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**Act 1131 of 2015  
Regional Workforce Continuation Grant**

**FINAL REPORT COVER SHEET***DUE (select your due date based on the timeline provided to you):* Click or tap to enter a date.

|  |  |
| --- | --- |
| **To:** | Arkansas Division of Higher Education |
| **Lead Institution:** |  |
| **Title of Project:** |  |
| **Date Submitted:** | Click or tap to enter a date. |
| **Contact:** | Contact Name |
| **Contact Information:** | Address  City, State ZIP |
| Phone |
| Email |

**Authorized Signatures for Institution**

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|  |  |  | | |  |
| Lead Institution |  | Authorized Official |  |

**Act 1131 of 2015  
Regional Workforce Continuation Grant  
FINAL REPORT**

*Please complete each section of this report and submit to the Arkansas Division of Higher Education. Reports should be emailed to* [*ADHE.Workforce.Grant@adhe.edu*](mailto:ADHE.WorkforceGrant@adhe.edu)*.*

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| **SECTION 1: PROGRAM SUMMARY** |

Please submit a brief summary of progress achieved from the planning phase through the continuation phase and how that progress is meeting the high need area of focus for your program.

*Please enter your report in the box provided below.*

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| **SECTION 2: Evaluation of Outcomes** |

Please submit an evaluation of outcomes achieved during the grant that meet the performance assessment outcomes delineated in the Continuation Grant Proposal.

Program plans were designed to meet the goals and core requirements of the Regional Workforce Grants program as well as other essential components. Your report should specifically address the following components:

* Performance assessment- clearly defined measurable outcomes to be achieved through continuation of the plan and strategies to measure and report achievement of those outcomes.
* Detail the metrics utilized throughout the reporting period to evaluate or track the success or progress of the program (i.e., number of participants, number of completers, placement rates, etc.).
* For each of the metrics utilized, provide the actual results for the program (i.e., 25 students enrolled, 10 students received Certificates of Proficiency, 25% of completers employed with partner company, etc.)

*Briefly restate your project’s purpose, goals, and objectives. Please list the measurable outcomes for each goal and/or objective. Feel free to include any necessary charts, graphs or tables. (****Please add rows, as needed, and delete unused rows****.)*

|  |  |
| --- | --- |
| **GOAL:** | |
| **Objective** | **EXPECTED Outcome** |
|  |  |
| **PROGRESS:** | |
| **GOAL:** | |
| **Objective** | **EXPECTED Outcome** |
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| **GOAL:** | |
| **Objective** | **EXPECTED Outcome** |
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| **PROGRESS:** | |

*Other Notes*

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| **SECTION 3: Assessment of Partnerships** |

Established partnerships are key to the success the Regional Workforce Grants program. Your report should specifically address the following components:

* A list of grant partners and the role(s) each had in the achieving the goals of the grant.
* The dollar amount (if applicable) of grant funds provided to each partner and use of those funds.

*Please enter your report in the box provided below. Feel free to include any necessary charts, graphs or tables.*

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**SECTION 4: Equipment Inventory/Purchases**

*In the fields below, please enter all equipment and materials purchased with Regional Workforce Grant funds from July 1, 2018 to date. Please note, all equipment purchases should have been made within the first six months of the grant period. To enter information, double click on cell below. When finished entering, double click outside the cell to close.*



**SECTION 5: Final Financial Report**

*In the fields below, please enter your actual expenditures in each category to date. Any significant variation from (more than 5%) must be accompanied by justification. Totals will calculate automatically based on your input.*

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| --- | --- | --- | --- |
| **A. PROGRAM LEADERSHIP SUPPORT COSTS** | |  |  |
|  | 1. Personnel/Stipend |  | $0.00 |
|  | 2. Travel |  | $0.00 |
|  | 3. Other (Explain Below) |  | $0.00 |
|  | Briefly Explain Other Costs |  |  |
|  | **TOTAL PARTNER PARTICIPANT COSTS** |  | $20.00 |
|  |  |  |  |
| **B. OTHER DIRECT COSTS** | |  |  |
|  | 1. Equipment |  | $0.00 |
|  | 2. Materials and Supplies |  | $0.00 |
|  | 3. Publication Costs/Documentation/Dissemination |  | $0.00 |
|  | 4. Consultant Services |  | $0.00 |
|  | 5. Other (Explain Below) |  | $0.00 |
|  | Briefly Explain Other Costs |  |  |
|  | **TOTAL OTHER DIRECT COSTS** |  | $0.00 |
|  |  |  |  |
| **C. TOTAL DIRECT COSTS (A & B)** | |  | $20.00 |
|  | |  |  |
| **D. COST SHARING (Minimum 10% of C; up to $50,000)** | |  | $0.00 |
|  | |  |  |
| **Total Continuation Grant Expenditures & Cost Sharing (to date)** | |  | $20.00 |

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*Other Notes*