OMB#: 0970-0490
Expiration Date: 01/31/2023

Wilson Fish TANF Coordination Project

Performance Report Instructions

The **Wilson Fish TANF Coordination Project Performance Report** will collect data on clients served, resources developed, translations, and trainings; as well as updates to the grantee's work plan. These forms will be submitted semi-annually on April 30 and October 30. There are two components to the report. Part A is a quantitative report and Part B is a narrative that provides updates on a grantee's work plan. Part A is a cumulative report; therefore, the second semi-annual report should account for all activities during the grant year. Part B will have a section for narrative updates for each 6-month period. Only report on the sections of Part A which are related to the grantee's project. If an item or section is not within the grantee's project scope as written in their proposal or work plan, enter "N/A" for that item and/or section.

Part A

Item	Data Element	Instructions
1.	Grantee Name	Enter the name of the grantee that is providing the data.
2.	Grant Number	Enter the grant number.
3.	Reporting Period	Indicate the dates of the reporting period that correspond to the reporting period represented in the report. For example, the second semi-annual report will reflect the entire grant year. • 1st semi-annual report: Sept. 30 - March 30 • 2nd semi-annual report: Sept 30 – Sept 29
4.	Number of Clients Who Received In-Person Services	Enter the number of clients who received in-person services. This includes each member of the family enrolled. Note that in-person services, as mentioned throughout the report, should include all clients in the geographic area defined in the grantee's proposal to receive in-person services, even if these clients received remote service due to COVID-19 precautions.
5.	Type of In-Person Services Provided	No action required.
5.1	Foundational Case Management	Enter the number of clients who received in-person foundational case management as defined by the Funding Opportunity Announcement (FOA), under *Section I. WF TC Program Requirements, Foundational Case Management.* This includes each member of the family enrolled. Foundational case management includes, but is not limited to: initial eligibility assessment and intake, needs assessment for each member of the family; development of Family Self-Sufficiency Plan (FSSP) and Individual Employment Plan (IEP) (or documenting FSSP/IEP from other ORR funded program); providing referrals; and following up with the family at regular, scheduled intervals.

5.2	Job Placement Services	Enter the number of clients who received in-person job placement services including job search, job referrals, submission of resumes and applications, assistance with scheduling and attending interviews, job placement, and follow-up for barrier management and employment retention.
5.3	Job Readiness/Training	Enter the number of clients who received in-person job readiness/training including on-the-job training, vocational training, orientation to U.S. workplace norms and expectations, resume development, interview skills, and other activities that help clients gain employment or skills to make them more employable.
5.4	Other Employment Services	Enter the number of clients who received other in-person employment services as defined in the grantee's proposal.
5.5	English Language Training	Enter the number of clients who received in-person English Language Training provided directly, not through referral. Services can include ESL classes, English conversation groups, or tutors. Please note that referrals to ESL/ELT fall into the Foundational Case Management category and should not be reported here.
5.6	Digital Literacy/Technology Training	Enter the number of clients who received in-person digital literacy/technology training designed to provide clients with the skills needed for work, school, and home to communicate and access information through digital technologies like internet platforms, computers and mobile devices (or as described in the grantee's proposal).
5.7	Financial Literacy Training	Enter the number of clients who received in-person financial literacy training designed to teach various financial skills, including personal financial management and budgeting (or as described in the grantee's proposal).
5.8	Other Services	Enter the number of clients who received other in-person services as defined in the grantee's proposal.
6.	Cash Assistance Type	No action required.
6.1	TANF	Enter the number of clients receiving TANF assistance
6.2	RCA	Enter the number of clients receiving RCA assistance
6.3	No Federal Cash Assistance	Enter the number of clients receiving no federal cash assistance. This includes clients who enter employment before receipt of cash assistance, such as refugees in their first month of arrival and others who are no longer eligible for assistance such as working clients, clients who follow their spouses into the workforce after benefits are terminated, and clients who do not find work until after termination of assistance.
7.	Employment Outcomes	No action required.
7.1	Unduplicated clients receiving employment services	Enter the total unduplicated number of clients receiving in-person job placement services, job readiness/training, or other employment services here.

