U. S. Department of Labor
Strengthening Community Colleges Training Grants
Quarterly Progress Reporting Guidelines
Reporting Quarter Ending September 30, 2021
Reporting Deadline: November 14, 2021

SCC Performance Policy Guidance
Reporting Customized Outcomes for Quarterly Reporting Purposes

Strengthening Community Colleges (SCC) grantees who received awards beginning February 1, 2021 are required to provide target outcomes and provide a quarterly report on the status of capacity-building performance outcomes (Attachment 1, Single Institution Grantees) and systems change performance outcomes (Attachment 2, Consortium Grantees). This performance policy guidance provides information on how SCC grantees can report these customized outcomes using the suggested Customized Outcomes Report template.

During the SCC grant roll-out process, the National Program Office provided grantees the opportunity to further clarify their proposed target outcomes for capacity building or systems change resulting from their SCC grant projects. Grantees refined and provided further clarification to their proposed customized outcomes targets. Starting with the quarter ending September 30, 2021, grantees are required to report on the status of their customized outcomes to show how their SCC grant projects are progressing throughout the grant period of performance.

Recognizing that the customized outcomes are generally qualitative in nature to describe the impact of the SCC grant projects to build capacity (single institution grantees) and change systems (consortium grantees), grantees have the flexibility to select from the following options to determine how they plan to report on these performance measures:

Option 1: CUSTOMIZED OUTCOMES REPORT – UNIQUE TO EACH GRANTEE
Grantees can design their own unique performance report templates if the template that DOL has provided does not meet their needs. If you plan to use a different method to report your Customized Outcomes, we will convene a conference call with you and your FPO, and the Program Office, so that we are all in agreement on the process and procedures for using an alternate method for reporting.

Option 2: CUSTOMIZED OUTCOMES REPORT – SUGGESTED TEMPLATE
Grantees can use the suggested Customized Outcomes Report (COR) template developed by the Department of Labor. Grantees are encouraged to use this suggested COR template. You may work with your FPO and the Program Office to make any further revisions to the information provided in this template so that we are all in agreement on the outcomes that are identified in this COR template. While the Program Office is allowing for revisions to the reporting template, grantees are not allowed to make changes to their approved customized outcomes.

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The template is described as sections labeled Part A – Part D. A description of each column provides context on what information is available in each column/row.

PART A: GRANTEE CUSTOMIZED OUTCOME BASELINE MEASURES AND TARGET MEASURES

Part A of the COR template illustrates the SCC Performance Outcome Areas required from the grant Funding Opportunity Announcement (FOA). The National Program Office has populated this section for each grantee, and will use this format for internal tracking. The information populated in these columns comes directly from the grantee's proposed customized outcomes submitted to and approved by the Program Office after grant award. Grantee's target outcomes are organized in these columns for the following reasons:

1. To identify the unit measure for which the customized outcome will be calculated.
2. To delineate the information from the baseline description to the baseline target number.
3. To delineate the information from the target description to the target number.
4. To identify the numerical target for the grant period of performance.

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
SCC FOA Requirement	*Grantee Proposal*	*Information populated in these columns is dependent on the grantee's proposed targets.*					*Calculation (See Part B)*
SCC Performance Outcome Area	Grantee Customized Outcome	Unit Measure	Baseline Description	Baseline #	Target Description	Target #	Period of Performance Target

Description

Column B: Grantee Customized Outcome (s). Each grantee's customized outcomes for each SCC performance outcome measure is listed in this column. Grantees may have proposed more than one customized outcome per SCC performance measures. We designate any additional outcomes in the Excel spreadsheet as additional linesfccc.

Column C: Unit Measure. A specific term from each grantee's customized outcome to provide specificity on what will be reported. This term is pulled from the grantee's proposed customized outcome or baseline/target descriptions.

Column D: Baseline Description. This column describes the baseline, or current status of the proposed outcome measure, and a description of the target to be achieved as a result of the SCC grant project. Grantees may or may not have provided a description of their baseline targets and target description. This depends on what the grantees submitted. Some provided descriptions of just the baseline and not the target, or vice versa.

The SCC FOA defines the term Baseline as "The existing education and career training programs and infrastructure in each area that the grantee proposes to develop or enhance, as revealed by the gap

analysis. The baseline can be quantitative (including "zero") or a qualitative description of the current state."

Column E: Baseline Numerical Value. This column includes the numerical value that grantees identified in their customized outcomes. In many cases, the baseline is zero, indicating that nothing currently exists for these specific customized outcome measures; however, some grantees may have existing infrastructure that the SCC grant project will enhance.

Column F: Target Description. This column describes the resulting target to be achieved as a result of the SCC grant project).

Column G: Target Numerical Value. This column includes the numerical value that the grantee proposed for their customized outcomes target.

The SCC FOA defines the term Target as "The desired results of the project's intervention at the end of the grant period of performance described in both qualitative and quantitative terms."

