



## **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 ([www.wisconsinfastforward.com](http://www.wisconsinfastforward.com)). On the left side menu bar, click Grant Program and then Grant Administration. Scroll down to the WFF Online System and Grant Reporting section, and click WFF Online System Access Instructions.

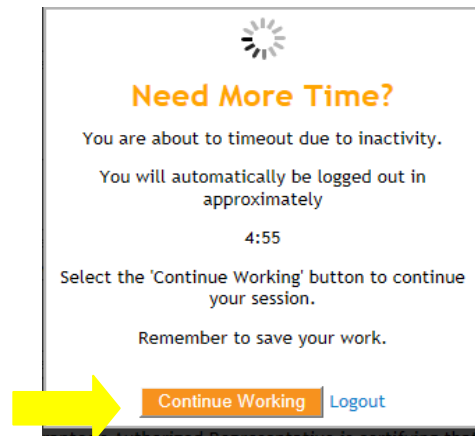
The screenshot shows the top navigation bar of the State of Wisconsin Department of Workforce Development (DWD) website. The main menu includes HOME, FOR BUSINESS, FOR INDIVIDUALS, and DIVISIONS. Below this is a secondary menu with a home icon and the text GRANT PROGRAM. A sidebar on the left contains links for Blueprint for Prosperity, Skills Development Inquiry, Grant Program (highlighted with a yellow arrow), and Grant Announcements. The main content area is titled "Grant Program" and contains introductory text about the \$15 million program and a link to an "OSD inquiry form".

This screenshot shows the "Grant Administration" section of the website. The left sidebar has a yellow arrow pointing to "Grant Administration". The main content area is titled "Grant Administration Handbook" and includes sections for Grant Information, Communication, Grant Management, and WFF Online System and Grant Reporting. A yellow arrow points to the "WFF Online System and Grant Reporting" section, which contains links for "WFF Online System Access Instructions" and "Trainee Data Reporting".

Or click on the link below to go directly to this page:

[http://wisconsinfastforward.com/grant\\_administration.htm](http://wisconsinfastforward.com/grant_administration.htm)

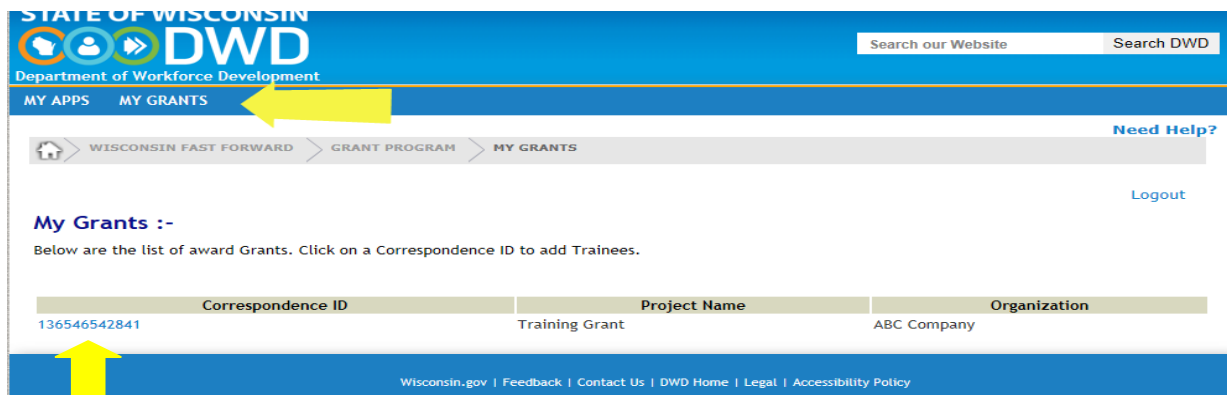
**Note:** The system times out after 30 minutes. A window will open to give advance notice of how many minutes are left before it will automatically exit to the orange logon box. Click Continue Working to avoid losing data.



