STATE OF WISCONSIN

DWD

Department of Workforce Development

Wisconsin Fast Forward

Grant Administration Online Instructions:

WFF Quarterly Progress Report

WFF Quarterly Progress Report Instructions

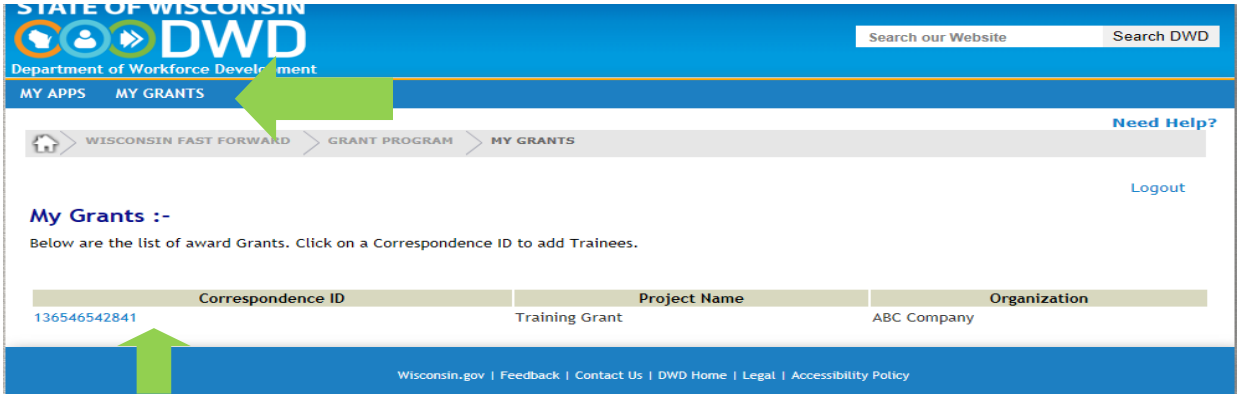
Accessing the WFF Online Data Entry System

To complete a Wisconsin Fast Forward Quarterly Progress Report you need to have access to the Wisconsin Fast Forward (WFF) Awarded Grant System. 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.

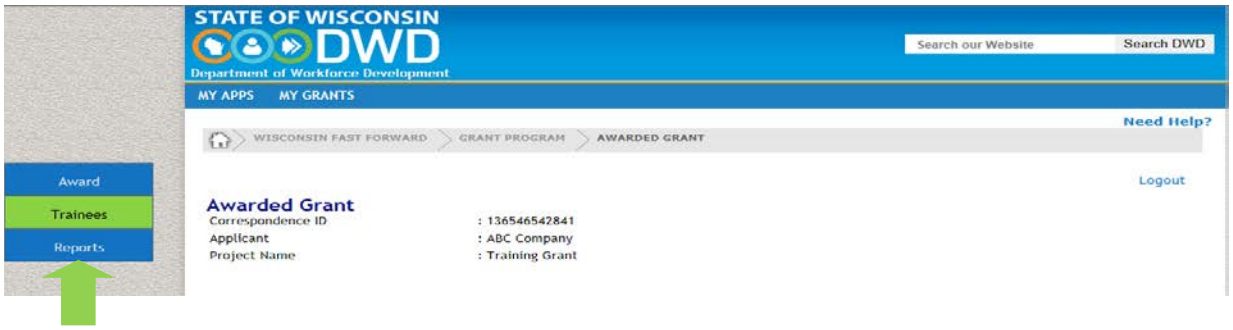
Note: The system times out after 120 minutes of inactivity. Save data using the Save Incomplete button to avoid losing data.

