STATE OF WISCONSIN
DWD
Department of Workforce Development

Wisconsin Fast Forward

Final Report

Instructions for:	Completing and Submitting the Final Report
Purpose:	The Final Report serves three functions: 1. **As an evaluation tool for the grantee:** *This is an opportunity for you to review the work done on the grant, consider the outcomes, and learn how to improve for the future.* 2. **As a grant management tool for the OSD to:** • *Ensure completion of the project* • *Evaluate project outcomes* • *Assess the OSD performance* • *Calculate overall return on investment for the project and program.* 3. **As a reporting tool for the OSD to:** • *Collect trainee numbers, training timelines, and overall program progress to include in statutorily required reports to the legislature.* • *Create transparency and accountability for taxpayers and stakeholders.*
Process:	1. Anytime up until your Final Report is due you may request access through the online system to file your online report. 2. If the OSD review determines your project is ready to finish, access to the Final Report will be granted. 3. You should report overall project information in the report. 4. By the Final Report due date on your contract, you must submit the online report.
Additional Information:	Online Access and Data Entry Guide Contract – Section I: Reporting Dates and Section III: General Conditions