

Critical Sectors Job Quality Grant Program



Performance Reporting Handbook

Performance Reporting Guidance for Round 1 and Round 2 Grants

- Critical Sectors Performance Policy
- Joint Quarterly Narrative Performance Report (QNR)
- Quarterly Performance Report (QPR)

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Introduction

Critical Sectors Job Quality (Critical Sectors) grantees are required to submit quarterly progress reports to the United States **Department of Labor (DOL), Employment and Training Administration (ETA)** to comply with legislative reporting and recordkeeping requirements of the grant [Funding Opportunity Announcement FOA-ETA-23-13](#) (Round 1), [Amendment Two](#) (Round 2) and grant award.

The Critical Sectors' grant program is authorized under Section 169(c) of the [Workforce Innovation and Opportunity Act](#) (WIOA). See also [Title I of Division A of Pub. L. 116-94](#).

This performance handbook provides performance policy guidance and technical assistance for Round 1 grants that began October 1, 2023, and Round 2 grants that begin October 1, 2024. Both rounds include Tier 1 and Tier 2 grantees, and each tier has different reporting requirements. The following sections give an overview of the handbook.

Section I – Performance Reporting Policy Guidance (Tier 1 and 2 Grantees)

This section describes the overall performance reporting guidance for Critical Sectors grantees, including requirements for submitting the Quarterly Progress Report and reporting due dates for the quarterly reporting cycle.

Section II – Workforce Integrated Performance Systems (Tier 1 and 2 Grantees)

This section introduces DOL ETA's performance reporting system, the **Workforce Integrated Performance System (WIPS)**. It includes instructions on how to access WIPS.

Section III: Quarterly Narrative Performance Report (QNR) (Tier 1 and 2 Grantees)

This section describes the **Quarterly Narrative Performance Report (QNR)**. The QNR is a qualitative narrative report that reflects grant program activities during the reporting quarter. QNRs describe, among other things, progress toward the qualitative and quantitative milestones and measures each Critical Sectors grantee proposed. Grantees submit the QNR via WIPS.

Section IV: Quarterly Performance Report (QPR) (Tier 2 Grantees)¹

This section provides information on the **Quarterly Performance Report (QPR)** required for all Critical Sectors Tier 2 grantees. The QPR is an aggregate summary of participant-level data records.

¹ Note: Critical Sectors Tier 1 Grantees are exempt from the QPR requirement.

WIPS generates this form using participant-level data files submitted quarterly by each grantee. This section also provides instructions and tips for collecting and tracking participant-level data.

SECTION V: Workforce Innovation and Opportunity Act (WIOA) Primary Indicators of Performance (Tier 2 Grantees)²

To align Critical Sectors' grant reporting requirements with WIOA, Tier 2 grantees will report on the WIOA primary indicators of performance.

Please see the [Critical Sectors Grants Performance Reporting Resource](#) page on WorkforceGPS for additional **technical assistance (TA)**. [The Critical Sectors Community on WorkforceGPS](#) is the go-to site for all the Critical Sectors grant program-related things. Create a profile and subscribe to the Critical Sectors Community for TA notifications.

² See Footnote 1.

Section I: Performance Reporting Policy Guidance

The collection of accurate performance data is a crucial component of the **Employment and Training Administration's (ETA's)** ability to assess the success of Critical Sectors **Demonstration (Demo)** grants. ETA gathers program activity, participant, and outcomes data to inform policymakers and stakeholders about return on investment and program management. This performance reporting reference guide highlights essential areas of performance accountability and reporting requirements for all Critical Sectors grantees.

Quarterly Progress Reports

The Quarterly Progress Report assists DOL in tracking grant activities and outcomes. It presents a snapshot of grant-funded activities for the current reporting quarter and all quarters to date. The report contains updates on the implementation and progress specified in the grant's project narrative, the status of grant performance outcomes, and participant-level outcomes for participant-serving grantees. The two reports grantees must submit to ETA quarterly are the Quarterly Narrative Report (QNR) and the Quarterly Performance Report (QPR). ETA will summarize Critical Sectors grants' quarterly performance activities using information from the QNR and QPR.

The platform that grantees use to complete QNRs and QPRs is called the **Workforce Integrated Performance System (WIPS)**. The Quarterly Progress Report for Tier 1 grantees will contain a Quarterly Narrative Performance Report (QNR). For Tier 2 grantees, it will include a QNR and a Quarterly Performance Report (QPR). Both Tiers are responsible for submitting the Quarterly Financial Report (ETA-9130). The Financial Report is not submitted via WIPS and will not be covered in this handbook. Please contact your Federal Project Officer (FPO) for guidance on the Quarterly Financial Report.

