

How to Certify Performance Reports (QNR & QPR) Through WIPS

To access WIPS, go to: <https://entbpmp.dol.gov/suite/sites/wips?signin=login-gov>

Certifying the Quarterly Narrative Report (QNR)

Step 1. In WIPS, click on **My Reports** and select **Quarterly Narrative Reports** to open the OMB-approved Joint Quarterly Narrative Report (ETA-9179), Fig. 1.

Step 2. Select **Add New**, Fig. 2. to start a new QNR.

Step 3. Enter grant program information, Fig. 3. Continue to the next section or click "**Save**" to return at a later time to complete the report. If a grantee has not served participants during the grant, then check the box "**No participants have been served grant to date**". Continue to check this box until you certify your first QPR.

• Enter QNR Responses in WIPS

For Sections I, enter grant contact information. For Sections II through XI, enter the information needed to complete the QNR in the fields provided. Each field allows up to 6000 characters. All sections must be completed before the QNR can be certified. If you have nothing to report in a particular section, you must indicate this by adding "No information to report this quarter" or "Not applicable", as appropriate. Do not enter "See attachment"!

Step 4: Select "**Choose a file**" to upload supplemental files to support your QNR submission. You may upload up to five files, Fig.4. After completing the QNR, you may submit it by clicking on the "**Certify**" button. By selecting "**Certify**", the grantee's authorized representative or their designee is indicating that, to the best of their knowledge, the data submitted is complete, true, and accurate, Fig.4.

Step 5: To verify that a narrative report has been certified, check the My Reports, Fig.5. After certifying, select the "**Print**" link to generate a certified PDF. Email the downloaded QNR to your FPO and REO-GPMS inbox, Fig.6.

Figure 1. My Reports Tab in WIPS

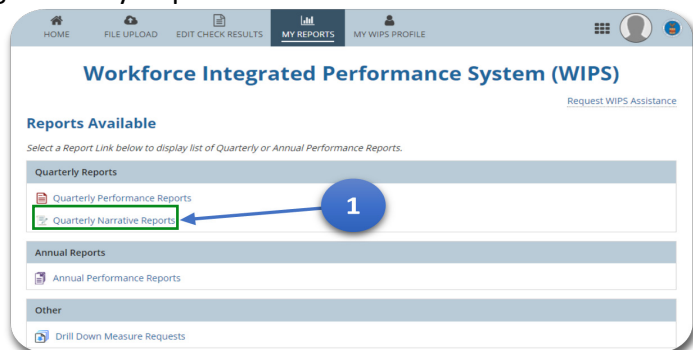


Figure 2. QNR Summary Page in WIPS



Figure 3. No Participants

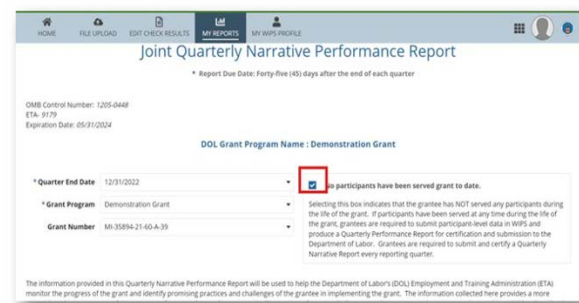


Figure 4. WIPS QNR Online Form

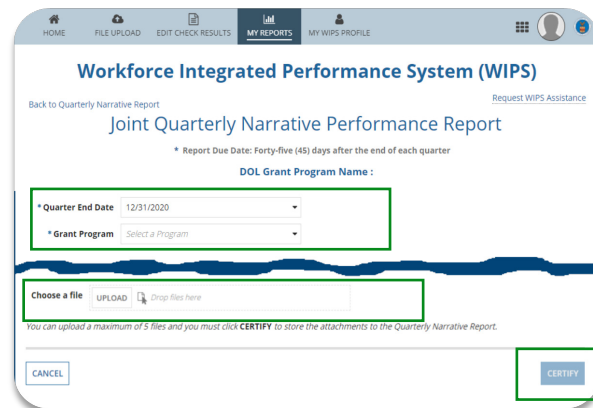


Figure 5. Certified QNR in WIPS

Report ID	Status	Status Date	Grant Type	Grant ID	Grant Number	Grantee Name	Service Area	Region	Quarter End Date	Grant Program Name	Created By	Last Modified By
14719	Certified	09/20/2025 1:43 PM EST	Independent Initiative	24414	MI-35895-21-60-4-41	McWood Community College		Region 6	12/31/2024	Demonstration Grant	Newby, Jennifer	DeMont, Jennifer
14270	Certified	11/20/2024 5:34 PM EST	CST			Alabama Nonprofit Housing	AL	Region 3	9/30/2024	National Farmworker Jobs Program	James, Kaitia	Rogers, Jacob

