



Wisconsin Fast Forward

*Grant Administration
Online Instructions:
WFF Final Report*

WFF Final Report Instructions

Accessing the WFF Online Data Entry System

To complete a Wisconsin Fast Forward Final Report, access to the Wisconsin Fast Forward (WFF) Awarded Grant System is required. Instructions can be found on the WFF website (http://www.wisconsinfastforward.com/wff_standard.htm). On the right menu bar under Grant Application Tools, click Grantee Tools and then Reporting. Click on WFF Online System Access Instructions.

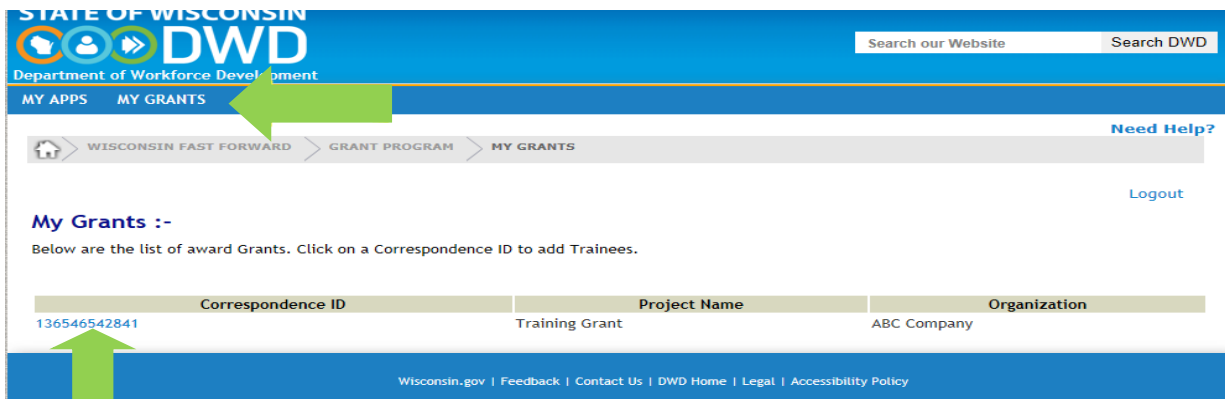
Note: The system times out after 120 minutes of inactivity. Save frequently using the **Save Incomplete** button to avoid losing data.

Creating the WFF Final Report

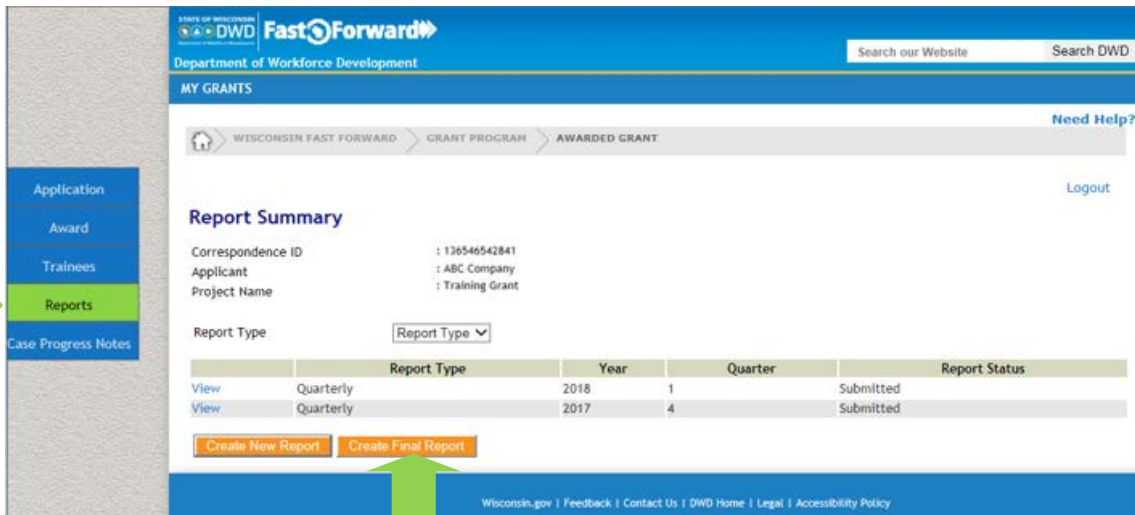
Once the WFF Online System Access Instructions are completed and authorization into the WFF Awarded Grants System is approved, select My Grants at the top of the page to access the awarded grant(s). Click on the appropriate grant under the Correspondence ID to enter grant data.