Final Progress Reports

Critical Sectors grantees are required to submit a Final Progress Report at the end of the performance period. The QPR and QNR submitted for the last reporting quarter at the end of the grant will serve as the grant's Final Progress Reports. The final QNR must summarize project activities, employment outcomes, other deliverables, and related project results and thoroughly document the grantee's qualitative and quantitative milestones and measures and (for Tier 2) training approaches during the entire performance period.

Reporting Due Dates and Quarterly Reporting Cycle

Quarterly Reporting Deadlines

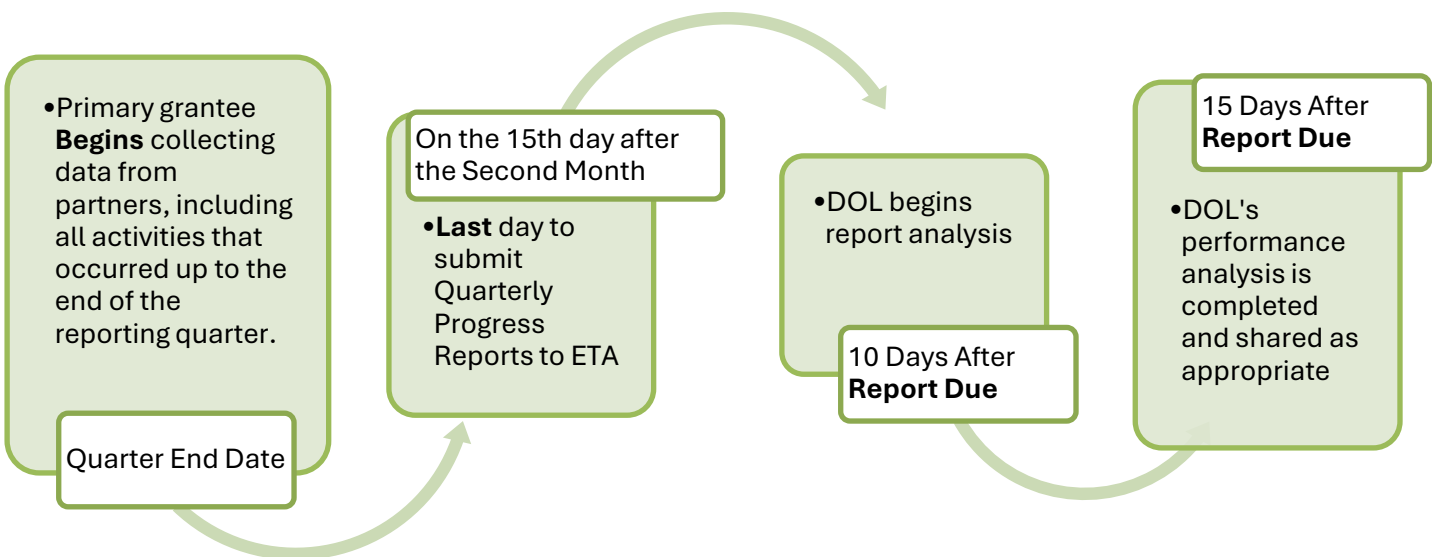
Quarterly Progress Reports are due to DOL **no later than the 15th of the following month** after the end of each reporting quarter (approximately 45 days after the quarter ends). The table below provides the due dates for each reporting quarter. Reports must be submitted by the due date to be considered on time and in compliance with grant requirements.

Table 1 Quarterly Progress Report Deadlines³

Quarter Start Date	Quarter End Date	Report Submission Due Date
January 1	March 31	May 15
April 1	June 30	August 15
July 1	September 30	November 15
October 1	December 31	February 15

Quarterly Reporting Cycle

Figure 1 Reporting Cycle Flow Chart



³ If the report due date falls on a Saturday, Sunday, or holiday, grantees are encouraged to submit their report on the business day before the reporting deadline.

Section II: DOL Performance Reporting System – Workforce Integrated Performance System (WIPS)

The Employment and Training Administration (ETA) uses the web-based reporting system WIPS for Critical Sectors grantees to submit the Quarterly Performance Report (QPR) and the Quarterly Narrative Report (QNR). WIPS is an online, password-protected system that allows grantees to complete the following:

- Generate, fill out, and submit a QNR.
- Upload a participant data file and certify it as a QPR.