Submitting the Quarterly Performance Report (QPR)

The QPR begins in GPMS! To access REO-GPMS, go to <https://cmp.dol.gov>

Submission Process in GPMS

Step 1. Ensure your participant data are up to date in GPMS. Go to [REPORTS](#) and select “[WIPS-Official QPR](#).”

Step 2. Select the reporting quarter end date, then select “[Submit](#)” to submit your data to WIPS. Do not use the Upload tab in WIPS!

Step 3. If submission fails due to data errors, select the “[Upload Failed](#)” link under [WIPS-Official QPR](#) to view the errors and correct them or use the Edit Checks Reports.

Step 4. Once the submission is completed successfully, select “[Go to WIPS](#)” to review and certify your QPR.

Review and Certify your QPR In WIPS

Step 1: WIPS performs edit checks and validations on your data file. WIPS will review your file and notify you by email if the QPR is ready or if there are errors that must be corrected.

Step 2: Review errors in WIPS. If there are errors, navigate to the [Edit Check Results](#) tab to get details on each error and the Unique Individual Identifiers for participants with errors. Note that all corrections must be made in GPMS. Repeat the submission process until all errors are corrected.

Step 3. WIPS generates your QPR. Once you submit a file with no errors from GPMS, WIPS will generate a QPR. QPRs are due 45 days following the end of each quarter.

Step 4. Go to the [My Reports](#) tab in WIPS. The [My Reports](#) tab lists all QPRs for the current and previous quarters, select Adult (PH or PROWD) or Youth (GO or YARP) programs, if applicable from the drop-down.

Step 5: Review your QPR to ensure all data is correct.

Step 6: After reviewing your QPR, select the [Certify](#) button at the lower right corner of the report to certify your QPR. By selecting “[Certify](#)”, the grantee's authorize representative or desegnee is indicating that, to the best of their knowledge, the data submitted is complete, true, and accurate.

Step 7: Set the certified QPR Time Period to [Program to Date](#) to print the QPR.

Step 8: Print your QPR. Select the [Print](#) link (or icon) at the upper right of the report page to generate a downloadable PDF of your report. Email the certified QPR to be submitted by email as listed in Fig.6.

Email the Certified QPR and QNR to Complete your Submission

- Ensure that the email subject and file names follow the labeling guidelines shown in Fig. 5.
- Send one email to your FPO and REO-GPMS@dol.gov that includes:
 - PDF copies of the certified QPR and QNR, and
 - Any supplemental QNR files.

Resources & Reminders

- The QNR and QPR are due 45 days following the end of each reporting quarter and are always on the 15th of the month.
- Do **not attach** CSV files to your email because they contain sensitive personally identifiable information (PII).
For GPMS help, contact REO-GPMS@dol.gov.
For all other help, contact REO.ETA@dol.gov.

Figure 6. Email and File Labeling Guidelines

The email subject heading and file label includes the following elements, separated by spaces.

- Grant Initiative**
Ex.: PH1, YARP1, GO2
- Grantee Identification**
Organization's abbreviated name
- Time Period Covered**
 - Quarter of Program Year (Q1, Q2, Q3, Q4)
 - Month and Year of Reporting Period End Date
- For the file label only, type of Report:**
Add “_QNR” or “_QPR” at end (no space)

Examples:

QPR – Jul-Sep 2023:	PH3	XYZ	Q1 Sep 23_QPR
QNR – Oct-Dec 2023:	GO3	XYX	Q2 Dec 23_QNR
QPR – Jan-Mar 2024:	YARP2	XYZ	Q3 Mar 24_QPR
QNR – Apr-Jun 2024:	GO1	XYX	Q4 Jun 24_QNR

Use the three-letter month abbreviation!