Adult Career Pathways
Quarterly Report Instructions

10/24/2022

MINNESOTA

Purpose of Submitting Quarterly Reports

- We expect Grantees are aware of the proposed outcomes versus actual outcomes.

    - Is your organization on track with spending?

    - Is your organization on track with meeting measurable outcomes?

- Track actual expenses vs. proposed expenses according to Organization's executed contract

- Track actual measurable outcomes vs. proposed measurable outcomes according to Organization's executed contract

- Share with DEED any success stories

- Share with DEED any challenges

- Required by the State of Mn for all ACP grants; listed within every contract.

EMPLOYMENT AND ECONOMIC DEVELOPMENT

Bridge to Career Pathways – P2P SFY 22-23
Quarterly Progress Report

Organization: ▢
SFY 22-23 Bridge to Career Pathways Grant ID #: ▢
Reporting Quarter End Date: Click here to enter a date.

Verify you are using the appropriate Template

- Insert the name of your organization
- Insert the Grant ID# according to contract number
- Quarter date is the last day of the quarter you're reporting.

Examples:

Quarterly Report 1/1/22 – 3/31/22

Quarterly Report 4/1/22 – 6/30/22

Quarterly Report 7/1/22 – 9/30/22

Quarterly Report 10/1/22 – 12/31/22

Quarterly Report 1/1/23 – 3/31/23

Quarterly Report 4/1/23 – 6/30/23

Quarterly Report 7/1/23 – 9/30/23

A. Outcomes Report

1. Expenditures

(See your Budget for "Planned" data. Obtain "Actual" data from your end-of-quarter FSR/RPR.)

You'll need access to your executed contract, specifically the Budget Table(s) to fill out this section & the Reimbursement Payment Requests (RPRs) that have been invoiced to DEED.
You may need to connect with your organization's fiscal staff member to complete this section as well.

- When your ACP Grant is divided between 2 Contracts, one for each SFY, be sure to refer to your executed contract for the start/end date of the first-year contract and the start/end date of the second-year contract.

- These may overlap! When completing the Expenditures be sure to refer to submitted RPRs for dates, SFY, and amounts.

Refer to your Budget table in your contract or RPR. You enter your total year planned budget in this column. Once inserted, this amount does not need to be changed.

SFY22: Cost Category	Total Planned Budget Grant Start thru end of 1st year contract	Planned Grant Start thru end of reporting quarter	Actual Grant Start thru end of reporting quarter
Administration Costs:	$	$	$
Direct Services:	$	$	$
Direct Services – WR-GED-ABE:	$	$	$
Direct Customer Training:	$	$	$
Support Services:	$	$	$
Outreach:	$	$	$
TOTAL FUNDS:	$	$	$

Refer to the last RPR submitted for this quarter.

For example, if 3/31/22 is the end of the quarter then you will need to have your March RPR handy and will copy the amounts that your organization spent through the end of the quarter.

Again, looking at your Budget table in your contract, enter in the projected amounts that were planned through this quarter. Example: the column that shows the quarter ending on 3/31/22, enter in those amounts.

Refer to your Budget table in your contract or RPR. You enter your total year planned budget in this column. Once inserted, this amount does not need to be changed.

SFY23: Cost Category	Total Planned Budget Grant Start thru end of 2nd year contract	Planned Grant Start thru end of reporting quarter	Actual Grant Start thru end of reporting quarter
Administration Costs:	$	$	$
Direct Services to Participants:	$	$	$
Direct Services – WR-GED-ABE:	$	$	$
Direct Customer Training:	$	$	$
Support Services:	$	$	$
Outreach:	$	$	$
TOTAL FUNDS:	$	$	$

Refer to the last RPR submitted for this quarter.

For example, if 9/30/23 is the end of the quarter then you will need to have your September RPR handy and will copy the amounts that your organization spent through the end of the quarter.

Again, looking at your Budget table in your contract, enter in the projected amounts that were planned through this quarter. Example: the column that shows the quarter ending on 9/30/23, enter in those amounts.

2. Participant Outcomes

See your Workplan for "Planned" data. Obtain "Actual" data from Workforce One Reports. Workforce One does not differentiate between SFY 22 and SFY 23, all measurable outcomes are recorded in WF1 as one program.

It is important to note that WF1 does not differentiate between State Fiscal Years for a 2-year program

You'll need access to your executed contract, specifically the Work Plan Table(s), to fill out this section and you will need to run a few reports in WF1 to fill in the Actual column.

Utilize Workforce One reports to complete this section and the Reports link for further instructions on how to pull those specific reports. If you need more assistance training is available through WF1; see Staff Training under the Resources tab for "Report and Advanced Search Training".

Participant Outcomes

SFY 22: Measurable Outcomes
Total Participants Enrolled
Total Certificates/Credentials Attained
Fill in with your organization's specific outcomes (found in your Work Plan Table)
Fill in with your organization's specific outcomes (found in your Work Plan Table)
Fill in with your organization's specific outcomes (found in your Work Plan Table)
Average Increase in Wage per hour (indicated by $/hour increase)
Exits to Employment (job placement)
All Other Exits
Total Exits

ACP Staff tailor each Quarterly Report template according to the program. However, some programs have measurable outcomes that vary from Grantee to Grantee. This will require you to review your organization's contract workplan table to fill in the specific measurable outcome.

