

How to Report the *Total Number of Participating Employers* Using the Quarterly Narrative Report

Industry-Driven Skills Training Fund grantees are required to use their Quarterly Narrative Report (QNR) to report progress on the performance outcome measure, “*Total Number of Participating Employers*.”

Reporting Location

Report a numerical value on this outcome every quarter in Section XI.C. of the QNR, even if no progress was achieved.

Reporting Format

1. Every quarter, copy the following text into Section of XI.C of your QNR:

Total Number of Participating Employers
Cumulative-to-Date: [##]

2. Update the Cumulative-to-Date number highlighted yellow with the correct data for your grant.

Reminders

- Use the provided format, **even if 0 is the correct number**.
- Make sure the number you report is **cumulative** and not for that quarter only.
- When no progress was made since the previous quarter, report the same data to represent the current quarter’s cumulative progress.
- Statements such as “Nothing to report” or “No progress this quarter” are not outcome-specific and do not provide the Department of Labor (DOL) with reliable data.
- We also invite you to provide narrative context for the outcome number you think is meaningful to include.
- General statements by themselves are insufficient to meet the reporting requirement. Only by reporting a cumulative number each quarter and labeling it with the outcome name are you submitting and certifying data on the outcome as required.

What to Include in the Outcome

Participating employers are those who are determined eligible to receive reimbursement for the cost of employee training and who have entered into an agreement to adhere to program requirements in exchange for receiving the reimbursement funds.

Report an employer in this outcome once an official agreement has been signed by both the employer and the grantee.