Before starting your final report ensure that trainee data is completed, all reports are submitted, and all reimbursement requests must be received. Please review instructions on the Grant Administration page under each of these areas to confirm all requirements have been completed.

Note: If the person filing the report was also the Application Writer, the writer will first land on the My Apps page.



Click Reports in the left menu; then, click the Create Final Report button. A Final Report template will be opened.



Complete the Final Report

Enter the year and quarter on which this Final Report is being submitted; then, Save Incomplete. This enables the orange Add Activity button to appear.

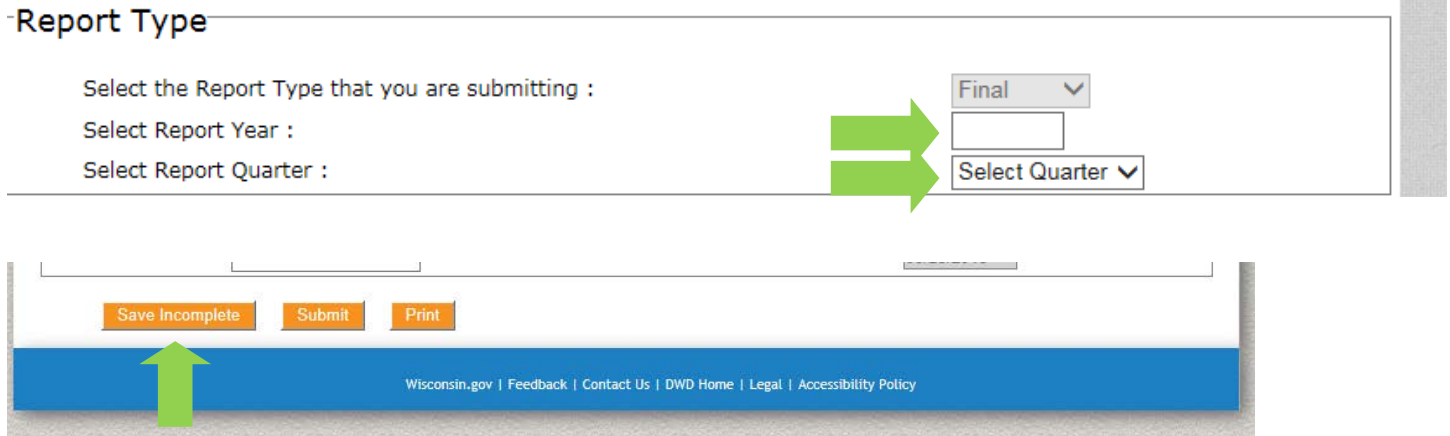
Report Type

Select the Report Type that you are submitting :

Select Report Year :

Select Report Quarter :

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(Note: Frequently click Save Incomplete at the bottom of the screen to avoid losing data.)

The Final Report Checklist

Complete the Checklist as appropriate. Double click the appropriate box for each section to place a checkmark.