QNRs are completed within WIPS; the QPR requires that recipients create a data file with participant information outside the system before uploading it to WIPS. The following sections provide step-by-step instructions on preparing and submitting QNRs and QPRs in WIPS, beginning with account creation and WIPS setup.

WIPS Setup

Grantees must create accounts in Login.gov and WIPS to submit QNRs and QPRs. Instructions in the [Login.gov Account Setup](#) and [WIPS Account Setup](#) sections are intended for grantees who still need to get these accounts.

The following sections, [Accessing WIPS](#) and [Adding New Grants to an Existing WIPS Account](#), apply to all grantees, including those with Login.gov and WIPS accounts.

Login.gov Account Setup

[Login.gov](#) is a secure sign-in service the public uses to sign in to participating government agencies and is the portal through which grantees access WIPS. Please see [Appendix I: Creating a Login.gov Account](#) for detailed instructions on how to set up a Login.gov account. Grantees should make sure to use an email address that is associated with the grant recipient organization for which they are reporting. Continue to the next section, [WIPS Account Setup](#), after creating a Login.gov account.

WIPS Account Setup

After creating a Login.gov account, grantees need to set up a WIPS account by filling out the [DSI Workforce Integrated Performance System \(WIPS\) Access Form](#) and then emailing the form to CriticalSectors@dol.gov. **Grantees must ensure that the email address used to request the WIPS account creation matches the email address used for creating the login.gov account.** Please see the [WorkforceGPS - DSI Workforce Integrated Performance System \(WIPS\) Access Form](#) page for detailed

instructions on submitting a WIPS account creation request. **Only the Authorizing Official can request WIPS accounts.**

Adding New Grants to an Existing WIPS Account

Returning/existing WIPS users who receive a new grant need to add the new grant to their existing WIPS account to enable QNR reporting. The individual WIPS users who will complete QNR reporting for the new grant must request that the latest grant number be added to their WIPS profile following the steps outlined below.

1. Visit the [WIPS homepage](#).
2. Select “Request WIPS Assistance,” located on the upper right-hand side of the page.
3. Check “Demonstration Grant” from the program checkbox menu.
4. Enter the Critical Sectors grant number.
5. Complete all required fields of the WIPS
6. Under “Description,” enter a request for quarterly reporting permission. Requests should specify the grant number and the report(s) for which the user requires permission. Click “Submit.”

Grantees who submit a WIPS Assistance Request receive an email notification when it has been processed. The email is sent from wioa.feedback@dol.gov. When the request is resolved, grantees may access the QNR template from the WIPS homepage by selecting “My Reports” and then clicking “Quarterly Narrative Reports” from the menu at the top.

WIPS Access

Users with Login.gov and WIPS accounts may navigate to WIPS using the direct URL or via the ETA WIPS webpage. The direct URL for the WIPS homepage is <https://entbpmp.dol.gov/suite/sites/wips-pu?signin=dol>. To access WIPS through the [ETA WIPS webpage](#), visit and click on the “Workforce Integrated Performance System” link at the top of the page.

The Authorizing Official on record will complete a form requesting access for no more than three individuals. Please see [Requesting a Level 1 Certification Account or a Level 2 Upload Account](#) for instructions. Each grantee can have no more than two Certification Accounts or Upload Accounts; the number cannot exceed three accounts per grant. For example, a grantee might have one Certification Account and two Upload Accounts, or a grantee might prefer two Certification Accounts and one Upload Account.

There are two user access levels in WIPS for which ETA grants accounts: a **Level 1 Certification Account**

and a **Level 2 Upload Account**.

Level 1 Certification Accounts have full access to all WIPS functions, including certifying reports. **Level 2 Upload Accounts** have access to all WIPS functions except certifying reports.

Level 2 Upload Account can perform WIPS functions that support the grant's Quarterly Progress Report completion for the QNR and the QPR, including entering information into the reporting system, uploading files, reviewing errors, and viewing reports.

Please note that Level 2 Upload Account users cannot certify the QNR or the QPR report, as only Level 1 Certification Account users can certify that the reports are accurate. The purpose of a Level 2 account is to allow grantees to assign an account to another person at their institution designated for data collection or documentation responsibilities, but no institutional authority to certify the accuracy of the reports before submission to DOL will be granted. This account is optional and is at the grantee's discretion.