Completing the WFF Quarterly Progress Report

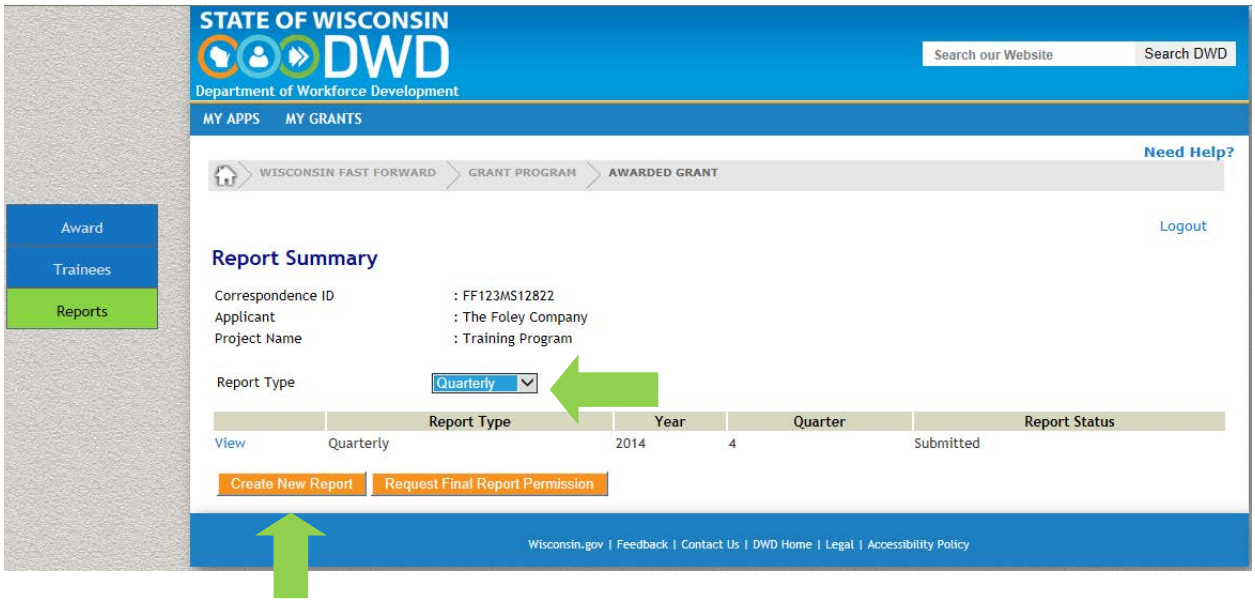
After logging into the WFF Awarded Grants System, select the My Grants tab at the top of the page to access your grant(s) and enter grant data. If you were also the Application Writer, you will land on the "My Apps" page. Select My Grants at the top of the page to access your grant(s). Click on the appropriate grant under the Correspondence ID to enter grant data.



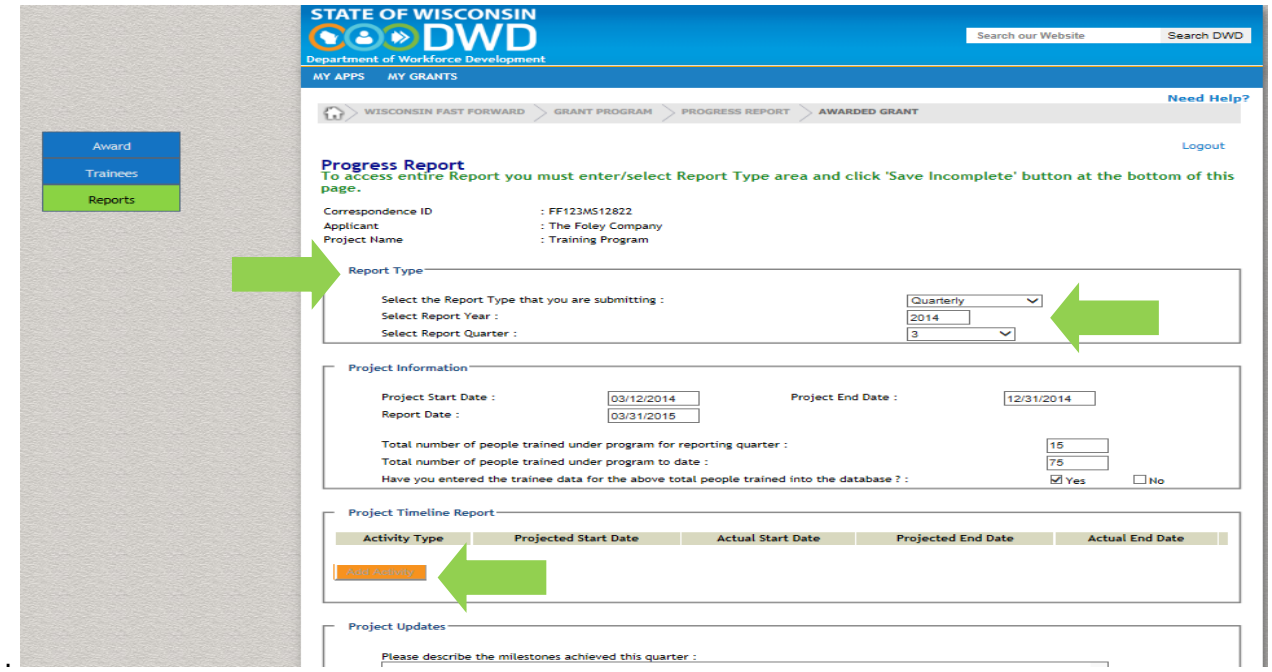
Click on Reports on the left side menu bar.