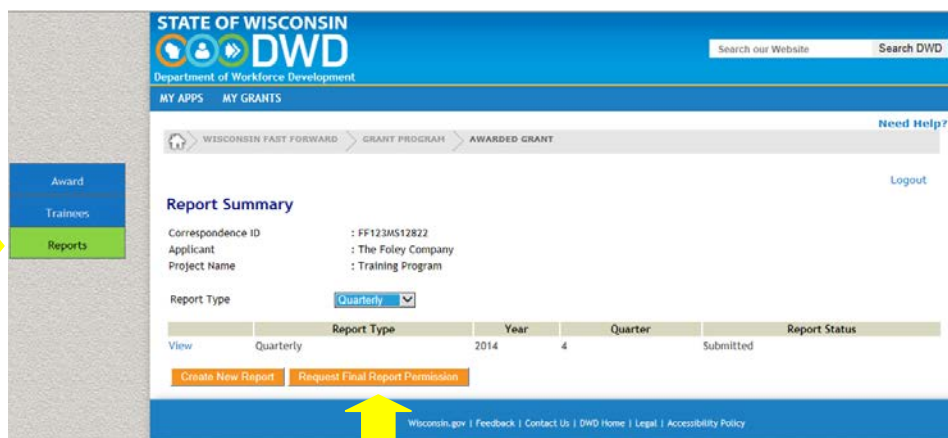
## Creating the WFF Final Report

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.

**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 Request Final Report Permission button.

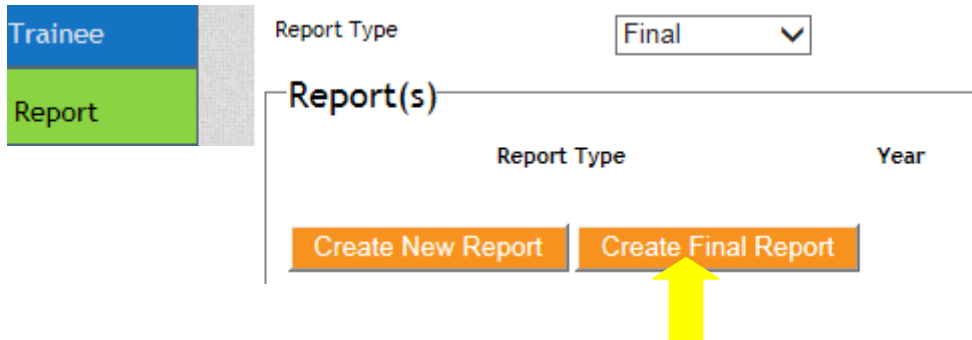


An authorization email will be generated within one business day to provide access to the Final Report. Please contact WFF if this authorization does not arrive after two business days ([WFFgrants@dwd.wisconsin.gov](mailto:WFFgrants@dwd.wisconsin.gov)).

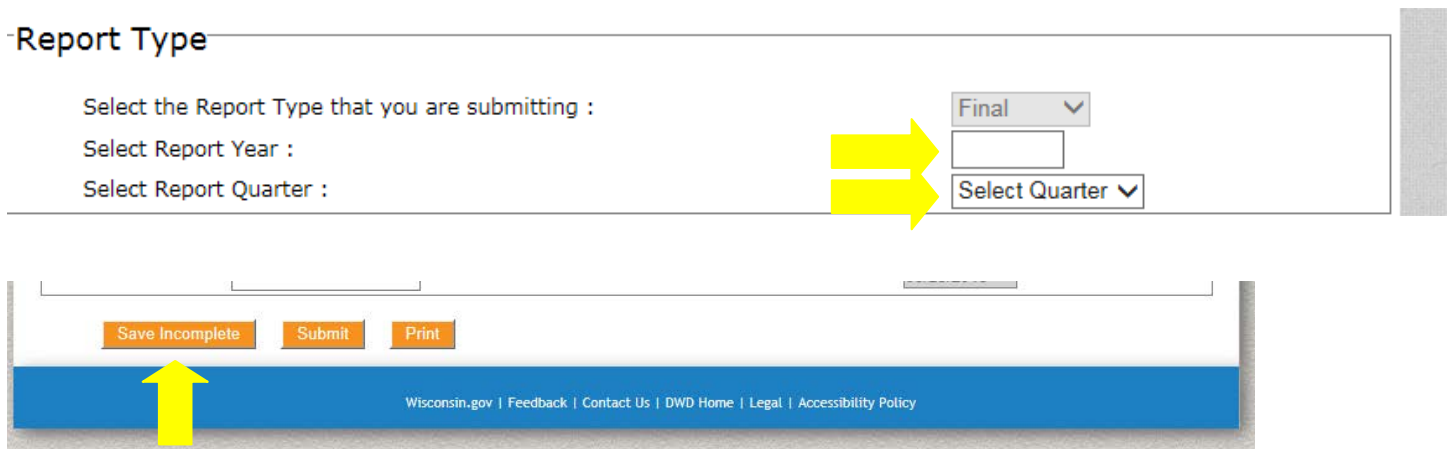
Before authorization will be granted, trainee data must be completed, all reports submitted, and all reimbursement requests must be received. Please review instructions on the Grant Administration page under each of these areas to confirm all requirements have been completed prior to requesting authorization.

