Department of Workforce Development

Division of Employment and Training

# FORWD DWG SUBAWARD QUARTERLY REPORT

DWD-DET will use the information from this quarterly report to monitor the progress of the subaward, help the subrecipients and/or project operators identify implementation challenges, and identify any promising practices to be shared with others. DWD-DET will also use the information to complete the ETA-9179 quarterly narrative report due to DOL.

Reports are due no later than 30 days after the last day of the calendar quarter. Submit progress reports to [DETWIOAAnalysts@dwd.wisconsin.gov](mailto:DETWIOAAnalysts@dwd.wisconsin.gov).

## SECTION I: PROJECT OPERATOR INFORMATION

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| Project Operator | |
| Subaward ID | Quarter Reporting End Date |

## SECTION II: PROGRESS TOWARD SUBAWARD GRANT GOALS

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| 1. Provide an update of your project's progress for the quarter. Include a description of key accomplishments and outcomes achieved. |
| 1. Provide an update of outreach activities conducted this quarter. Provide a copy of any outreach documents (e.g., flyers, mailers) developed this quarter. |
| 1. If applicable, provide a detailed update on the number of individuals participating in disaster relief employment and the type of work they performed this quarter. |
| 1. Provide a detailed update on supportive services provided this quarter, and how the services contributed to a participant's ability to fully participate in project-funded activities. |
| 1. Describe any other key activities completed this quarter, including partnership development and coordination with other organizations involved in addressing the opioid crisis. |
| 1. Provide a detailed update of any performance improvement efforts conducted this quarter including monitoring activities and training and technical assistance activities. |
| 1. Describe next steps or additional activities planned in the next quarter. |
| 1. If there are no updates for this section, explain why. |

## SECTION III: DEVELOPMENT AND IMPLEMENTATION OF EFFECTIVE PRACTICES AND PROGRAM MODEL STRATEGIES

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| 1. Describe the progress of project goals, benchmarks, milestones, special events, important deadlines, and deliverables. |
| 1. Provide any updates on key deliverables such as educational curriculum, websites, and other resources. |
| 1. Summarize any challenges or concerns that may have affected or slowed grant progress, and how the project intends to resolve them. |
| 1. Describe the next steps or key focus areas planned for the project in the next quarter. |
| 1. If there are no updates for this section, indicate such. |

## Section IV. Status Update on Strategic Partnership Activities

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| 1. Describe the partners that are currently involved in this project and the specific roles and contributions of each partner. |
| 1. Report any new partners that have been brought into the project or identify any previous partners that have left the project. |
| 1. Identify any challenges encountered and/or resolved in the development and management of the partnership(s). |
| 1. If you have no updates for this section, explain why. |

## SECTION V: KEY ISSUES AND TECHNICAL ASSISTANCE NEEDS

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| 1. Summarize any significant issues, or challenges encountered during the quarter and any resolution of issues or challenges identified in previous quarters. Describe actions taken or plans to address the identified issues or challenges. |
| 1. Describe any questions you have for DWD-DET and/or any technical assistance needs. |

## Section VI: Significant Activities, Accomplishments, and Success Stories

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| 1. Describe in detail any promising practices, innovative processes, and/or strategic partnerships your project developed or engaged in during this quarter. |
| 1. If available, please highlight one or two subaward- or participant-level success stories from this quarter. If providing a participant success story, ensure a release of information is on file. In documenting the success story, please describe:    1. background, problem, issue, or concern prior to the project involvement;    2. response or intervention provided by the project;    3. results and outcomes, including who benefited and what changed or improved; and    4. evidence of the success, including how the data was obtained and the methods used to measure success. |

## Section VII: Evidence and Evaluation

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| 1. If applicable, describe how you are using or planning to use data, evidence, and evaluation findings to make improvements to the project. Include a discussion on accomplishments, strategies being implemented, and any barriers to success. |
| 1. If applicable, please include information on any studies or evaluations you are conducting related to your project, including any internal evaluations. Describe the study, data source(s), and whether a third party is managing this project. |
| 1. As part of the evaluation described above (if applicable), or as a separate project, are you using, or do you plan to use administrative data to better understand the FORWD DWG, your subaward, or the population you are serving? If so, what data sources are you using, or would you like to use? What research or management questions can this data help answer? |
| 1. If you have no updates for this section, explain why. |

## SECTION VIII: PROJECT DATA REPORT

Fill in the Data Report Table for the end of each reporting quarter.

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| --- | --- |
| **Participants** | **Cumulative Number** |
| Number Receiving Career Services |  |
| Number Receiving Supportive Services |  |
| Number Receiving Training Services |  |
| Number Receiving Disaster-Relief Employment |  |
| Total Number of Participants | 0 |
| Exits |  |
| **Expenditures** | **Cumulative Amount** |
| Career Services Amount |  |
| Supportive Services Amount |  |
| Training Services Amount |  |
| Disaster-Relief Employment Amount |  |
| Administrative Costs |  |
| Total Expenditures | $ 0.00 |