Department of Workforce Development State of Wisconsin

Division of Employment and Training

**WIG Quarterly Report**

**Part A: Required Information**

**For Workforce Innovation Grant (WIG) recipients this worksheet must be completed and submitted to** [**BWTGrants@dwd.wisconsin.gov**](file:///C%3A%5CUsers%5Cdilloactty%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CY81V7OXC%5CBWTGrants%40dwd.wisconsin.gov) **in accordance with Article 8. Reporting Requirements of your Grant Agreement.** **Please fill out the information in its entirety. *Note: For staff purposes, do not save as a PDF.***

**Unless the Department communicates an alternate deadline or Grantee requests extension via email, grantee will follow reporting periods outlined in Grant Agreement.**

**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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| In the next six-month period, will grant funds be used to purchase any capital assets, including land, buildings, equipment, or other capital expenditures that have not received prior written approval from DWD?[ ]  Yes [ ]  No |
| If Yes, please provide a list of the planned capital expenditure(s) and estimated cost(s) or attach a list as a separate document.      |

**Section 3: Other Changes**

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| Do you have any other requests or information you would like to share with the Department for the upcoming reporting period (For example, requests for technical assistance, upcoming events related to your project, requests to modify your grant agreement, etc.)?[ ]  Yes [ ]  No |
| If Yes, please provide additional information.       |

**Section 4: 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 5: 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 Code of Federal Regulations (CFR) Part 21?[ ]  Yes [ ]  No |

**Section 6: Executive Compensation Reporting**

***Note: If Grantee answers Yes to questions 1 and 2, and No to question 3 below, Grantee should report compensation for certain individuals in accordance with 2. CFR Part 170 as per the Grant Agreement.***

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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 subgrants)?[ ]  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 subgrants)?[ ]  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 the American Rescue Plan Act (ARPA). In addition, DWD-DET has public transparency obligations and Grantee compliance monitoring responsibilities following 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 7: Programmatic Reporting**

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| The Grantee will describe activities performed during the previous period, describe activities to be performed during the upcoming period, and provide an update as to the performance in Attachment A, Programmatic Goals and Objectives since the inception of the Grant Agreement to the present reporting quarter. Include Dates, Outcomes, Measurables, etc. Include progress toward achieving any Program Goals and Objectives identified in Attachment A of the grant agreement. Please attach additional pages as needed.      |

**Section 8: Programmatic Data**

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| Provide numerical values to the following three participant metrics. Please note: DWD uses this as part of federal reporting.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:      |

**Section 9: Promoting Equitable Outcomes**

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| How do projects administered by the Grantee prioritize economic and racial equity as a goal?     Using qualitative or quantitative descriptions, how were equitable outcomes achieved or promoted?     Describe any constraints or challenges to increasing equity.     Describe geographic and demographic distribution of funding, including the efforts to ensure traditionally marginalized communities have been targeted.      |

**Section 10: Community Engagement**

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| How has the Grantee engaged with stakeholders and relevant communities for these projects (e.g., community meetings, stakeholder interviews, surveys, digital campaigns, etc.)?      |

**Section 11: Labor Practices (if applicable)**

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

**Section 12: Use of Evidence**

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| What role will/do evidence-based interventions or program evaluations incorporated into projects?      |

**Section 13: Other Communications Materials**

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| Narratives, storytelling, photos, etc.      |

**Part C: Signatures**

**All grantees must complete this part.**

***Note: Typed signature is acceptable so long as Grantee signatory has internally reviewed and approved.***

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

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| **Staff Use Only** |
| Planned Capital Expenditures Approved?[ ]  Yes [ ]  No [ ]  N/A | Approved By:      |
| Other Changes Approved?[ ]  Yes [ ]  No [ ]  N/A | Date Reviewed and Approved:      |
| Notes:      |