## Complete the Final Report

Click Reports in the menu to return to the Report(s) page for the completed grant. You will notice the orange button has now changed to Create Final Report. Click on Create Final Report and a Final Report template will be opened.



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



**(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 [Add Activity](#). A Final Activity window will open. **Please add an activity for each project activity conducted during the entire project (curriculum developed, training course, trainee recruitment, and placement/hiring).** Click [Select Activity](#) to reveal the drop down box choices, and fill in the required detail for each.

### Entering Activities

**Note:** Each Activity has specific data to enter. Enter the following for all Activity types:

- Select the Activity from the drop down
- Enter the Projected Start Date of the Activity
- Enter the Actual Start Date of the Activity
- Enter the Projected End Date of the Activity
- Enter the Actual End Date of the Activity
- Provide a short description and evaluation of the activity
- Click Save Activity
- Click [Save Incomplete](#) at the bottom of main screen

**Frequently click [Save Incomplete](#) at the bottom of the screen to avoid losing data.**

**Note:** Answer the narrative questions in the Overall Comments about the Activity field. Answers may be drafted in a Word document, and then "cut and pasted" to the online report. This allows access to spell check and count characters (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 Timeline Report

Activity Type	Projected Start Date	Actual Start Date	Projected End Date	Actual End Date	
<a href="#">Curriculum Development</a>	05/01/2014	05/01/2014	05/30/2014	05/30/2014	<a href="#">Delete</a>
<a href="#">Trainee Recruitment</a>	07/01/2014	07/01/2014	04/30/2015	04/30/2015	<a href="#">Delete</a>
<a href="#">Training Course [Occupational Maintenance Training]</a>	07/15/2014	07/15/2014	08/05/2014	08/05/2014	<a href="#">Delete</a>



#### Progress Activity

Select type of Activity : Select Activity

Projected Start Date :       Projected End Date :

Actual Start Date :       Actual End Date :

Overall Comments About the Activity :

Text Limit: 4000 | Text Entered: 0

[Save Activity](#)

#### Progress Activity

Select type of Activity : Curriculum Development

Projected Start Date :       Projected End Date :

Actual Start Date :       Actual End Date :

Overall Comments About the Activity :

Text Limit: 4000 | Text Entered: 0

[Save Activity](#)

### Progress Activity

Select type of Activity : Trainee Recruitment

Projected Start Date :

Actual Start Date :

Projected End Date :

Actual End Date :

Overall Comments About the Activity :

Text Limit: 4000 | Text Entered: 0

Save Activity

### Progress Activity

Select type of Activity : Placement / Hiring

Projected Start Date :

Actual Start Date :

Projected End Date :

Actual End Date :

Overall Comments About the Activity :

Text Limit: 4000 | Text Entered: 0

Save Activity

### Progress Activity

Select type of Activity : Training Course

Projected Start Date :

Actual Start Date :