PART B: CALCULATIONS TO REPORT THE STATUS OF CUSTOMIZED OUTCOME MEASURES

Grantees may use the COR template to report on the status of their customized outcomes on a quarterly basis. We provide in the existing template, as well as describe in detail below, several additional columns that grantees may use to calculate and track the status of each customized outcome measure.

These columns are **formula fields that will automatically calculate** the grantee's period of performance target number; the percentage of targets that the grantee achieved against their period of performance targets; and the cumulative total for change to date.

Column H	Column I	Column J
Formula Fields		
Grant PoP Target = Target # - Baseline #	**% of Target Achieved = "Cumulative-to-Date" / "Grant PoP Target"**	**Cumulative-to-Date Total = net change as reported each quarter**

Description

Column H: Grant Period of Performance Target. Considering that grantees may have existing numerical baseline values and that the target outcome is the numerical value that will be achieved at the end of the grant, this column is the difference between the baseline numbers and the proposed target numbers that the grant plans to achieve *at the end* of the grant. Therefore, the Grant Period of Performance Target appearing in this column is the expected numerical outcome that grantees will report against on a quarterly basis, and that grantees are expected to achieve *during* the grant period of performance. For example, if the goal is to increase the number of employers undertaking a certain activity from 8 to 20, the difference – and the grant period of performance target – is 12.

Column I: Quarterly % Achieved (Grant PoP Target). This quarterly achievement rate is based on the Grant Period of Performance Target (Column H) and the Cumulative-to-Date Total (Column J) outcomes that grantees have reported thus far. Column I is the percentage achieved towards the Grant Period of Performance Target.

Column J: Cumulative-to-Date Total. This column is the sum of Columns K-N.

PART C: REPORTING CUSTOMIZED OUTCOMES ACHIEVED QUARTERLY USING THE SUGGESTED COR TEMPLATE

On a quarterly basis, grantees will report the numerical value of the change achieved during that quarter using the columns provided in the Excel spreadsheet and described below.   In some cases, the change reported may be a negative numerical value or a decimal. This may occur due to circumstance (e.g., the loss of an employer partner) or by design (e.g., the outcome is a reduction in attrition).

Column K	Column L	Column M	Column N
****Please do not change data reported in previous quarters.****			
Enter change during this Quarter only (may be a negative # or a decimal)	Enter change during this Quarter only (may be a negative # or a decimal)	Enter change during this Quarter only (may be a negative # or a decimal)	Enter change during this Quarter only (may be a negative # or a decimal)
3.31.21	6.30.21	9.30.21	12.31.21

Description

Columns K-N: These columns include the change achieved during the specified quarter. The change should be entered as a numerical value. Again, the value may be negative. Grantees should only enter the change for the quarter for which they are reporting. Please do not change data reported in previous quarters. If grantees use the suggested COR, the data entered in Columns K-N will be used to calculate the value of Column J, which in turn calculates the percentage in Column I.

PART D: PROCESS TO SUBMIT CUSTOMIZED OUTCOMES REPORT TO DOL USING WIPS

Strengthening Community Colleges grantees are required to report on the status of their proposed Customized Outcome Measures on a quarterly basis. Grantees may use the suggested Customized Outcomes Report template; or grantees may choose to develop their own template.

Grantees will submit the suggested COR, or an alternative template, as an additional file upload when submitting the Quarterly Narrative Reports (all grantees) and the Quarterly Performance Reports (Single Institution grantees) in the Workforce Integrated Performance System (WIPS).

The National Program Office will work closely with grantees and provide technical assistance to support grantees in submitting their Quarterly Progress Reports, which includes the report for customized outcome measures.

Reporting Outcomes for Future Reporting Quarters

Grantees will keep a master document of their selected template to report on their Customized Outcome targets. Using this master document, grantees will develop a process to update their progress quarterly.

The suggested COR template includes new columns after Column N for calendar year 2022, 2023, and 2024 to report on their proposed outcome measures on a quarterly basis. The grant period of performance ends on 01/31/2025. Grantees will submit their last Quarterly Progress Report for the Quarter ending 3/31/25, which is due on May 15, 2025.

Grantees will maintain a master copy of their Customized Outcomes Report, and will upload a copy of their COR in WIPS as an additional attachment. The COR that grantees submit should include the outcomes reported from past quarters with the same data that was reported in the last quarter. Grantees SHOULD NOT make changes to outcomes reported from previous quarters. If an additional change occurred in a prior quarter, but was not reported, grantees should account for that number in the current reporting quarter.

> **Example**: A grantee reported a total number of three employer partners in Q 3.31.21. However, during Q 6.30.21, the project lost one employer partner, but added an additional partner. The grantee should adjust to balance out the loss and gain in the reporting quarter 6.30.21 and report the number of employers as zero.