Requesting a Level 1 Certification Account or a Level 2 Upload Account

To request access to WIPS, the Authorizing Official must complete [the DSI Workforce Integrated Performance System \(WIPS\) Access Form](#). The Program Office will receive the submitted form via email from the Authorizing Official and follow up with that individual regarding this request.

Changing Access for the Mandatory Level 1 Certification Account

If the grant's **Authorizing Official** changes, a transfer of the mandatory **Level 1 Certification Account** will be required. Any changes to the Authorizing Official must be made via the grant amendment process, assisted by the grant's Federal Project Officer (FPO). The amendment, signed by the Grant Officer, is the formal approval of the Authorizing Official change.

The Program Office cannot transfer account access to any individual unless the Authorizing Official on record requests it.

WIPS Lock Dates

Once submitted, quarterly reports cannot be changed after the lock date. WIPS becomes locked for resubmission at 11:59 PM local time, the day after the end of the following report quarter.

Table 2 WIPS lock dates and times

Quarter End Date	Reporting Due Date	Reports Locked in WIPS
September 30	November 15	January 1, 11:59 PM local time
December 31	February 15	April 1, 11:59 PM local time
March 31	May 15	July 1, 11:59 PM local time
June 30	August 15	October 1, 11:59 PM local time

Section III: Quarterly Narrative Performance Report

All Critical Sectors grantees will submit the [Joint Quarterly Narrative Performance Report \(QNR\) ETA-9179](#). ETA uses the information provided in the QNR to monitor the grant's progress and identify promising practices and challenges to grant implementation. Grantees can also report grant program highlights and identify technical assistance needs from the latest reporting quarter.

The report provides updates on the implementation and progress specified in each grant's Statement of Work (SOW). It is a qualitative report of grant activities that occurred during the reporting quarter. The QNR includes a status update on program activities, events, and partnership successes or hurdles that affect grant programs during the reporting quarter.

- Grantees are required to use the [Office of Management and Budget \(OMB\)-approved QNR template ETA-9179](#).
- Tier 2 grantees can also use the QNR to report additional information about their participants that is not reported using quantitative data alone.
- Tier 2 grantees who have not provided services to program participants (i.e., have zero program participants) **must submit a QNR each quarter, even if they do not submit a QPR**. Grantees who have not yet begun participant enrollment should note the check box on the right-hand side of the screen labeled “No participants have been served grant to date.” Users should check this box for grants with zero program participants, for which a QPR will not be submitted during this round of reporting.

The DOL QNR consists of the following sections:

- I. Contact Information
 - This includes the grant number, grant recipient name, project name, project address, period of performance, and the grant point of contact name and contact information.
- II. Summary of Grant Progress
 - This section covers the planned and actual progress of program activities. Grant activities should align with the goals and objectives outlined in the grant SOW. The update may include additional information about activities and outcomes to supplement the data submitted in the participant data file.
- III. Progress of Grant Timeline
 - This section provides updates on the grant work plan or timeline, including key milestones and deliverables. This includes identifying products and deliverables available for broad

distribution to the workforce system via ETA-hosted websites and other communication vehicles.

IV. Development and Implementation of Effective Practices and Program Model Strategies

- This section describes how the program model works toward/has realized the program's intended purpose outlined in the grant application and work plan. Grantees may explain how the implementation of grant activities contributes to the use of services by underserved populations and facilitates equitable service provisions across target populations and underserved communities.

V. Leveraged Resources

- This section describes the use of match or leveraged resources. Matching resources are not required for the Critical Sectors Grant Program.

VI. Strategic Partnership Activities

- This section discusses how the grantee collaborates with partners to implement the project. This section should reflect the results and their impact on the project.

VII. Employer Engagement Strategies

- This section describes how employer engagement contributed to reemployment efforts aligned with grant activities. Grantees should report their efforts to receive feedback from local area employers to identify their employee pipeline needs. They should also engage local employers to interview, assess, train, and/or hire program participants.

VIII. Key Issues and Technical Assistance Needs

- This section summarizes significant opportunities, issues, or challenges encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, it describes actions taken or plans to address issues and areas where ETA can provide technical assistance.

IX. Significant Activities, Accomplishments, and Success Stories

- This section is intended to provide more in-depth information than the summary section about promising approaches, new processes, and lessons learned. It includes success stories about participants benefitting from program services. It describes the challenge, the response provided through the project, and what improved or changed as a result.