Projected End Date :

Actual End Date :

Course Title :

Number of Trainees at Beginning of Course :

Number of Trainees at Conclusion of Course :

Occupations:

Search by Job Title :  Search Clear Search [About](#)

O\*NET Occupation: O\*NET

O\*NET Occupation: O\*NET

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Overall Comments About the Activity :

Text Limit: 4000 | Text Entered: 0

Save Activity

The Training Course activity pop-up requests additional information. Include the number of trainees that started the course and the number that completed. Also include all the related O\*NET codes for trainees in the course. To access a list of relevant O\*NET Codes, type in the job title you are planning to train. Click Search. Then, in the drop down box, pick the applicable code. Click the plus (+) arrow key to add all occupation codes for the type of positions that will be trained. Reference the original grant application to review the O\*NET Codes associated with the project or click on the About O\*NET link to access more information.

Occupations to be trained:

Search by Job Title:  Search Clear Search [About O\\*NET](#)

O\*NET Occupation: Welding, Soldering, and Brazing Machine Setters, C

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Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders (51-4122)

## 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.

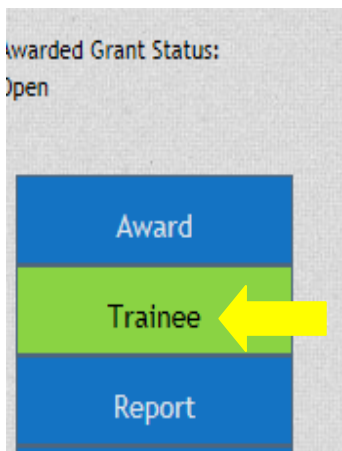
Total Number of Trainees Trained by the Project

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



If data needs to be modified or added, return to the Trainee data page and enter the necessary data there; then, Save Incomplete, and 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 is limited to 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

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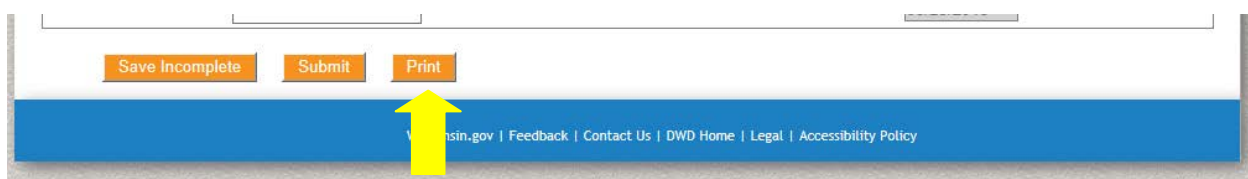
As the representative for the above identified Grantee, I certify that the above statements and the following report are accurate and complete. This serves as a request to complete our contract and close-out our grant award. By entering my initials below, I certify that to the best of my knowledge the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

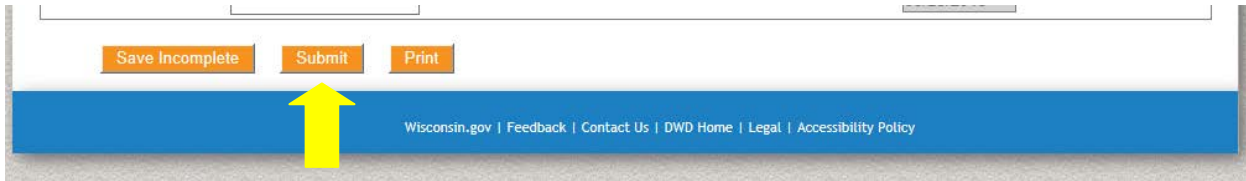
## Final Steps

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***

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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:
  - John Roos  
E: [John.Roos@dwd.wisconsin.gov](mailto:John.Roos@dwd.wisconsin.gov)  
T: 608-266-5536
  - Roselynn Bittorf  
E: [Roselynnl.Bittorf@dwd.wisconsin.gov](mailto:Roselynnl.Bittorf@dwd.wisconsin.gov)  
T: 608-267-7248