Be sure to edit the outcomes so they match what your Work Plan table in your contract shows your organization is tracking.

Each year of the contract will have its own measurable outcomes. Be sure to complete this section according to the SFY the contract is currently serving.

The ACTUALS may overlap, that's ok! Continue to follow the reporting quarter listed on the top of the report.

Reporting Quarter End Date: Click here to enter a date.

The second SFY outcome numbers will be blank until you begin working with that contract.

SFY 22: Measurable Outcomes	Total Planned Outcomes Program start date thru end of 1st year	Planned Program start thru end of reporting quarter	Actual Program start thru end of reporting quarter
Total Participant Enrollments			
Total Participants enrolled in training			
Total Participants completing training			
Industry-recognized Credentials Attained			
Exits to Employment			
• Exits to Employment related to training industry sector(s)			
• Exits to Employment at or above $15/hour			
Average increase in Wage per hour			
Participants Exited to Post-Secondary programs			
All Other Exits			
Participants Transferred to Second Year Funding			
Total Exits			

SFY 23: Measurable Outcomes	Total Planned Outcomes Program start date thru end of 2nd year contract	Planned Program start thru end of reporting quarter	Actual Program start thru end of reporting quarter
Participants Carried Over from SFY 2022			
Total New Participant Enrollments for SFY 2023			
Total Participant Enrollments			
Total Participants enrolled in training			
Total Participants completing training			
Industry-recognized Credentials Attained			
Exits to Employment			
• Exits to Employment related to training industry sector(s)			
• Exits to Employment at or above $15/hour			
Average increase in Wage per hour			
Participants Exited to Post-Secondary programs			
All Other Exits			
Total Exits			

Refer to your Work Plan table in your contract. You enter your planned total number of participants for Program start date thru end of 1st year contract for each outcome in this column.
Once inserted, this number does not need to be changed.

SFY 22: Measurable Outcomes	Total Planned Outcomes Program start date thru end of 1st year	Planned Program start thru end of reporting quarter	Actual Program start thru end of reporting quarter
Total Participant Enrollments			
Total Participants enrolled in training			
Total Participants completing training			
Industry-recognized Credentials Attained			
Exits to Employment			
• Exits to Employment related to training industry sector(s)			
• Exits to Employment at or above $15/hour			
Average increase in Wage per hour			
Participants Exited to Post-Secondary programs			
All Other Exits			
Participants Transferred to Second Year Funding			
Total Exits			

You will need to run a few reports in WF1, to capture the actual number of participants for each outcome.

For the outcomes that are not being tracked in WF1 (specifically outlined within your contract; e.g., outreach events, car loans acquired), you need to refer to your organization's tracking system to capture the amounts.

Again, looking at your Work Plan table, enter in the projected amounts that were planned through this quarter. Example: the column that shows the quarter ending on 3/31/22, enter in those amounts.

Participant Outcomes

3. If Expenditures and/or Participant Outcomes are not meeting (plus or minus 15%) planned outcomes, please explain.

Divide the number of outcomes met (Actual) by the number of outcomes (Planned) to achieve by the quarter end.

Example:

45 divided by 50 equals 0.90

Multiple 0.90 by 100 equals 90%

SFY 22: Measurable Outcomes	Total Planned Outcomes Program start date thru end of 1st year	Planned Program start thru end of reporting quarter	Actual Program start thru end of reporting quarter
Total Participant Enrollments	100	50	45

If expenditures or participant outcomes are not meeting planned outcomes and are under 85% explain the challenges faced. Or if the planned outcomes are over 85% explain the successes achieved.

B. Narrative Report

1. Describe the major activities during this reporting period.

2. What were your successes for this reporting period? Share 1-3 anecdotes, stories, or other narratives.

3. a. What were some challenges you faced this reporting period, if any?

   b. What strategies did you develop to address these challenges, if applicable?

4. a. What are some updates/changes implemented since your most recent monitoring visit? *(N/A if monitoring visit has not occurred)*

   b. Are you working on any Areas of Concern or Corrective Action Items addressed during the visit? If so, please describe.

The Narrative section is for your organization to answer questions based on the quarter you are reporting.

5. Subrecipients receiving over $50,000 must be monitored by your organization. All subrecipient monitoring and contract documents must be made available to DEED upon request.

b. Does your organization utilize Subrecipients? If so, complete the table below

Name of Subrecipient	Amount of Grant	Monitored Date
	$	
	$	
	$	

OPTIONAL

6. a. Describe new partnerships developed during this reporting period, if any.

b. What is working well?

c. What needs improvement?

7. What technical assistance/resources would be most helpful to you and your continued success?

> If your organization utilizes subgrantees, be sure to complete this section. Monitoring of subrecipients over $50,000 must occur annually.

> Please complete this section! ACP Coordinators will follow up with organizations who request technical support

Signatures

Enter Your Name

Enter Your Title

Signature

Date

Quarterly reports are due the 30th of the month following the end of the quarter.
April 30, July 30, October 30, and January 30

Who is completing this quarterly report?

A gentle reminder of quarterly report due dates throughout the year