

Project Reports: Required



CaJOBS Participant Report

- In Real Time – as services are provided
- Activities/Services provided to Participants
- Input within 30 days

CaJOBS Expenditure Report

- Monthly/Quarterly Expenditures
- Cumulative (Cash + Accrued)
- If no expense = \$0 report
- Contractual charges in appropriate line items

Quarterly Performance Report

- QPR
- Narrative Form
- Accomplishments
- Obstacles encountered
- Best practices
- Newsworthy

When the reporting deadline falls on a weekend or holiday, reports are due on the last business day prior to the due date.



All reports are due on the 20th of the month following the end of the period
No Report/No Data Entered = Cash Hold

Quarterly Performance Report (QPR)

- Narrative Report – Template included with Quarterly Reminder Email Notification
- Share:
 - ✓ Accomplishments (What did you do? How did you do it?)
 - ✓ Obstacles encountered (Impediments and solutions)
 - ✓ Best practices (What works for you? Will it work for others?)
 - ✓ Newsworthy (Media coverage of project, positive participant stories, program's community contribution)
- Report based only on quarter covered (no duplication of past reports)
- Quarterly Performance Report (QPR) - Guidelines

<https://edd.connectsolutions.com/p5whq8nt5cjin/>

Submit to: WSBProjectManagement@edd.ca.gov

Quarterly Performance Report (QPR)

QUARTER	PERIOD COVERED	DUE DATE
1	<i>April - May – June / 2023</i>	July 20, 2023
2	July – August – September / 2023	October 20, 2023
3	October – November – December / 2023	January 20, 2024
4	January – February – March / 2024	April 20, 2024
5	April - May – June / 2024	July 20, 2024
6	July – August – September / 2024	October 20, 2024
7	October – November – December / 2024	January 20, 2025
8	January – February – March / 2025	April 20, 2025

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**ESE Grant Term Period June 1, 2023 – March 31, 2025*