

## Final WIPA Report Template

Name of WIPA:

Address:

Grant Number:

Executive Director:

Project Director:

Reporting Period: August 1, 2013 through July 31, 2015

**Instructions:** This template is for guidance only. Include information that is responsive to the categories and questions below. You may add any relevant information you feel will enhance your final report. Please try to limit your narrative to no more than six double-spaced pages (three single spaced pages). Do not hesitate to contact your project officer with any questions.

### **A. Organization and Management**

Please provide information about your WIPA according to the following categories:

- The agency or organization that sponsored the program;
- Any additional funding sources that permitted you to expand WIPA services;
- Your subcontractors if you had any;
- Your service model - how you managed your caseload; and
- The demographics of the area you served.

### **B. Staffing and Personnel**

- Describe your staff: specifically the key personnel;
- Tell us about your CWICs and other direct service staff, for example when they completed initial training, when they received certification, and their levels of expertise; and
- Discuss some of the challenges they encountered providing services.

What do you see as the ideal staffing situation?

### **C. Training**

Describe the training opportunities that have been the most valuable to you and your staff:

- Provide a description of the ways that you have used VCU's training and technical assistance services. What training options would you recommend we provide for CWICs and other WIPA staff in the future?
- What strategies have you used to acquire training and support for your staff on State and local benefits?

### **D. Beneficiary Services**

Describe the nature and demographics of the beneficiary populations you have served and:

- Describe any feedback beneficiaries have offered informally;
- Discuss achievements, accomplishments, and any notable employment outcomes;
- Describe the impact the WIPA has had on employment in your area and how the WIPA has contributed to your community, region, and State;
- Share pertinent beneficiary data;
- Share your recommendations regarding beneficiary services; and
- Describe how you would improve WIPA outcomes.

### **E. National Data Collection**

Please provide a brief description of your experiences with the National WIPA Data System (Efforts to Outcomes – ETO). Was the data you collected useful and meaningful? How would you improve or change data collection?

### **F. Outreach**

Has your project produced any mass communication such as podcasts, videos, television commercials, radio ads, billboards, TV interviews, newsletters – which we might share with other projects? You may attach any documents you feel are particularly noteworthy.

Describe your targeted outreach to underserved groups.

**G. Challenges and Recommendations**

Please describe challenges, obstacles, and problems you have faced over the years and how you resolved these problems. You may also include your recommendations for improving the WIPA program.