Department of Workforce Development State of Wisconsin

Division of Employment and Training

**WIG Final Report**

# Part A: Required Information

**For Workforce Innovation Grant (WIG) recipients this worksheet must be completed and submitted to** [**BWTGrants@dwd.wisconsin.gov**](mailto:BWTGrants@dwd.wisconsin.gov) **no later than August 31, 2025. Please fill out the information in its entirety. This report covers the final quarter of the grant period and the grant period as a whole. *Note: For staff purposes, do not save as a PDF.***

## Section 1: Grantee Information

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| --- | --- |
| Date | COMET Contract Number |
| Grantee Name | |
| Contact Name | Contact Title |
| Contact Phone | Contact Email |

## Section 2: Capital Expenditures

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| Over the life of the grant, were grant funds used to purchase any capital assets, including land, buildings, equipment, or other capital expenditures?  Yes  No |
| If Yes, please provide a list of the purchased capital expenditure(s) and cost(s) or attach a list as a separate document. |

## Section 3: Civil Rights Compliance

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| List or provide a copy of the log of complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations. Such log shall include a list of all reviews or proceedings based on the complaint, pending, or completed, including outcome for the grant performance period. If Grantee has not received any complaints under Title VI, please state so below. |

## Section 4: Lobbying Reporting

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| Has Grantee paid or does it expect to pay any funds, other than Federal appropriated funds, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal grant?  Yes  No |
| If Yes, has Grantee complied with the disclosure requirements set forth in 31 CFR Part 21?  Yes  No |

## Section 5: Executive Compensation Reporting

***Note: If Grantee answers Yes to questions 1 and 2, and No to question 3 below, reporting of compensation for certain individuals is required under 2. C.F.R. Part 170.***

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| 1. In its preceding fiscal year, did Grantee receive 80 percent or more of its annual gross revenue from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR § 170.320 (and subawards)?  Yes  No |
| 2. In its preceding fiscal year, did Grantee receive $25,000,000 or more in annual gross revenue from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards)?  Yes  No |
| 3. Does the public have access to information about the compensation of its five most highly compensated executives for the preceding completed fiscal year through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?  Yes  No |

# Part B: Federal and State Reporting

Grantee understands that the DWD-DET is required to submit quarterly and annual reports to the U.S. Department of the Treasury pursuant to ARPA. In addition, DWD-DET has public transparency obligations and subrecipient monitoring responsibilities under 2 C.F.R. Part 200 (Uniform Guidance). The Grantee shall provide DWD-DET with all information necessary to comply with all requirements of the U.S. Department of Treasury, DWD-DET, and other State and Federal agencies regarding reporting the uses of Grant Award funds, as designated in the sections below by DWD-DET. Such requests may include, but are not limited to, information from Grantees necessary for the Department to provide relevant and current Title VI information pursuant to 28 C.F.R. 42.406 (federal non-discrimination compliance reviews). Grantee will also provide DWD-DET with all information necessary to accomplish any public transparency reporting or Grantee monitoring that the Department deems necessary.

***Note: Please fill out the information in its entirety.***

## Section 6: Programmatic Reporting

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| Description of Project Activities throughout grant period. Include Dates/Project Timeline, Outcomes, Measures, etc. Include final progress toward achieving any Program Goals and Objectives identified in Attachment A of the grant agreement. Address the listed outcomes directly. Please attach additional pages as needed. If you did not meet or exceed a specific outcome, please explain the challenges encountered. |
| *Outcome 1:* |
| *Outcome 2*: |
| *Outcome 3:* |
| *Outcome 4:* |
| *Outcome 5:* |
| Additional Information: |

## Section 7: Programmatic Data

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| **Note**: all data in this section should be cumulative and represent the entire grant period. It should be a numerical representation of the activities discussed in Section 6. Please indicate if numbers provided are duplicated or unduplicated individuals. |
| Number of workers enrolled in (sectoral) job training programs: |
| Number of workers completing (sectoral) job training programs: |
| Number of people participating in summer youth employment programs: |
| Number of people who exited (started but did not complete) programs: |
| Number of people who received supportive services:    Supportive services are items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects. |
| Total number of unduplicated participants served (attended training programs and/or received supportive services): |

## Section 8: Promoting Equitable Outcomes

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| Summarize the efforts, throughout the life of the grant, to prioritize equity, achieve equitable outcomes, and overcome barriers to equity. |
| Describe how the project prioritized economic and racial equity as a goal throughout the life of the grant. |
| Using qualitative or quantitative descriptions, how were equitable outcomes achieved or promoted? |
| Describe any constraints or challenges to increasing equity encountered during the grant period. |
| Describe geographic and demographic distribution of funding, including the efforts to ensure traditionally marginalized communities have been targeted. |

## Section 9: Community Engagement

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| Describe stakeholders and relevant community engagement for the project throughout the life of the grant (e.g., community meetings, stakeholder interviews, surveys, digital campaigns, etc.). |
| List engagement numbers or metrics for ad campaigns, social media hits, website traffic, etc. (if applicable). |

## Section 10: Labor Practices (if applicable)

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| How did projects using strong labor standards to promote delivery of efficient, effective, and quality projects while supporting strong employment opportunities for workers? |

## Section 11: Use of Evidence

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| Were evidence-based interventions or program evaluations incorporated into projects? What role did these evaluations play in modifying existing projects or planning future projects? |
| List or attach any studies, research, or evaluations conducted with grant funds or focused on grant activities. Summarize conclusions. |

## Section 12: Other Communications Materials

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| Attach or describe participant narratives, storytelling, photos, etc. that highlight the successes of the grant. |

## Section 13: Sustainability and project outlook

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| Summarize the efforts made throughout the grant period to ensure project sustainability, continued funding, continued operation, etc. |
| Describe what elements of the project (programming, use of equipment or facilities, etc.) will continue past the grant period and the potential impact of these elements on the community over the next several years. |

## Section 14: Lessons learned/best practices

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| Describe the lessons learned by your organization during the grant period regarding grant management, project management, construction, programming, or any other area related to your grant activities. |
| Describe the best practices developed by your organization regarding grant management, project management, construction, programming, or any other area related to your grant activities. |

## Section 15: Federal Compliance requirements

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| Respond below if your organization complied with the following federal requirements as outlined in Attachment D of the Grant Agreement. If No, please explain. |
| Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200  Yes  No Explain: |
| Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25  Yes  No Explain: |
| OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180  Yes  No Explain: |
| Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200  Yes  No Explain: |
| Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20  Yes  No Explain: |
| Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655)  Yes  No Explain: |
| Generally applicable federal environmental laws and regulation  Yes  No Explain: |
| Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22  Yes  No Explain: |
| The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.)  Yes  No Explain: |
| Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794)  Yes  No Explain: |
| The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.)  Yes  No Explain: |
| Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.)  Yes  No Explain: |
| Protections for Whistleblowers in accordance with 41 U.S.C. § 4712  Yes  No Explain: |
| Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997)  Yes  No Explain: |
| Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009)  Yes  No Explain: |
| Publications produced with funds from this award displayed the following language: “This project [is being] [was] supported, in whole or in part, by federal award number SLFRP0135 awarded to [name of Grantee] via the Wisconsin Workforce Innovation Grant Program by the U.S. Department of the Treasury.”  Yes  No Explain: |
| Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,”  Yes  No Explain: |

# Part C: Signatures

**All grantees must complete this part.**

***Note: Typed signature is acceptable.***

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| Authorized Representative Signature | |
| Print Name | |
| Title | Date |

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| Staff Use Only |
| Approved By: |
| Date Reviewed and Approved: |
| Notes: |