CLOSEOUT TIP SHEET: NATIONAL DISLOCATED WORKER GRANTS

PERFORMANCE REPORTING AND CLOSEOUT

How to Use This Guide

Use this tip sheet as a planning tool in conjunction with the grant's Notice of Award (NOA), grant amendments, applicable Federal requirements, U.S. Department of Labor Employment and Training Administration (ETA) guidance, and direction from the Federal Project Officer (FPO). This tip sheet does not replace grant requirements or official guidance.

Understanding Performance Closeout

As a National Dislocated Worker Grant (DWG) nears the end of its Period of Performance (PoP), grantees transition from grant implementation to final performance reporting and closeout. The final Quarterly Performance Report (QPR) and Quarterly Narrative Report (QNR) are the last performance reports for the grant. The reports should provide a complete and accurate account of grant activities and outcomes achieved during the entire PoP.

Grantees should use the final months of the grant to complete participant records, resolve Participant Individual Record Layout (PIRL)/Workforce Integrated Performance System (WIPS) errors, confirm outcomes, review performance results against approved performance goals, and make sure that the QPR and QNR tell a consistent story. Addressing these items early will help prevent issues and delays during final reporting and closeout.

Understand What Governs Performance Reporting and Closeout

Content	Source
DWG-specific requirements and guidance	Training and Employment Guidance Letter (TEGL) No. 09-24, Change 1 and TEGL No. 14-18, Attachment 6
Uniform Guidance (UG) for closeout of all Federal awards	UG 2 Code of Federal Regulations (CFR) 200.344
UG on monitoring and reporting program performance for Federal awards	UG 2 CFR 200.329
ETA grant closeout information and resources	Grant Closeout webpage
Closeout guidance	TEGL No. 12-22, Award Closeout Process for Expired Grants and Agreements

Performance Closeout at a Glance

Milestone	Action Needed
Before PoP End	Complete participant/service records, resolve PIRL/WIPS errors, verify exits and outcomes, and review progress toward approved performance goals.
PoP End	Complete grant-funded activities and final performance reconciliation.
After PoP End	Watch for a closeout notification from an ETA grant closeout specialist. Refer to TEGL No. 12-22 for closeout requirements.
45 Days After Final Quarter Ends	Submit the final ETA-9173-DWG QPR and ETA-9179 QNR in WIPS.

Key Distinction

The final QPR and QNR are due 45 calendar days after the end of the final reporting quarter. Grant closeout is a separate process with specific requirements and deadlines, which are outlined in TEGL No. 12-22.

Example

Milestone	Date
End of Grant's PoP	**8/10/2026**
Final Quarter Ends	**9/30/2026**
Final QPR and QNR Due	**11/14/2026**

Complete the Final QPR and QNR

Prepare the final QPR and QNR together so that the two reports present a complete and consistent picture of the grant.

Final ETA-9173-DWG QPR

- Submit the QPR in WIPS.
- The final QPR is cumulative. Make sure participant records and outcomes are complete and include data for the entire PoP.
- Review and resolve PIRL/WIPS errors before final submission.
- Reconcile reported results with participant data and grant records and review progress toward approved performance goals. Review the completed QPR before certifying it.

Final ETA-9179 QNR

- Submit the QNR in WIPS.
- Use the final QNR to summarize major accomplishments and outcomes for the entire grant period. Grantees may also include updates for the final quarter.
- Explain key differences, unexpected results, or challenges, including variances from approved performance goals.
- Make sure terminology, counts, outcomes, and status statements are consistent with the QPR and grant records before certifying the report.

Pre-Submission Review

Area	Final Performance Check
Participant Records	Services provided, participant status, exit information, and outcomes are complete and accurate.
PIRL/WIPS	Required participant data are complete, errors have been resolved, and final data support the reported results.
QPR	Results are cumulative, supported by participant data, and reconciled with grant records.
QNR	The narrative accurately describes grant activities, accomplishments, outcomes, challenges, and variances. In Section II. Summary of Grant Activities, the narrative indicates that this is a final report.
QPR and QNR	Counts, outcomes, terminology, and explanations are consistent across both reports.
Performance Goals	Final results have been reviewed against the approved performance goals, and variances are explained.
Deliverables	Performance-related activities and deliverables identified in the award or statement of work are complete or appropriately addressed.
Outstanding Issues	Performance-related data issues and questions from ETA or the FPO have been resolved or addressed.

After Final Reporting: Grant Closeout

After the PoP ends, an ETA grant closeout specialist assigned to the grant will send a notice to DWG recipients via GrantSolutions to start the closeout process. For all closeout requirements, including deadlines and forms, refer to TEGL No. 12-22.