
**WORKFORCE COMPETITIVENESS TRUST FUND
PROGRAM MEMORANDUM**

To: WCTF Grantees/Program Operators

From: Linda Rohrer

Date: May 31, 2007

Subject: Quarterly Project Status Reporting

Purpose: The purpose of this communication is to provide guidance to WCTF grantees/program operators regarding the preparation and submission of the Quarterly Project Status Report to Commonwealth Corporation.

Background: A major operational requirement of all WCTF grantees/program operators is to prepare and submit a quarterly report to Commonwealth Corporation on the status of their project. **WCTF grantees/program operators must submit a Quarterly Project Status Report to CommCorp no later the 15th of the month for the prior quarter's activities.**

The Quarterly Project Status Report assists us with tracking the progress of individual projects during the course of their grants. The report enables projects in the narrative portion of the report to express the impact of the WCTF program on its participants in their own words. Additionally, the report is a tool for CommCorp WCTF program staff to identify potential problems and provide technical assistance when needed.

CommCorp has created a standard Quarterly Project Status Report Form to assist each project with recording the required data and narratives. CommCorp will supply each project with the required form.

This communication sets forth Commonwealth Corporation guidelines for preparation and submission of the Quarterly Project Status Report.

Guideline: Using the Standard Quarterly Project Status Report Form, a quarterly project report must be submitted to CommCorp no later than the 15th of the month for the prior month's activities.

CommCorp will supply each project with Project Status Report form to assist with recording the required data and narratives. The narrative portions consist of the accomplishments for the reporting period, problems or issues of concern that arose during the reporting period (if any), the next major steps for the project, and ways in which CommCorp may be of assistance to your program (if needed).

Each contractor/program operator must submit hard copies of the forms to CommCorp by the 15th of the month to be timely. Failure to submit your report using the Standard Quarterly Project Status Report Form by the deadline may result in your funding being held until the delinquent report has been submitted to CommCorp.

Action

Required: Using the Standard Quarterly Project Status Report Form, project reports must be reported to CommCorp by the 15th of the month.

Effective: May 31, 2007

References:

Inquiries: Any questions related to this correspondence should be directed to Spencer Klein at (617) 727-8158 extension 2356.