Final Report Checklist for Grant Management

| | |
|---|--|
| <p>1. We have submitted requests for reimbursement for all expenditures incurred related to this grant as well as documentation for the match expenses.</p> | <input checked="" type="checkbox"/> Agree |
| <p>2. a.) We received more than \$500,000 in total FEDERAL funding in one business fiscal year that included this grant and have provided a copy of our state single audit(s) to the Department of Workforce Development.</p> <p>OR</p> <p>b.) We received more than \$250,000 in one grant round of Wisconsin Fast Forward funding that included this grant and have provided a copy of our independently conducted Project Audit to the Office of Skills Development. (As required by our signed contract.)</p> <p>OR</p> <p>c.) We did not meet the criteria for 2a. or 2b. and therefore no independent audit was required.</p> | <p>a.) <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Agree Date(s) submitted: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>b.) <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/> Agree Date submitted: <input type="text"/></p> <p>c.) <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Agree</p> |
| <p>3. We have entered all Trainee Data for all trainees who were trained under this grant in the WFF online data system.</p> | <input checked="" type="checkbox"/> Agree |
| <p>4. a.) We received funds through this grant to pay for curriculum development and have provided a copy of this curriculum to the state.</p> <p>OR</p> <p>b.) We did not receive any funds through this grant to pay for curriculum development.</p> | <p>a.) <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/> Agree Date submitted: <input type="text"/></p> <p>Comments: <input type="text"/></p> <p>Text Limit: 500 Text</p> <p>Entered: 0</p> <p>b.) <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Agree</p> |
| <p>5. With the submission of this report, we have completed all required reports related to this grant and request the submission of the retainage reimbursement request on our behalf.</p> | <input checked="" type="checkbox"/> Agree |

Project Timeline/Activities

Add all Project Activities as detailed in your contract and previous quarterly reports: Click [Import Activities from Previous Quarterly reports](#). Select the appropriate quarter in the drop-down menu to the right of this button. Repeat for all quarters that you completed a quarterly report.

Project Timeline Report

| Activity Type | Projected Start Date | Actual Start Date | Projected End Date | Actual End Date |
|---------------|----------------------|-------------------|--------------------|-----------------|
|---------------|----------------------|-------------------|--------------------|-----------------|

Ensure all Activity data is correct. Update any areas necessary. If you need add an additional activity that was omitted from a Quarterly Report, do so by selecting [Add Activity](#), choosing the appropriate activity type, and entering the required information. [Save](#) the new activity.

Don't forget to select [Save Incomplete](#) at the bottom of the screen to save your progress.

Total Number of Trainees Table

The Total Number of Trainees Table is a compilation of all trainee outcomes entered in the Trainee data system. Verify the summary data is accurate and complete compared to your records. The chart is auto-filled from the Trainee data and **CANNOT** be modified here.

Total Number of Trainees Trained by the Project

| Type of Trainees | Number in Database | Failed / Withdrawn / Unknown | Number / Percent Completed | Number / Percent Employed | Average Wage | Number / Percent w/ Wage Increase | Avg Wage Increase | Number / Percent improved to Permanent | Number / Percent improved to Full-Time | Placements |
|----------------------|--------------------|------------------------------|----------------------------|---------------------------|--------------|-----------------------------------|-------------------|--|--|------------|
| Unemployed | 2 | - / - / - | 2 / 100% | - | - | - / - | - | - / - | - / - | - |
| Underemployed | - | - / - / - | - / - | - | - | - / - | - | - / - | - / - | - |
| Incumbent - Existing | 9 | - / - / - | 9 / 100% | 9 / 100% | \$19.60 | - / - | - | - / - | - / - | - |
| Incumbent - New Hire | - | - / - / - | - / - | - | - | - / - | - | - / - | - / - | - |

Reason(s) that individual(s) trained were not hired or incumbent workers were not given a wage increase :

n/a

Text Limit: 4000 | Text Entered: 3

Awarded Grant Status: Open

Correspondence ID
Applicant
Project Name

Award

Trainee

Report

Trainee(s)

If data needs to be modified or added, [Save Incomplete](#) and return to the [Trainee Data](#) page to enter the necessary data there. Return to the Final Report to review the Total Number of Trainees Table which will automatically re-populate on re-opening. Repeat until the data is accurate and complete.

Provide detailed explanations in the text box for the reasons that any trainees were not hired, did not keep their jobs or were not given wage increases. Discuss what, if any, outcomes did not meet the original grant plans, and why things were different than expected. Answers may be drafted in a Word document, and then, "cut and pasted" to the online report. This allows access to spellcheck and count characters (text limit is 4000 characters).

