

Status Reports

Monthly Reporting

This project is funded by state stimulus funds (“Recovery Funds”), and Grantees must report information as required for themselves and all contractors, subcontractors, and subrecipient entities performing work under this Program. This information must be provided no later than the 10th of each month. The reports must provide, at a minimum, the number of jobs created and the number of jobs training during the reporting period.

Biannual Reporting

Unless otherwise specified by the Department, the business will submit biannual progress reports to the Department until the goals contained in the plan have been achieved, and the business receives project closeout approval from the Department. The information must be provided no later than January 31 and July 31 for each year of the Contract and at closeout of the Contract. The reports must provide, at a minimum, evidence of total payroll and employment for statewide operations, information on training completed during the report period in reference to the training plan as submitted in the application, and future training goals for the next report period.