

**2011 WCTTII
Monitoring Report**



Sub-Grantee Name: The Community College of the District of Columbia

Project Duration: July 1-September 30

Project Name: Hospitality Training and Internship Program (HTIP)

Contact Information: _____

Reporting Period: _____

Project Director: _____

Grant Award Amount: To Be Determined: _____

Demographics (for reporting period):	
# of participants that received instruction:	
# of participants that withdrew from instruction prior to completion:	
# of participants that took the final exam:	
# of participants that passed the final exam:	
# of participants that earned a certificate:	
# of participants placed into internships:	
# of participants that completed the internship:	
# of participants that secured permanent employment after completing the internship:	
# of participants that secured permanent employment prior to completing the internship:	

Recidivism Rate (provide if available for the reporting period)	
Provide a one year recidivism rate for program participants:	N/A
Is there a "standard" one-year recidivism rate for your system to which the rate for Program Participants can be compared?	N/A

Completers by Category (unduplicated) during this period			
BA Degree	AA Degree	Postsecondary/Vocational Certificate**	Other*

****Note:** Please list all types of certificates received and by whom it is awarded. Please also provide course descriptions of the related courses.

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***Note:** If Column "other" is used please provide an explanation. Include the name of the "other" and the number of participants associated with it.

Report Completed by: _____
Print Name

Signature: _____

Title: _____

Phone Number: _____

Mailing Address: _____

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Program Management: Determine if the subrecipient managed the program in a way that allowed it to accomplish the pre-determined performance indicators.

Indicator No.	Indicator	Finding	Corrective Action
WCTTII.2011.P1	Did the subrecipient train up to 60 (this number is subject to change) participants in Hospitality?		
WCTTII.2011.P2	Did the subrecipient provide evidence of soft skills training to prepare participants to professionally perform on the job?		
WCTTII.2011.P3	Did the subrecipient prepare the participants to pass the final examination towards earning the certification from the American Hotel and Lodging Association Educational Institute?		
WCTTII.2011.P4	Did the subrecipient ensure that each participant was placed into an internship within 20 days following the completion of the HTIP instruction period?		

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WCTTII.2011.P5	Did the subrecipient maintain participant files that included quizzes scores, signed performance reviews, final exam results, student resumes, internship placement data, typing and Costar performance information?		
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Programmatic Issues to Address: *Address items related to the most recent progress report submitted to OSSE staff.*

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Fiscal Management: Review financial files for consistency with reported expenses and reimbursement requests.

Indicator No	Indicator	Findings	Corrective Action Plan
WCTTII.2011.F1	Did the sub recipient have invoices which reflect tuition charges for each student?		
WCTTII.2011.F2	Did the sub recipient have receipts for all program related expenditures?		
WCTTII.2011.F3	Did the sub recipient files contain time sheets for personnel paid from the grant funds?		