Project Updates

Complete the text boxes:

Note: Answer the narrative questions in the Project Updates boxes. It may be easier to type the answers in a Word document, and "cut and paste" to the online report. This will allow you to spellcheck and count characters as text is limited to 4000 characters in each question.

Give complete answers to all questions. If a question is not applicable, please explain in a short sentence or put "N/A" as data must be entered in each box in order to save.

Project Updates

Please provide a summary of the project, including project milestones and a comparison of anticipated to actual results and the reason for the difference :

Text Limit: 4000 | Text Entered: 0

Please describe the challenges encountered during this project :

Text Limit: 4000 | Text Entered: 0

Did your project run according to schedule? Yes No

If 'No' then, please explain why :

Text Limit: 4000 | Text Entered: 0

Please describe specific outcomes and advantages of the training provided for business(es) involved :

Text Limit: 4000 | Text Entered: 0

Please provide a summary of skills obtained by the trainees during the project :

Text Limit: 4000 | Text Entered: 0

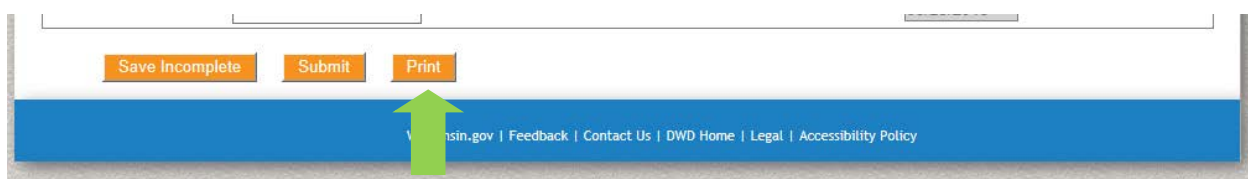
As the representative for the above identified Grantee, I certify that the above statements and the following report are accurate and complete. This serves as a request to complete our contract and close-out our grant award. By entering my initials below, I certify that to the best of my knowledge the information submitted is true and correct.

| | | | |
|---------|----------------------|-----------------------|---|
| Name : | <input type="text"/> | Signature(initials) : | <input type="text"/> |
| Title : | <input type="text"/> | Date : | <input type="text" value="09/14/2015"/> |

[Save Incomplete](#) [Submit](#) [Print](#)

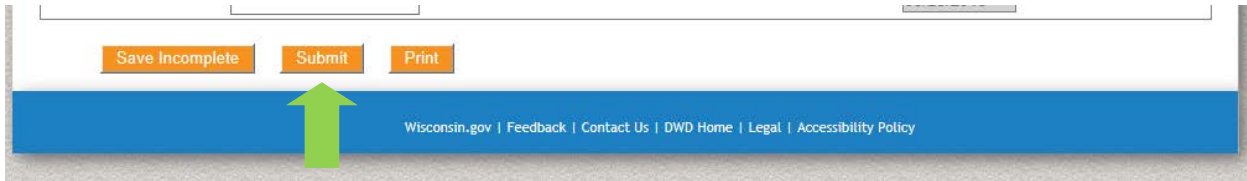
Final Steps

When the Final Report is complete, click [Save Incomplete](#) and carefully review the report for completeness and accuracy. Once fully satisfied, click [Print](#) which will open a new webpage with a printable PDF version for your files.



SUBMITTING Final Report

ONLY when all information is accurate and complete, click Submit. Beware, once Submit is clicked, the report **cannot** be changed. Submit is final.



Additional Help

For Technical Difficulty with the Online System:

- If you are experiencing difficulty logging in call the DWD Help Desk at 608-266-7252.
- If you have additional questions please contact the Wisconsin Fast Forward Staff:
 - Tegan McGillivray
E: TeganS2.McGillivray@dwd.wisconsin.gov
T: 608-267-7248
 - John Roos
E: John.Roos@dwd.wisconsin.gov
T: 608-266-5536