

Short-Time Compensation (STC) Grant Quarterly Progress Report (QPR)

State: _____
Project Director: _____
Quarter Ending: _____

Project Name: _____
Grant No: _____

Purpose: To track STC grant activities and ensure that the state achieves the desired goals set forth in the STC grant application.

Report Due Dates: This report is due 45 days after the end of each quarter (*i.e.*, on November 14, February 14, May 15, and August 14).

Section I. Implementation or Improved Administration Activities. *Include a narrative description of the implementation or administrative activities that occurred this quarter. If the state's quarterly goal is not achieved, then explain. Consider including the following, as applicable:*

- Progress toward implementing and improving STC procedures and systems;
- Progress in developing and enhancing systems to automate the STC program; and
- STC program administrative activities (*e.g.*, staff hired and/or staff training).

Section II. Promotion and Enrollment Activities. *Include a narrative description of the promotion and enrollment activities that occurred this quarter. If the state's quarterly goal is not achieved, then explain. Consider including the following, as applicable:*

- Progress in the state's promotion and enrollment activities;
- Creation and support of Rapid Response teams and/or other partnerships established to advise employers about the STC program;
- Education and assistance to employers about the STC program;
- Development of outreach materials and messaging tools; and
- Promotional activities (*e.g.*, meetings attended, media, mailings).

Section III. Outcomes. *Include a narrative description of the outcomes that occurred this quarter. If the states' quarterly goal is not achieved, then explain.*

Section IV. Success Stories. *Include any STC program success stories and achievements that occurred this quarter. Consider providing:*

- Employer or claimant success stories;
- Outreach/promotion/enrollment success stories; and
- Technology/administrative/operational improvement success stories.

Section V. Technical Assistance Needs. *Describe any STC program or grant-related technical assistance needs.*