X. Evidence and Evaluation

- This section is intended for grantees to provide information to DOL on how evidence and evaluations are being developed and applied, if applicable.

XI. Additional Information

- This section is used for the grantee to provide other grant-specific information considered essential yet not captured in different sections of the QNR.

The QNR is particularly important for Critical Sectors grants as it is where grantees share updates on the qualitative and quantitative milestones and measures described in Section I.A. Program Purpose, Core Elements in the FOA. Following are the milestones and measures listed in the Critical Sectors FOA for each Tier, along with suggestions for where in the QNR to report progress toward each type of milestone. The suggested sections will make it easier for DOL to gather progress across all grantees and share it with interested stakeholders, such as DOL leadership and the White House. Note that you should respond to **all** sections of the QNR as appropriate to comprehensively reflect your progress in a given reporting quarter.

First, here are some general suggested practices for reporting information in the QNR.

- To provide the reader with context, for each outcome you proposed, state the outcome from your approved project narrative – what you plan to achieve by the end of the period of performance.
- Describe progress toward each outcome for **only** the reporting quarter.
- Also, describe cumulative progress to date for each outcome for the entire period of performance. This will become increasingly important as your grant progresses.
- Hypothetical examples follow. Grantees must report on the outcomes they proposed in their grant application.
- Once you have created a QNR template that includes all your grant's outcomes, it will be easier to update your quarterly and cumulative progress in subsequent QNRs. DOL suggests developing the QNR in a separate document and then copying and pasting the contents to WIPS.

Below are suggested practices for Tier 1 grantees related to the milestones and measures in the Critical Sectors FOA.

Tier 1 Grantee qualitative and quantitative milestones and measures

1) How has the grantee included a worker's voice in the planning of programs?

This will be measured via qualitative description. The grantee should answer this question in **QNR Section XI. Additional Information**. An example of reporting progress for an outcome follows. Note that you may have multiple outcomes.

Example of a proposed outcome for the Period of Performance:

Proposed Outcome #X: “Convene Worker Champion group, provide training and launch worker voice data collection.”

Example of progress for the reporting quarter:

“During this reporting quarter, we gathered a Worker Champion Group (WCG) in a hybrid, synchronous meeting in the first month. The WCG comprises labor-management partners, union representatives, and individual worker-leaders in the region's climate resiliency sector. After completing some "forming" activities, we moved into smaller focus groups to assess perceived worker needs and barriers to entering and completing Registered Apprenticeships and achieving career success in the climate resiliency sector. Following the meeting, we created a more in-depth survey that was sent to the WCG members and incumbent workers in the industry to find out where potential apprentices, incumbent workers, pre-apprentices, and people in Registered Apprenticeships (RAs) find career information, what format is preferred, and how we can best get the word out about RAs while also making the RA experience more accessible and welcoming to historically marginalized people.”

Example of cumulative progress to date (the example is for an early quarter):

“Since we just started, cumulative progress to date is the same as for the reporting quarter. In the next quarter, we will use the survey results to inform our calendar of WCG activities, such as creating strategies to address worker needs and launching an effective campaign to alert workers to the good jobs that can be accessed via RA. We will also convene the WCG again and implement a system to track and manage project partners, communications, and activities.”

- 2) How many employers are included in the planning of programs? How were they involved in the design of the program?

The grantee should address this question in QNR **Section VII. Employer Engagement Strategies**. An example of reporting progress for an outcome follows. Note that you may have multiple outcomes.

Example of a proposed outcome for the Period of Performance:

Proposed Outcome #X: “Enhance current business advisory committees by moving to a Business and Industry Leadership Team (BILT) model with a goal of including at least 12 employers from a mix of small, medium, and large businesses.”

Example of progress for the reporting quarter (the example is for a later quarter):

“We added two additional small business employers to the six already engaged in our BILT to fill a gap in the small business category. We oriented them separately so they are ready for full participation.”

Example of cumulative progress to date (the example is for a later quarter):

“Since the grant started, we have established a BILT model and recruited and maintained 11 of the 12 planned employers.”

3) What strategies are the grantee using to address barriers facing marginalized populations in the target sector?

The grantee should answer this question in QNR **Section IV. Development and Implementation of Effective Practices and Program Model Strategies**. An example of reporting progress for an outcome follows. Note that you may have multiple outcomes.