Click on the Report Type, select Quarterly from the dropdown and click on Create New Report.



A Progress Report template will be opened. To create and enter data in the Progress Report, you must first complete the information in Report Type section and click the Save Incomplete button at the bottom of the screen. This will enable the orange Add Activity button and allow you to complete the report.



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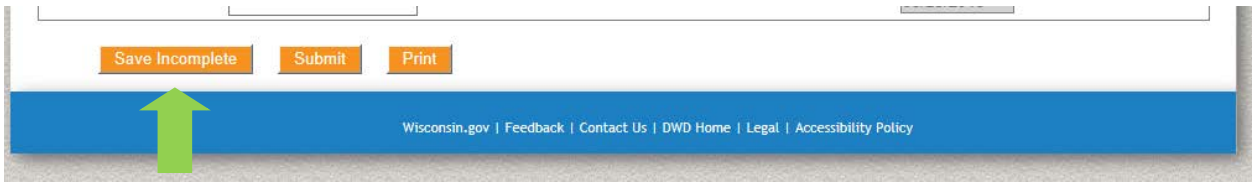
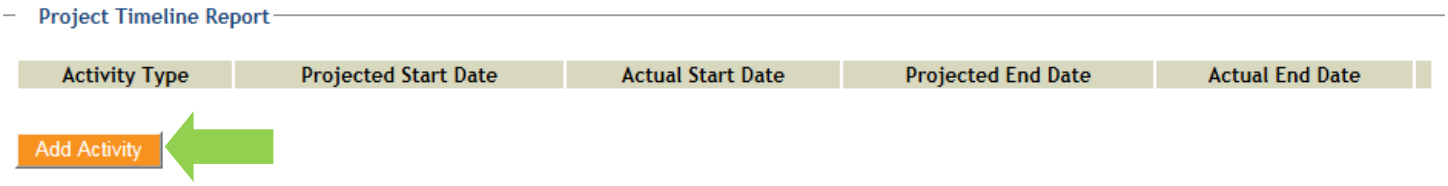
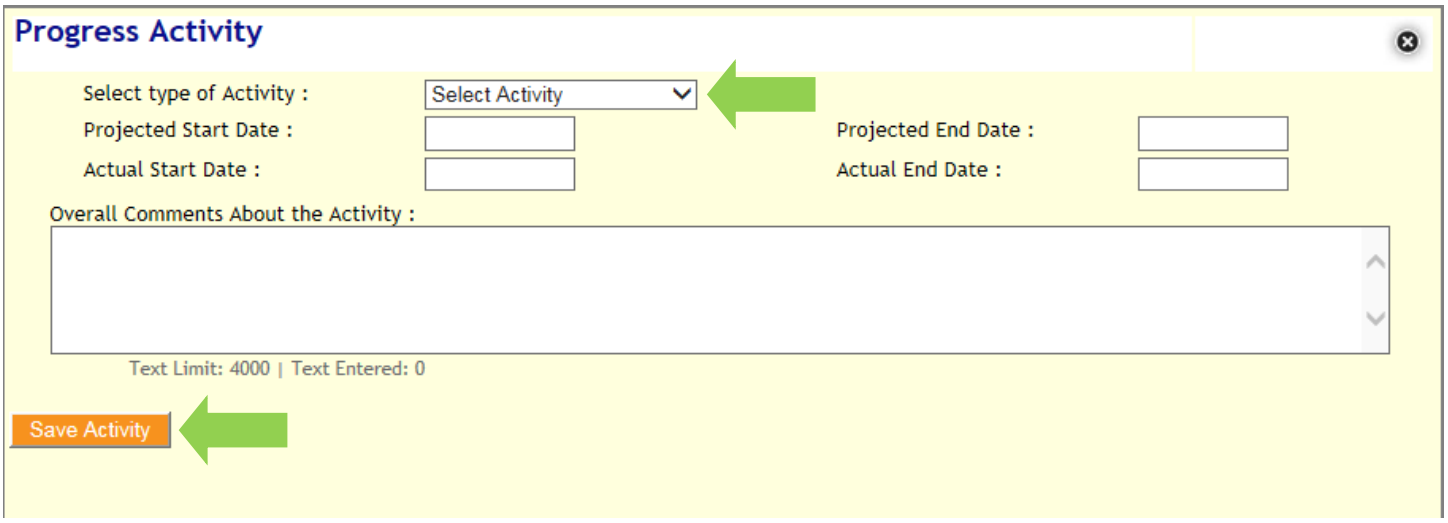