7.2	Entered Employment (FT)	Enter the number of full-time job placements (unsubsidized employment for at least one day during the reporting period) for those clients receiving in-person employment services (to include: job placement services, job readiness/training, and other employment services) during the reporting period. Full-time is defined as 35 hours or more per week.
7.3	Entered Employment (PT)	Enter the number of part-time job placements (unsubsidized employment for at least one day during the reporting period) for those clients receiving employment services (to include: job placement services, job readiness/training, and other employment services) during the reporting period. Part-time employment is defined as fewer than 35 hours per week.
7.4	Average Hourly Wage Full-Time	Enter the average hourly wage at the time employment begins for full-time individuals entering employment in the reporting period. To calculate this wage, add the hourly wage for all individuals placed in full-time, unsubsidized employment, and divide the sum by the total number of individuals who entered full-time employment as reported in Item 8.1. Note: If the refugee is placed in multiple jobs during the reporting period, you may use the highest wage earned. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.
7.5	Average Hourly Wage Part-Time	Enter the average hourly wage at the time employment begins for part-time individuals entering employment in the reporting period. To calculate this wage, add the hourly wage for all individuals placed in part-time, unsubsidized employment, and divide the sum by the total number of individuals who entered full-time employment as reported in Item 8.2. Note: If the refugee is placed in multiple jobs during the reporting period, you may use the highest wage earned. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.
7.6	Health Benefits Available	Enter the number of refugees entering full-time employment where health benefits are offered. This item captures data on the availability of health benefits for those individuals who entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within 6 months of placement. Benefits should be considered available if self-only coverage is available to the employee even if coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium. Note: If the

		refugee is placed in multiple jobs during the reporting period, you may count any employment opportunity that offered health benefits.
8.	Number of Clients Who Received Services in Remote Areas of the State	Enter the number of clients who received services in remote areas of the state as defined in the grantee's proposal to provide remote services. This includes each member of the family enrolled. As stated in the Funding Opportunity Announcement, under *Section I, Goal and Objectives,* "In the context of the WF TC program, remote services and resources are those provided in areas of the state where the project does not provide in-person services, and remote clients are the clients who live in those areas."
9.	Types of Services Provided in Remote Areas	No action required.
9.1	Case Management	Enter the number of clients who received case management in remote areas. This includes each member of the family enrolled. Case management for these clients does not have to meet the strict definition of foundational case management identified in the FOA. Case management in remote areas includes assisting, referring, and tracking a client to access services based on his/her needs.
9.2	Job Placement Services	Enter the number of clients in remote areas who received job placement services including job search, job referrals, submission of resumes and applications, assistance with scheduling and attending interviews, job placement, and follow-up for barrier management and employment retention.
9.3	Job Readiness/Training	Enter the number of clients in remote areas who received job readiness/training including on-the-job training, vocational training, orientation to U.S. workplace norms and expectations, resume development, interview skills, and other activities that help clients gain employment or skills to make them more employable.
9.4	Other Employment Services	Enter the number of clients in remote areas who received other employment services as defined in the grantee's proposal.
9.5	English Language Training	Enter the number of clients in remote areas who received English Language Training provided by the WF TCP grantee/subgrantee. Services can include ESL classes, English conversation groups, or tutors. Please note that referrals to ESL/ELT fall into the Foundational Case Management category and should not be reported here.
9.6	Digital Literacy/Technology Training	Enter the number of clients in remote areas who received digital literacy/technology training designed to provide clients with the skills needed for work, school, and home to communicate and access information through digital technologies like internet platforms, computers and mobile devices (or as described in the grantee's proposal).
9.7	Financial Literacy Training	Enter the number of clients in remote areas who received financial

		literacy training designed to teach various financial skills, including personal financial management and budgeting (or as described in the grantee's proposal).
9.8	Other Services	Enter the number of clients in remote areas who received other services as defined in the grantee's proposal.
10.	Cash Assistance Type	No action required.
10.1	TANF	Enter the number of clients receiving TANF assistance
10.2	RCA	Enter the number of clients receiving RCA assistance
10.3	No Federal Cash Assistance	Enter the number of clients receiving no federal cash assistance. This includes clients who enter employment before receipt of cash assistance, such as refugees in their first month of arrival and others who are no longer eligible for assistance such as working clients, clients who follow their spouses into the workforce after benefits are terminated, and clients who do not find work until after termination of assistance.
11.	Employment Outcomes	No action required.
11.1	Unduplicated clients receiving employment services	Enter the total unduplicated number of clients receiving job placement services, job readiness/training, or other employment services in remote areas here.
11.2	Entered Employment (FT)	Enter the number of full-time job placements (unsubsidized employment for at least one day during the reporting period) for those clients receiving employment services in remote areas (to include: job placement services, job readiness/training, and other employment services) during the reporting period. Full-time is defined as 35 hours or more per week.
11.3	Entered Employment (PT)	Enter the number of part-time job placements (unsubsidized employment for at least one day during the reporting period) for those clients receiving employment services in remote areas (to include: job placement services, job readiness/training, and other employment services) during the reporting period. Part-time employment is defined as fewer than 35 hours per week.
11.4	Average Hourly Wage Full-Time	Enter the average hourly wage at the time employment begins for full-time individuals entering employment in the reporting period. To calculate this wage, add the hourly wage for all individuals placed in full-time, unsubsidized employment, and divide the sum by the total number of individuals who entered full-time employment as reported in Item 9.1. Note: If the refugee is placed in multiple jobs during the reporting period, you may use the highest wage earned. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.

