

## Trade and Economic Transition National Dislocated Worker Grant (Retail DWG) Subgrant Quarterly Progress Report

DWD-DET will use the information from this quarterly report to monitor the progress of the subgrant, help the local WDB identify implementation challenges, and identify any best 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 [DETWIOAnalysts@dwd.wisconsin.gov](mailto:DETWIOAnalysts@dwd.wisconsin.gov).

### Section I: Project Operator Information

A. Project Operator

B. Subgrant ID

C. Quarter Reporting (quarter end date)

### Section II: Progress of Subgrant

- A. Provide an update of your project's progress for the quarter as it aligns with the goals and objectives outlined in the submitted project plan. Include a description of key accomplishments and outcomes achieved.

- B. Provide a detailed updates 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 offered this quarter.

- D. Provide detailed updates on supportive services provided this quarter, any new or innovative delivery strategies, and how the services contributed to a participant's ability to fully participate in subgrant-funded activities.

- E. Provide a detailed update of any performance improvement efforts conducted this quarter including monitoring, training and technical assistance efforts directed to service providers.

F. Describe next steps or key areas of emphasis planned for the subgrant in the next quarter.

G. If you have no updates for this section for this quarter, explain why.

### **Section III: Development and Implementation of Effective Practices and Program Model Strategies**

A. Describe how the Retail DWG program model (i.e. increased funding caps for training and supportive services, and proactive outreach efforts conducted) has helped more effectively serve dislocated workers from the retail sector, specifically workers with histories of low-pay, low-skill jobs.

B. Describe any lessons learned this quarter and how you will integrate those lessons into ongoing subgrant activities.

C. If you have no updates for this section for this quarter, please explain why.

**Section IV: 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 V: Key Issues and Technical Assistance Needs**

- A. Summarize significant issues, or challenges (such as under-enrollment or drop outs) 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 VI: 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 appropriate, please highlight one or two subgrant- or participant-level success stories from this quarter, with the participant's expressed permission (if providing a participant success story). In documenting the success story, please describe:
- a. background, problem, issue, or concern prior to the project involvement;
  - b. response or intervention provided by the project;
  - c. results and outcomes, including who benefited and what changed or improved; and

- d. evidence of the success, including how the data was obtained and the methods used to measure success.

## **Section VII: Evidence and Evaluation**

- A. 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.

- B. 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.

- C. 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 Retail DWG, your subgrant, 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 these data help you answer?

- D. If you have no updates for this section for this quarter, explain why.

### **Section VIII: Additional Information**

- A. Describe any leveraged resources provided to your project this quarter, if applicable. If leveraged resources were provided this quarter, please include the organization(s) that contributed the resources, ways in which the resources were used during the current quarter, cumulative amount of leveraged resources, and type of leveraged resources (cash or in-kind).



- B. Provide other important subgrant-specific information not yet captured in other sections of this report, including any products, outside of outreach materials, developed as part of this project.

### Section IX: Project Data Report

- A. List any new eligible dislocation events from qualifying employers in your workforce area during this quarter. Include RRETS event IDs.

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

Participants	Cumulative Number
Total	
Number Receiving Career Services	
Number Receiving Supportive Services	
Number Receiving Training Services	
Exits	
Expenditures	Cumulative Amount
Career Services Amount	
Supportive Services Amount	
Training Services Amount	
Administrative Costs	
Total Expenditures	