

IV. SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM QUARTERLY PROGRESS REPORT (Form 5-140)

A. General Instructions.

1. Applicability. The Quarterly Progress Report (QPR) shall be prepared by all grantees under the SCSEP. It should be submitted through the Internet.

2. Purpose. The QPR enables each grantee and the Department of Labor to make a quantified judgement relating aspects of project operations:

a. Enrollment level, enrollment turnover and placements into unsubsidized jobs;

b. The allocation of jobs among specific community service areas; and

c. The aggregate characteristics of persons participating in the project as enrollees.

3. Reporting Periods.

a. Interim Reports. During the period of a project agreement, the grantee may be required to submit interim QPR's on a quarterly basis. The reporting period for each interim QPR begins on the first day of the project period and ends on the last day of the most recently expired quarter of the Federal fiscal year. The report must provide an accurate accounting of project activities which took place from the beginning of the project period through the last day of the quarter. Please note that the first interim report will cover activity in only one or two quarters, but that the report will cover cumulative activity from the beginning of the project year as specified in the project agreement. Federal fiscal year quarters end on the following calendar dates: March 31, June 30, September 30, and December 31.

b. Final Report. Generally the last report for the program year will be the fourth quarter report for the grant period.

If there is no continuation grant, project sponsors **must** submit a final QPR covering the entire grant. This report must provide an accurate accounting of all activities which took place during the entire project period.

4. Submission Schedule. QPR's must be submitted to the attention of the assigned Federal Representative to be received no later than 30 days following the end of each Federal fiscal year or the December and June periods. The final QPR is due 30 days after the completion of the project period.

5. Copies. QPR's are to be submitted in three ink-signed copies or entered on-line through the Internet.

6. Subproject Reports. National grantees that administer multi-project programs shall submit a separate QPR for each State in which they operate and a composite QPR for the total program.

7. Facsimile. A facsimile of the QPR form (Form ETA 5-140) appears on the following page. Copies may be printed from the Web site for the SCSEP at [www.wdsc.org/owprog](http://www.wdsc.org/owprog).

B. Instructions For Making Entries On Form ETA 5-140.

Heading Information

<u>Item Name</u>	<u>Instruction</u>
Project Sponsor	Enter the name of the grantee. For a separate subproject report, enter the name of the subproject sponsor organization.
City and State	Enter the location of the activity reported. Be as precise as possible in identifying the geographic scope of the project or subproject.
Agreement Number	For both composite and separate subproject reports, enter only the number which has been assigned by the Department of Labor to the prime contract or grant agreement.
Subproject Number	For each subproject, the project sponsor must assign a unique two digit subproject number (e.g., 01, 07, 23, etc.). This number must remain unchanged during the period of the project agreement. On composite reports, enter "00".

Heading Information

<u>Item Name</u>	<u>Instruction</u>
Report Period Ending	Enter the end month for which data is being submitted
Type of Report Interim Report - Final Report	Check appropriate box.

Project Period	Enter the inclusive dates (month, day, and year) of the project period as stated in the project agreement.
Number Enrollment Positions Established	Enter the number of enrollment positions established under the project as indicated in the project agreement or the most recent approved modification thereto.
Unsubsidized Placement Goal	Enter the unsubsidized placement goal as stated in the project agreement. It is not necessary to indicate placement goals for subprojects. This entry must be made on the composite report, however.
Other Placements	<b>Enter the cumulative number of placements made by the project during the program year (grant period) which are not counted toward the unsubsidized placement goal.</b> This figure is not related to any other item.

Section A: Enrollment Levels

<u>Line Name</u>	<u>Instruction</u>
1      Carried over from previous project	This item applies to projects that are conducted under renewed project agreements. Enter the number of persons enrolled at the beginning of the new project period, usually July 1, whose enrollment was carried over from the previous project period. The figure entered here should remain constant on all subsequent QPR's submitted during the program year.

Section A: Enrollment Levels

<u>Line Name</u>	<u>Instruction</u>
2      Started under this project	Enter the cumulative number of persons who have become enrolled in the project from the beginning

of the project period through the last day of the reporting period. These persons include those who re-enroll after having been terminated from the project. Do not include persons carried over from the previous project period.

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|---|--|---|
| 3 | Placed in unsubsidized employment this project | Enter the cumulative number of enrollees who were placed into unsubsidized jobs and terminated from enrollment in the project. Include only those placements which occurred from the beginning of the project period through the last day of the reporting period.                                |
| 4 | Other terminations this project                | Enter the cumulative number of enrollees whose enrollment was terminated during the reporting period for any reason other than placement into unsubsidized employment.  |
| 5 | Current Enrollment (end of period)             | Enter the total number of persons actually enrolled in the project as of the end of the last day of reporting period. This figure must equal the sum of entries made in items B.10 and B.20 below.  |
| 6 | Enrollment vacancies (end of period)           | Enter the number of unoccupied enrollment positions under the project as of the last day of the reporting period. This figure is determined by subtracting the number of persons currently enrolled from the number of enrollment positions established. If a negative figure results, enter "0." |
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**NOTE:** If Section A has been completed correctly, this mathematical procedure will have been followed:

- (+) Carried over from previous project. (A.1)
- (+) Started under this project. (A.2)
- (-) Placed in unsubsidized employment this project. (A.3)
- (-) Other terminations this project. (A.4)
- (=) Current enrollment (end of period. (A.5)

### Section B: Job Inventory

Section B is used to indicate the ways enrollees serve the community or communities in which the project operates. The section has two parts. The first part (items 1 through 9) is headed "Services to General Community." This part is used to indicate enrollee work assignments that benefit the general community. The second part (items 11 through 19) is headed "Services to Elderly Community". This part is used to indicate enrollee work assignments that solely or primarily benefit the elderly in the community. The two parts are mutually exclusive. That is, an enrollee work assignment or job position that is included in the first part must not be double counted by being included in the second part and vice versa.