11.5	Average Hourly Wage Part-Time	Enter the average hourly wage at the time employment begins for part-time individuals entering employment in the reporting period. To calculate this wage, add the hourly wage for all individuals placed in part-time, unsubsidized employment, and divide the sum by the total number of individuals who entered full-time employment as reported in Item 9.2. Note: If the refugee is placed in multiple jobs during the reporting period, you may use the highest wage earned. Hourly wages may be converted from monthly wages or from piece rates or a combination of both. If piece rates are used, determine the expected number of items to be produced in an hour and multiply it by the piece rate quoted by the employer at the time of placement.
11.6	Health Benefits Available	Enter the number of refugees entering full-time employment where health benefits are offered. This item captures data on the availability of health benefits for those individuals who entered full-time employment. This is not a measure of how many individuals elect to enroll in health benefits, but rather how many jobs offer this option, either at placement or within 6 months of placement. Benefits should be considered available if self-only coverage is available to the employee even if coverage is not extended to the employee's family members. Benefits are considered available without regard to whether the employee must contribute to the premium. Note: If the refugee is placed in multiple jobs during the reporting period, you may count any employment opportunity that offered health benefits.
12.	Training Activity	No action required.
12.1	Number of hours of refugee training provided to TANF staff	Enter the total number of hours of training provided during the reporting period to TANF staff on ORR populations, services, cultural competency, etc. This is a total number of training hours provided and is not impacted by the number of staff who participated.
12.2	Number of hours of TANF training provided to refugee staff (grantee or sub-grantee)	Enter the total number of hours of training provided during the reporting period to grantee/sub-grantee staff on TANF policies and procedures. This is a total number of training hours provided and is not impacted by the number of staff who participated.
12.3	Number of Mentors/Navigators who completed training	Enter the total number of mentors or navigators (as defined in your work plan or proposal) who completed training during the reporting period to provide guidance to refugee clients.
12.4	Other	Enter the total number of hours of other training activities provided during the reporting period as defined in the grantee's proposal and/or work plan.
13.	Were Any Resources or Materials Developed During the Reporting Period?	Enter yes or no in response to the question.
13.1	If Yes, Please Describe the	If resources or materials were developed during the reporting period,

	Type of Resource and Planned Audience.	list the type and/or name of the resource as well as the intended user/audience.
14.	Were Any Documents Translated During the Reporting Period?	Enter yes or no in response to the question.
14.1	If Yes, Please Identify the Documents Translated and the Languages of the Translation.	If documents were translated during the reporting period, list the document and identify the languages of the translation(s).
15.	Please Provide Programmatic Trends, Accomplishments, Challenges, and Other Program Management and Coordination Activities.	Any information regarding programmatic trends, etc that are NOT outlined in Part B should be highlighted here.

Part B

Part B provides status updates on grantee's work plan that was laid out originally in their proposal.

Item	Data Element	
1.	Grantee Name	Enter grantee name
2.	Grant Year	Enter the dates of the grant year. For example, September 30, 2022 – September 29, 2023.
3.	Objective/Goal/Outcome	Grantee will enter all project objectives, goals, *or* outcomes outlining what your project aims to accomplish for the current grant year. This information should remain the same for both reporting periods during the grant year, but change between grant years 2, 3 and 4.
4.	Activities	Grantee will enter all identified broad activities or outputs during the grant year to accomplish proposed objectives, goals, or outcomes. Assign each new activity to a new row and label as 1A, 1B or 2A, 2B, and so on as needed. This information should remain the same for both reporting periods during the grant year, but change between grant years 2, 3 and 4.
5.	Proposed Activities for Reporting Period (Sept 30 – March 31)	Grantee will include the specifics of when activities will be accomplished during the first reporting period for that grant year. These items should be S.M.A.R.T. or Specific, Measurable, Achievable, Relevant, and Timebound. This information should remain the same for both reporting periods during the grant year, but change between grant years 2, 3 and 4.
6.	Status	Identify what did or did not occur during the 1st semi-annual reporting

		period (Sept 30 – March 31) for that grant year, why, and any new time frames for each proposed activity reported in Item 5.
7.	Proposed Activities for Reporting Period (April 1 – Sept 29)	Grantee will enter specific activities that will be accomplished during the second reporting period for that grant year. These items should be S.M.A.R.T. or Specific, Measurable, Achievable, Relevant, and Timebound. This information should remain the same for both reporting periods during the grant year, but change between grant years 2, 3 and 4.
8.	Status	Identify what did or did not occur during the 2nd semi-annual reporting period (April 1 – Sept 29) for that grant year, why, and any new time frames for each proposed activity reported in Item 7.