



Quarterly Narrative Reports

Department: Office of Economic & Workforce Development

Effective Date:

July 1, 2022

The quarterly narrative reports are due on the 10th day of the following month after the quarter ends (July, October, January and April). Provider is required to submit it before the deadline, as OEWD staff need to review and report to management in a timely manner. To extend the deadline for submission, provider must consult with their Program Specialist for advance approval.

Provider is asked to submit a participant success story as part of the narrative report. Provider needs to submit the OEWD photo release form with the narrative report if photos/ pictures are attached in the report.

It would be greatly appreciated if provider can rename the document as instructed below:

PY **22-23** **ORGANIZATION NAME** _ 1st /2nd /3rd/ 4th Quarter_Narrative_Report_

OEWD Photo Release Form_ **ORGANIZATION NAME** **NAME OF INDIVIDUAL**

Please use the narrative template and submit it in MS WORD or PDF format.

The narrative template, as well as the photo release form is also available under this procedure.

INQUIRIES

Inquiries should be addressed to the OEWD at 415-701-4848 or workforce.development@sfgov.org.

OEWD and its service providers shall follow this procedure. This procedure will remain in effect from the date of issue until such time that a revision is required.