For the purposes of providing technical assistance during the grant period of performance, the National Program Office will also track grantee's performance towards meeting their customized outcomes target goals in a master document using the COR template. Grantees should establish their own internal process and procedures for the most accurate report on their Customized Outcomes on a quarterly basis.

If you have questions about how to report changes to a previous quarter's outcomes, please attend a Performance Office Hours or send your question to SCC@dol.gov, copying your FPO.

ATTACHMENT 1: CAPACITY-BUILDING PERFORMANCE OUTCOMES (SINGLE INSTITUTIONS)

This FOA requires applicants to develop a theory of change and assessment approach as part of their logic model (see Section I.A.2 and Appendix F: Logic Model). A key aspect of this process is developing project outcomes. As described in Sections IV.B.3 and IV.B.4, respectively, single institution applicants must develop outcomes in three areas and submit a table (as an attachment) indicating specific project outcomes in each area. The Department expects that these three outcomes will flow from the assessment approach that applicants undertake, as outlined in their logic model.

Definition of Terms

Baseline: The existing education and career training programs and infrastructure in each area that the grantee proposes to develop or enhance, as revealed by the gap analysis. The baseline can be quantitative (including "zero") or a qualitative description of the current state.

Target: The desired results of the project's intervention at the end of the grant period of performance described in both qualitative and quantitative terms.

Customized Outcomes For Single Institution Grantees

Single institutions must report against their proposed project outcomes as it aligns with Core Elements 1-4	
Core Element 1: Evidence-based Design	
Core Element 2: Sector Strategies and Employer Engagement	**Outcome Area 2a:** Increase in the level and depth of employer engagement and investment in educational and training programs.
Core Element 3: Enhanced Career Pathway Programs and Accelerated Learning Strategies	**Outcome Area 3a:** Design or implementation of new, accelerated instructional techniques or technologies, including the use of advanced online and technology-enabled learning.
Core Element 4: Strategic Alignment with Workforce Development System	**Outcome Area 4a:** Increase in program and policy alignment across systems and/or decrease in duplicative services or service gaps

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ATTACHMENT 2: SYSTEMS CHANGE PERFORMANCE OUTCOMES (CONSORTIUM APPLICANTS)

This FOA requires applicants to develop a theory of change and assessment approach as part of their logic model (see Section I.A.2 and Appendix F: Logic Model). A key aspect of this process is developing project outcomes. As described in Sections IV.B.3 and IV.B.4, respectively, applicants must develop outcomes in eight areas and submit a table (as an attachment) indicating specific project outcomes in each area. Grantees identified two target outcomes of successful capacity building/systems change for each Core Element, as described in Section IV. B.3.b)(ii). Regarding Core Element 5, consortium applicants need only include the target outcomes for the option that they select.

The Department expects that these eight outcomes will flow from the assessment approach that applicants undertake, as outlined in their logic model.
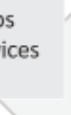
Definition of Terms

Baseline: The existing education and career training programs and infrastructure in each area that the grantee proposes to develop or enhance, as revealed by the gap analysis. The baseline can be quantitative (including "zero") or a qualitative description of the current state.

Target: The desired results of the project's intervention at the end of the grant period of performance described in both qualitative and quantitative terms.

Customized Outcomes For Consortium Grantees

Consortium leads must report against the proposed project outcomes as it aligns with Core Elements 1-5	
Core Element 1: Evidence-based Design	
Core Element 2: Sector Strategies and Employer Engagement	**Outcome Area 2a:** Increase in the level and depth of employer engagement and investment in educational and training programs **Outcome Area 2b:** Percent of employers that change policies to better support work-based learning opportunities and/or employment, retention, and advancement of career pathways participants
Core Element 3: Enhanced Career Pathway Programs and Accelerated Learning Strategies	**Outcome Area 3a:** Design or implementation of new, accelerated instructional techniques or technologies, including the use of advanced online and technology-enabled learning **Outcome Area 3b:** Measure of restructuring or alignment of educational and training programs based on local or regional labor market data
Core Element 4: Strategic Alignment with Workforce Development System	**Outcome Area 4a:** Increase in program and policy alignment across systems and/or decrease in duplicative services or service gaps **Outcome Area 4b:** Development of new and/or expanded partnerships among key system actors that results in streamlined or expanded services for participants

Customized Outcomes For Consortium Grantees

Consortium leads must report against the proposed project outcomes as it aligns with Core Elements 1-5	
Core Element 5: Innovative Systems Change **Option A: Accelerated Learning Pathways**	**Outcome Area 5a:** Measure of removing significant systemic barriers career pathways participants **Outcome Area 5b:** Increase in linkages developed throughout a career pathway to encompass bridge programs, career and technical training programs, and work-based training
Core Element 5: Innovative Systems Change **Or Option B: Statewide Data Integration/ Use**	**Outcome Area 5c:** Increased access to available data on stakeholders' activities, outputs, and outcomes **Outcome Area 5d:** Evidence of effective data sharing and data management

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