

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: The report is due 45 days after the quarter ends (i.e., on November 14, February 14, May 15, and August 14).

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

- Progress toward implementing/improving procedures/systems for the STC program.
- Progress in developing and/or enhancing systems to automate the STC program.
- STC program administrative activities (i.e., 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. Please consider the following in the narrative, as applicable:*

- Progress in the state's promotion and enrollment activities.
- Creation and support of Rapid Response teams 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.
- Promotional activities (i.e., 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. Please consider the following in the narrative:*

- If the state included outcome goals in its application, describe the progress made toward these outcome goal(s).

Section IV. Success Stories. *Include any STC program or grant success stories or achievements for the quarter. Please consider providing:*

- Include any employer or claimant success stories.

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