WIPA Quarterly Performance Report

NOTE: Each report should cover one of the three three-month periods listed below and note one change; the last report should cover a two-month period:

- August 1 through October 31; (include start-up activities)
- November 1 through January 31; (include start-up activities)
- February 1 through April 30; and
- May 1 through June 30.

Please identify the three-month or two-month period applicable to this report:

Date of report:

Grant Number:

Name of Project:

Address:

Organization Telephone:

Project Director:

Has any of the contact information changed for this project during the reporting period? If so, please indicate what information has changed.

Project and Operational Activities:

Describe your project's status regarding the requirements of the new cooperative agreement. Describe how you are handling distance services. How are you reducing Information and Referral (I&R) services? How are you managing Help Line referrals?

Personnel:

List all current staff on the WIPA personnel form and include their titles and any staff changes during this performance period. Provide suitability status for all personnel listed on the grant. Provide the number of hours per week each staff person works directly on WIPA activities.

Training:

List training completed by staff during this three-month reporting period (name of training, date, number of hours of training, and training provider). Please include any VCU training attended, as well as any state and local benefit training. Does the staff have any unmet training needs?

Outreach:

Describe any outreach activities or collaborations with community partners during the reporting period. Highlight outreach with underserved populations such as youth under age 25, youth in transition, members of minority populations, Veterans and specific disability or targeted groups.

Challenges:

Briefly describe some of the challenges the project experienced for this reporting period. Describe how you resolved the challenge.

Highlights and Success Stories:

Provide highlights for this reporting period. Do not include information already captured in the ETO data system or described in other reports. Provide at least one brief success story related to your project's WIPA services. Outline how the services may have helped the beneficiary meet his or her employment goals. Describe unique employment outcomes; instances where the WIPA made the difference in securing, increasing, or retaining employment or self-employment.