Example of a proposed outcome for the Period of Performance:

Outcome #X: “Because increasing quality childcare for marginalized populations was identified as a critical need in the target sector, we will improve and normalize the culture of collaborative relationships among Early Childhood Education (ECE) programs and organizations throughout the city with a plan to continue and grow the collaboration beyond the grant period. Our metrics include: a) 90% of members will report a benefit to working collectively and collaboratively in addressing the needs of the City's ECE workforce, and b) 90% of members will report value in intentionally integrating JEDI+B principles and practices into how the collaborative runs meetings and makes decisions.

Example of progress for the reporting quarter (the example is for an early quarter):

“Activity this reporting quarter focused on resource mapping that identifies the services offered by key ECE programs and organizations.”

Example of cumulative progress to date (the example is for a later quarter):

“Following several quarters of resource mapping and meeting with seven key ECE partners to determine collaboration strategies, we are pleased to report that 92% of members are currently reporting a benefit to work collaboratively. We will continue recruiting members and measure JEDI+B after two more quarters.”

4) What metrics for success has the grantee identified for this program?

For example, in what ways did employer partners in the grant plan for changes to increase job quality as defined by the chosen Good Jobs Principles, e.g., increased wages, adjusted worker schedules to be more predictable, added benefits to work compensation, developed mechanisms for worker voice within the business, or addressed a specific DEIA barrier in the workplace?

The grantee should address this question in the **QNR section(s) that relate to the metric, e.g., Program Model Strategies, Strategic Partnership Activities, or Employer Engagement Strategies**.

An example of reporting progress for an outcome follows. Note that you may have multiple outcomes.

Example of a proposed outcome for the Period of Performance:

Proposed Outcome #X: “Survey at least 50 employers, from large to small businesses of every hospitality type (hotels, restaurants, casinos, recreation, etc.) across the entire region to identify

their planned approaches to address job quality issues related to 1) recruitment and hiring challenges, 2) types of benefits offered, 3) pay at entry, 4) pathways to advancement, 5) max pay scales, and 6) skills and credentials needed to enter and advance one's career.”

Example of progress for the reporting quarter:

“During this reporting quarter, we developed and tested a survey and determined that we needed to provide more context to employers, so we’ve delayed the start date and are planning to launch the surveys with listening sessions.”

Example of cumulative progress to date (the example is for a later quarter):

“Since the grant started, we have convened two industry listening sessions and administered post-listening session industry surveys to 35 employers to assess industry needs and planned approaches to job quality issues. We intend to collect all surveys next quarter. At that time, we will analyze survey results and present initial findings to hospitality industry stakeholder partners to validate findings.”

Below are suggested practices for Tier 2 grantees related to the milestones and measures in the Critical Sectors FOA.

Tier 2 Grantee qualitative and quantitative milestones and measures

1) How many individuals were enrolled in a training program as a component of this project?

This performance measure is required in WIOA and will be reported via the QPR. However, grantees are encouraged to add narrative details in QNR **Section III. Progress Toward Grant Goals.**

2) How many individuals from historically underserved communities, as defined by the application, were enrolled in a training program as a component of this project?

This will be reported via the QPR. However, grantees are encouraged to add narrative details in QNR **Section IV. Development and Implementation of Effective Practices and Program Model Strategies.**

Example of additional information:

Seven of the ten participants reported for this quarter are engaged in pre-apprenticeship training, two are starting Registered Apprenticeships in Hospitality Management, and one has completed a short-term, industry-recognized certificate in Winery Management to augment their previous professional experience. In addition, we provided supportive services to eight participants, including transportation and childcare assistance and work uniforms, to support their successful individual employment and training plan goals.

- 3) How many individuals enrolled in the program entered employment in the identified sector at above-average wages?

Local economic factors determine average wages and should be defined for the targeted occupations within the state in which the local or regional economic area exists. Grantees should report progress on this outcome, as relevant to their SOW, in QNR **Section XI. Additional Information.**

- 4) How many exiters that enter the workforce in a related industry indicate they have entered a good job, as defined by the Good Jobs Framework?

This information may be determined via post-exit services or surveys. The grantee should address this question as relevant to their project narrative in QNR **Section XI. Additional Information.**

- 5) What metrics for success has the grantee identified for this program?

For example, in what ways did employer partners in the grant adopt changes to increase job quality as defined by a specific Good Jobs Principle, e.g., increased wages, adjusted worker schedules to be more predictable, added benefits to work compensation, and developed mechanisms for workers.

