in this section, grantees must include an explanation as to why there are no changes.

Example:

- 1) Grantee provided five participants with community college courses. Grantee provided monthly counseling to participants while enrolled in classes. Two of them completed coursework in this quarter. One tested and passed certification.
- 2) Grantee has had very good success with this particular community college. Due to this partnership, the grantee was able to assist two farmworkers with additional scholarship money through the school.

Section III: Progress of Grant Timeline

In this section describe grant activity from outreach through participant exits, whether the exit is through unsubsidized employment or educational training (for youth participants). If there are no changes during the quarter reported, grantees must include an explanation why there were no changes during the quarter reported.

QUESTION: Did you accomplish your quarterly goals? Are you on target with your annual and 4-year goals?

Example:

- 1) Grantee did not meet quarterly goal of exiting 35 participants into unsubsidized employment due to seasonal variations in the area; however, grantee is still on track to meet yearly targets. Grantee will work with program officer to adjust quarterly goals for the next program year to be in line with local seasonal variation.
- 2) Grantee introduced new program outreach – case managers now participate in local library youth programs, identify possible program participants, and connect youth and their families with grantee and partner services.

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

In this section elaborate on ways in which the program model/design advances the program’s intended purpose as well as the goals/objectives and activities outlined in your grant application and program plan. Include promising practices and describe any barriers and methods to addressing barriers.

QUESTION: Is there a specific area where you are having a positive impact? (i.e., a county or local area)

Example:

- 1) Grantee noticed that many program participants struggle to maintain employment because of lack of transportation causing difficulty getting to work on time (or at all.) Grantee partnered with local mechanic and local auto parts store to provide related assistance to program participants to ensure safe and reliable transportation for work.
- 2) Grantee made connections to local sector strategies partnerships and learned about apprenticeship programs that would be beneficial to program participants. Grantee now regularly includes these successful apprenticeship programs in the options for employment presented to program participants.

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

This section is new and requires the grantee to provide information on their Match and/or Leveraged resources. If the grantee included leveraged resources in their SOW, annual program narrative, and/or State Plan, they must provide information as requested in this section.

QUESTION: How are you leveraging resources with One-Stop partners/programs?

Example:

- 1) Three days a week grantee has a physical presence in the local One-Stop center. Grantee participates in resource sharing with the One-Stop Operator and is part of the operating MOU. In exchange for space, NFJP case managers contribute hours at the One-Stop front desk and in the resource room.
- 2) An NFJP housing grantee partners with Habitat for Humanity and, through an MOU, pool resources to construct new single-family residences for farmworker families.

Section VI: Status Update on Strategic Partnership Activities

In this section describe how partnerships are working together to implement the project. Grantees completing this section should report on the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships. If there are no changes in this section, you must now include an explanation as to why there are no changes.

Example:

- 1) Grantee established a new partnership with a local foodbank and local Dress for Success organizations. Once a week both organizations and the grantee bring mobile units to a pre-determined community location and distribute food and clothing, as well as inform community members about NFJP services.
- 2) Grantee partners with local Migrant HeadStart programs to identify families who may qualify for NFJP services.
- 3) Grantee took on a new role as coordinator of local farmworker alliance.

Section VII: Status Update on Employer Engagement Strategies

This section requires grantees to provide 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 and any other methods leading to successfully hiring program participants. Grantees also should provide information/updates on On-the-Job Trainings and share information related to promising practices and strategies that have strengthened existing employer partnerships.

Example:

- 1) In County XYZ, labor market data indicated that there is a need for “X” workers. Three employers have stated they need 25 employees in the next year. The grantee is taking the following action to ensure those employers are able to fill those jobs.
- 2) Grantee reviews job boards (or consults with local workforce development LMI teams) to identify companies that have recurrent openings, which indicate high turnover. Grantee coordinates with partner organizations, identifies a point person, and holds a meeting with a business that is identified in this way. Grantee listens throughout this meeting and doesn’t come with set solutions. Grantee and business find a workforce solution that works for the business. Grantee has established a relationship with that business and is viewed as a trusted partner for finding needed talent.
- 3) A large employer opens a new factory, casino, or healthcare center. Grantee identifies needed job classifications, works with local training providers (including community colleges if applicable) to create a training program to upskill workers, and positions program participants favorably to transition to employment.

Section VIII: Key Issues and Technical Assistance Needs

This section requires grantees to summarize significant opportunities, issues, or challenges such as performance reporting, recruitment of eligible applicants, and meeting youth goals encountered during the quarter and any resolution of these issues identified in previous quarters. Grantees should use this section to describe questions for the program office, as well any technical assistance needs.

QUESTION: In addition to key issues this quarter, have you provided strategies (or potential strategies) used to overcome these challenges?

Example:

- 1) Grantee would like to partner with local workforce organizations to obtain and interpret labor market information but does not know how to get started.
- 2) Grantee is experiencing much lower than expected program enrollment. Grantee would like assistance in pursuing effective outreach and engagement.
- 3) Grantee has identified employment opportunities, but program participants do not have needed skills and local training providers are not currently offering suitable training. Grantee would like assistance on working with training providers to develop effective and relevant training.

Section IX: Significant Activities, Accomplishments, and Success Stories

This section requires grantees to provide any additional information about their program not covered in other sections. Include participant success stories, new processes, promising practices, and outcomes.

Example:

- 1) Program participant success story – grantee assisted program participant with connections to housing, education, and employment. Grantee now has a stable job with benefits.
- 2) Grantee has received recognition for excellent service provision from the local public workforce system.
- 3) Grantee received additional grant funding to pursue NFJP activities.

Section X: Evidence and Evaluation

This section is intended to identify ways in which data, evidence, and evaluation findings are being developed and applied to assist the grantee and improve service delivery. Grantees who have nothing to report should indicate so.

Example:

- 1) Grantee has engaged an independent monitor to annually conduct an on-site assessment of grantee progress and to identify areas of improvement.
- 2) Grantee uses local labor market information to identify employment trends and conduct employer outreach.

Section XI: Additional Information

This section requires grantees to provide information on their status of the activities described in specialized training activities, progression on special projects, and the status of any complaints/grievances. Grantees can provide other grant-specific information considered to be important but not captured in other sections of the quarterly narrative report.

Example:

- 1) Grantee experienced difficulties this quarter due to natural disaster.
- 2) Grantee assisted three program participants who have just completed their bachelor's degrees.