

All National Emergency Grant (NEG) recipients are required to provide Quarterly Performance Reports (QPRs). For the reason that Regional Innovation Grant (RIG) NEGs are planning grants, and therefore have a different reporting basis than other NEGs, it was necessary to customize an electronic reporting format specifically for RIGs.

The next NEG quarterly report is due on February 15, 1980. However, since the RIG electronic reporting module will not become fully operational until February 15, your RIG report will not be due until February 29, 2008.

Note that all future QPR's will be required to be submitted on, or before, the 45<sup>th</sup> day after the end of each quarter.

### **Report Description**

The RIG quarterly report provides a descriptive update on the planning activities for the RIG, and how these activities will result in the development of a comprehensive and integrated strategic regional plan.

The narrative report includes five sections:

- General Grant Information
- Challenges to Progress
- Successes
- Leveraged Resources Update
- Timeline for Completion

Attached you will find the Guide to Reporting for Regional Innovation Grants, which describes each section and its contents in detail.

Specific instructions for accessing and submitting the RIG QPR in the eSystem will be emailed to you on or before Thursday, February 14.

### **Contact**

For questions about content of the narrative report, please contact Kim Powell, (202) 693-3726, [powell.kimberly@dol.gov](mailto:powell.kimberly@dol.gov).

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