For each community service area listed, enter the number of enrollee job positions actually occupied as of the end of the last day of the reporting period. Each enrollee job position must be reflected in only one community service area. Double counting is not permitted. For community service areas preprinted on the form in which no enrollee is employed, enter "-0-." Enter the total number of enrollee job positions in "Services to General Community" (i.e., the sum of the figures entered in items 1 -9) in item 10. Enter the total number of job positions in "Services to Elderly Community" (i.e., the sum of figures entered in items 11 - 19) in item 20. The combined sum (i.e., the figure entered in item 10 added to the entry in item 20) must equal the figure entered in item A.5 (Current Enrollment) above. All current enrollees must be accounted for in Section B.

Items 9. and 19 are often overused . Care should be taken to categorize the community service positions into the proper community service category .

The basic principle for categorizing an enrollee job position is to determine the nature of the service in which the enrollee plays a part. An enrollee may play a supporting role, as opposed to a direct role in the delivery of a community service. In cases where an enrollee plays a supporting role, the job performed by the enrollee should be attributed to the community service area supported by the enrollee's work. For example, if an enrollee works in a school cafeteria, the job should be reflected in item B.1 (Education); or if an enrollee works as a janitor in a senior center, the job should be reflected in item B.15 (Recreation/Senior Centers).

Item B.11 (Project Administration) refers only to work assignments involving the administration of the senior community service employment project. It does not refer to administrative work assignments in other kinds of projects.

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Section C: Enrollee Characteristics

Section C is used to indicate, in the aggregate, the characteristics of persons (1) who became enrolled in the project during the reporting period and (2) who are actually enrolled in the project as of the last day of the reporting period. A separate breakout is required for both groups. The first group (i.e., those persons who become enrolled in the project during the reporting period) is to be accounted for in the column headed "Starts (Cum.)". The second group (i.e., those persons who are actually enrolled in the project as of the last day of the reporting period) is to be accounted for in the column headed "Cur. Enroll.". In cases where no person in the group demonstrates a characteristic preprinted on the form, enter "-0-" in that block.

Characteristics

Instruction

Sex

Male  
Female

For persons who became enrolled in the project during the reporting period, enter the number who are male and the number who are female in the column headed "Starts (Cum.)". The sum of these two entries should equal the figure entered in item A.2 (Started under this project) above. For persons who are actually enrolled in the project as of the last day of the reporting period, enter the number who are male and the number who are female in the column headed Cur. Enroll.

Characteristics

Instruction

Sex

Male  
Female

"Cur. Enroll.". The sum of these two entries should equal the figure entered in item A.5 (Current enrollment) above.

Education

8th and Under  
9th - 11th  
High School Grad.  
or Equivalent  
1-3 yrs. College  
4 yrs. College or  
more

Enter in the appropriate columns the numbers of persons who have completed the grades or years of schooling indicated. Persons who have a GED and who have advanced no further should be counted as a "High School Grad. or Equivalent". The sum of the entries in each

column should equal the respective entries made for items A.2 and A.5 above.

Family Level  
at/or below the  
Poverty Level

Enter in the appropriate columns the number of persons who are from a family which has an income at or below the HHS poverty level.

Veteran

Enter in the appropriate columns the number of persons who (1) served on duty for a period of more than 180 days in the active military, naval or air service and who were discharged, separated, or released with other than a dishonorable discharge, or (2) were discharged or released from active duty for a service-connected disability.

Disabled

Enter in the appropriate column the number of people who are disabled.

Race/Ethnic Group

Am. Indian or Alaskan Native,  
Asian,  
Black or African American,  
Hispanic or Latino,  
Native Hawaiian or other  
Pacific Islander,  
White

Enter in the appropriate columns the number of persons who are members of the race/ethnic groups listed. For the purposes of this report, Yaquis, Lumbees, Eskimos, Aleuts, and members of their groups are to be reflected as "American Indian or Alaskan Native". A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race, are to be grouped as "Hispanic or Latino". Filipino, Hawaiian, Chinese, Japanese etc., shall be grouped in the "Asian or Pacific Islander" category. The sum of entries in each column should equal the respective entries made for items A.2 and A.5 above.

Age  
55-59  
60-64  
65-69

Enter in the appropriate columns the number of persons in the age groups listed. The sum of entries in each column should equal the

70-74  
75 & Over

respective entries made for  
items A.2 and A.5 above.

Section D: Average Hourly Wage/Current Enrollment

Enter the average hourly wage received by the persons actually enrolled in the project as of the last day of the reporting period. To calculate this figure, add the hourly wage rate of each enrollee who is reflected in the entry made for item A.5 (Current Enrollment - End of Period) and divide the sum by the number of enrollees.

Following is an example which assumes three persons currently enrolled:

Enrollee #1...\$5.30 per hour  
Enrollee #2...\$6.00 per hour  
Enrollee #3...\$6.10 per hour

Total ...\$17.40 per hour

Average hourly wage = \$17.40 per hour divided by 3 = \$5.80

Section E: Narrative Report (Attachment)

The purpose of the narrative report is to give the grantee an opportunity to expand on any noteworthy achievements of the project or any problem areas encountered by the project. The report, which is voluntary, does not have to take any specific format. It should be presented as concisely as possible and should be limited to items of major interest or importance.

Signature and Date

Each report submitted shall be signed and dated by an authorized official of the grantee.