Worker Advancement Initiative (WAI) Grant Quarterly Narrative Report

DWD-DET will use the information from this quarterly report to monitor the progress of the subaward, help the local WDB identify implementation challenges, and identify any best practices to be shared with others. DWD-DET will also use this information to complete required State and Federal reporting.

Reports are due no later than 30 days after the last day of the calendar quarter. Submit reports to: DETBWTWAIGrants@dwd.wisconsin.gov.

Section I: Grant Recipient Information
  A. Grant Recipient:
  B. Quarter Reporting (quarter end date):
  C. Subawards / Service Providers:

Section II: Progress of Subaward
  A. Provide a brief description of your project(s) and an update of your project(s)' progress for the quarter as it aligns with the goals and objectives outlined in the submitted project proposal. Include a description of key accomplishments and outcomes achieved.
  B. Provide a detailed update of outreach activities conducted this quarter. Provide a copy of any outreach documents (i.e., flyers, mailers) developed this quarter.
  C. Provide detailed updates on training services provided this quarter, including information on the types of training services provided.
  D. Provides detailed updates on work-based learning services provided this quarter.
  E. Provide detailed updates on wraparound services, including supportive services, provided this quarter. Include any new or innovative service delivery strategies and how the services contributed to a participant's ability to fully participate in grant-funded activities.
  F. Provide a detailed update of any performance improvement efforts conducted this quarter including monitoring, training, and technical assistance efforts directed to grant staff.
  G. Describe next steps or key areas of emphasis planned for the grant in the next quarter.
  H. If you have no updates for this section for this quarter, explain why.

Section III: Status Update on Employer Engagement Strategies
  A. Describe efforts taken this quarter to engage employers in this project. Examples could include:
     • Seeking input from local employers to identify their employee pipeline needs;
     • Securing employer commitment to interview, assess, train, and/or hire participants from this project;
     • Developing new employer partnerships;
     • Recruiting employers to serve as mentors to project participants;
     • Identifying new work-based training opportunities.
  B. Describe any positive employment outcomes for project participants.
  C. If you have no updates for this section for this quarter, explain why.

Section IV: Key Issues and Technical Assistance Needs

A. Summarize significant issues, or challenges (such as under-enrollment or dropouts) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Describe actions taken or plans to address the identified issues.
B. Describe any questions you have for DWD-DET and/or any technical assistance needs you have.

Section V: Significant Activities, Accomplishments, and Success Stories
A. Describe in detail any promising practices, innovative processes, and/or strategic partnerships your project developed or engaged in during this quarter.
B. If applicable, please provide any participant-level success stories from this quarter. In documenting the success story, please describe:
- Background, problem, issue, or concern prior to project involvement;
- Response or intervention provided by the project;
- Results and outcomes, including who benefitted and what changed or improved; and
- Evidence of the success, including how the data was obtained and the methods used to measure success.

Section VI: Data and Performance
A. Fill in the Data Report Table for the end of the reporting quarter. *Data entered will be cumulative, from the grant start to the present reporting quarter:**

Program Service	Round 2 Cumulative Participants	Round 2 Cumulative Services
Career Services (Excluding Work Experience)		
Training Services (Excluding OJT)		
On-the-Job Training (OJT) Only		
Work Experience		
Supportive Services/Wrap Around Services		
Incentive/Stipend Payments		
Other:		
Other:		

	Round 2 Cumulative Total
Services Rendered	
Participants Served	
Exits	

B. Fill in the Data Report Table for the end of the reporting quarter. **Data entered for this table is only from the quarter:**

	Quarter Total
Services Rendered in Quarter	
Participants Served in Quarter	
New Participants Entered this Quarter	
Exits Occurred in Quarter	