(Note: Frequently click Save Incomplete at the bottom of the screen to avoid losing data)

Complete the Project Information section. Click on Add Activity. A Progress Activity window will open. **You will add an activity for each activity started, continued or completed this quarter.**





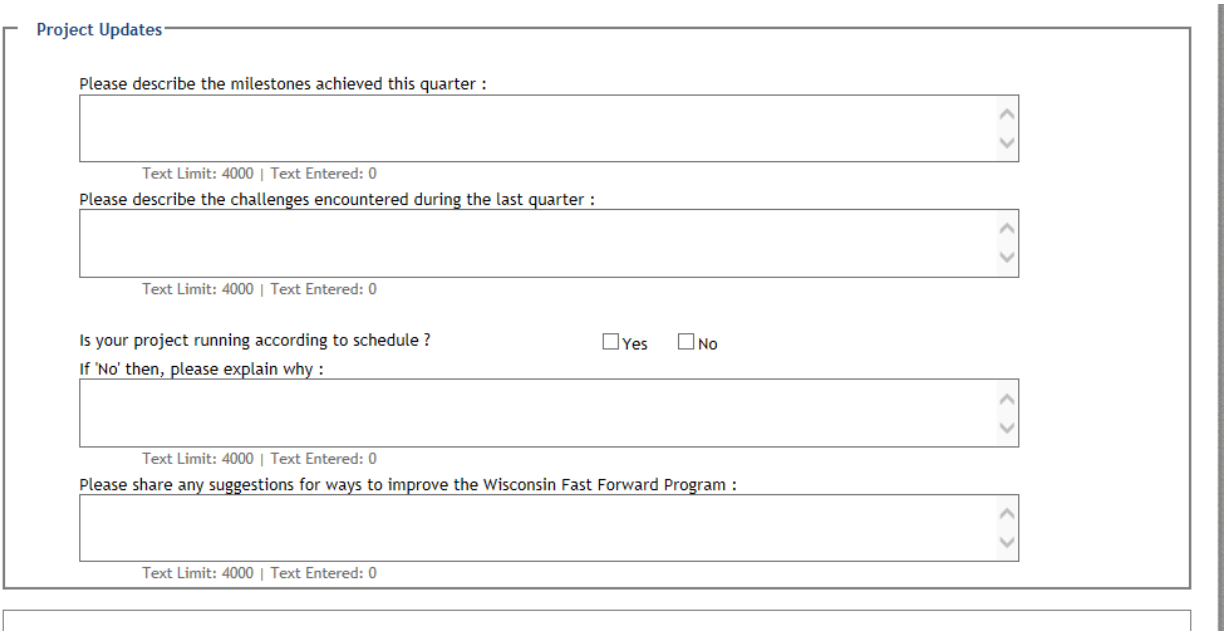
Entering Activities:

- **If your activity is Training Course**, be prepared to fill in additional information. Please note that this information must align with what was indicated in your application. If it does not, or you are unsure, contact OSD. You will need to fill out:
  - Course Title
  - Number of Trainees at Beginning of Course
  - Number of Trainees at Conclusion of Course
  - Occupations (O*NET Occupation) trained.
- **If your activity has started this quarter and has completed this quarter**:
  - Select the activity from the drop down
  - Enter the Projected Start Date
  - Enter the Actual Start Date
  - Enter the Projected End Date
  - Enter the Actual End Date
  - Provide a short description and status update on the activity
  - Click Save Activity
  - Click Save Incomplete at the bottom of main screen
- **If your activity has started this quarter, but has not completed this quarter**:
  - Select the activity from the drop down
  - Enter the Projected Start Date
  - Enter the Actual Start Date
  - Enter the Projected End Date
  - Enter the same date for Projected End Date and Actual End Date
  - Provide a short description and status update on the activity
  - Click Save Activity
  - Click Save Incomplete at the bottom of main screen
- **If your activity started in a previous quarter and has completed this quarter**:
  - Select the activity from the drop down
  - Enter the Projected Start Date from your previous report
  - Enter the Actual Start Date from your previous report

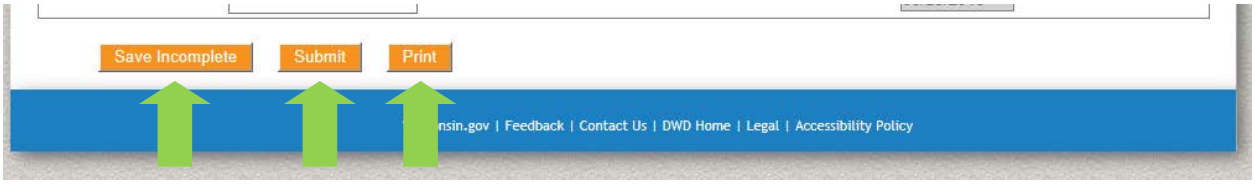
- Enter the Projected End Date from your previous report
- Enter the Actual End Date
- Provide a short description and status update on the activity
- Click Save Activity
- Click Save Incomplete at the bottom of main screen

- **If your activity started in a previous quarter and has not completed this quarter**:
  - Select the activity from the drop down
  - Enter the Projected Start Date from your previous report
  - Enter the Actual Start Date from your previous report
  - Enter the Projected End Date from your previous report or adjusted to reflect changes in plan
  - Enter the same date for Projected End Date and Actual End Date
  - Provide a status short description and update on the activity
  - Click Save Activity
  - Click Save Incomplete at the bottom of main screen

Answer the narrative questions in the Project Updates section. 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 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 to the situation in the current quarter, please explain in a short sentence or put "N/A." You must enter data in each box to save.



When you have completed the Project Update section, click Save Incomplete and carefully review your report for completeness and accuracy, as once you submit the report it can not be changed. Click print and save to a pdf for your files. Click Submit to submit your report for OSD review.



Quarterly Report Deadlines

Quarterly Reports are due on the 15th of the month following the end of a quarter. If the 15th is a nonbusiness day, your report is due the next business day. Refer to your contract for all quarters your are required to submit a quarterly report. Failure to complete two (2) or more quarterly reports is considered grounds for cancellation of our grant due to contractual noncompliance.

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