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

State: ____________________  Project Name: ____________________  
Project Director: _______________  Grant No: ____________________  
Quarter Ending: _______________

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 state's 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.