The grantee should address this question in the **QNR section(s) that relate to the metric, e.g., Program Model Strategies, Strategic Partnership Activities, or Employer Engagement Strategies.**

An example of reporting progress for an outcome follows. Note that you may have multiple outcomes.

Example of a proposed outcome for the Period of Performance:

Proposed Outcome #X: “Survey at least 50 employers, from large to small businesses of every hospitality type (hotels, restaurants, casinos, recreation, etc.) across the entire region to identify their planned approaches to address job quality issues related to 1) recruitment and hiring challenges, 2) types of benefits offered, 3) pay at entry, 4) pathways to advancement, 5) max pay scales, and 6) skills and credentials needed to enter and advance one's career.”

Example of progress for the reporting quarter:

“During this reporting quarter, we developed and tested a survey and determined that we needed to provide more context to employers, so we’ve delayed the start date and are planning to launch the surveys with listening sessions.”

Example of cumulative progress to date (the example is for a later quarter):

“Since the grant started, we have convened two industry listening sessions and administered post-listening session industry surveys to 35 employers to assess industry needs and planned approaches to job quality issues. We intend to collect all survey results next quarter. At this point, we will analyze survey results and present initial findings to hospitality industry stakeholder partners to validate findings.”

QNRs: Preparation and Submission in WIPS

Each grant program will submit their QNR directly into WIPS using their WIPS account.

Completing a QNR in WIPS

Grantees complete the QNR within WIPS. Responses may be prepared outside of WIPS, as detailed below, [Preparing QNR Responses Outside of WIPS](#). However, the final responses must be entered into the text fields within WIPS.

Preparing QNR Responses Outside of WIPS

Grantees should enter narrative responses into the form using the fields provided in WIPS. A best reporting practice is to prepare for QNR submission by entering responses to each QNR section into a local, editable file document with the OMB-approved QNR section headings and then pasting the responses into the corresponding fields in WIPS.

Automatic Log-Out Due to Inactivity

When filling out a QNR, users are automatically logged out after 30 minutes of inactivity. Note that WIPS does not consider typing within fields a system activity. To avoid losing data when entering your responses into WIPS, use the blue “SAVE” buttons on the right-hand side of the page to save progress.

Supplemental Files

The QNR template in WIPS allows users to upload a supplemental file. This feature is designed for documents that support or expand on the information entered into the text fields. **Please do not upload a file to replace the QNR responses. The grantee's complete responses should be supplied in the appropriate fields.**

Grantees may also submit up to five supplemental documents (in Word, portable document format(PDF), or GNU zip format) to support their QNR submission. Examples include an updated work plan, a success story, press coverage or, marketing materials, etc.

Making Changes to QNRs

QNRs may be updated after certification. Select a previously certified QNR from the “My Reports” tab to make changes. Click on the “Edit” button on the upper right-hand portion of the page. Edit responses as needed, save the changes and recertify the QNR by clicking the blue “Certify” button in the lower right-hand portion of the page.

Verifying QNR Submission

To verify that your QNR has been submitted successfully, navigate to the “My Reports” tab on WIPS (top of the screen) and select “Quarterly Narrative Reports.” The report status is displayed in the second column from the left. “In Progress” indicates that a report has been initiated in WIPS but not submitted.

“Certified” indicates that a report has been successfully submitted.

Final Report: QNR Submission

Once a grantee has completed the online QNR and verified that the information is accurate, they should signal that the report is final by selecting the "Certify" button on the QNR. Certifying the report indicates that the grantee's Authorizing Official certifies that the data submitted is complete, true, and accurate to the best of their knowledge.

The final QNR that grantees submit should summarize highlights from the entire grant period. This differs from other QNRs in that the final report encompasses the whole grant period instead of focusing on the most recent quarter. Grantees should provide a summative retrospective of grant activities. The prompts on the QNR form in WIPS will not change.

Section IV: DOL ETA Quarterly Performance Report (QPR) (Tier 2 Grantees)

DOL ETA Quarterly Performance Report

The Demo Supplemental QPR, ETA-9173-Demo, is an aggregated data report of the Critical Sectors grantee's performance measures and WIOA primary performance indicator outcomes. It is generated through participant-level data files that grantees upload to the Workforce Integrated Performance System (WIPS), creating a snapshot of the grant's participants, services, and outcomes. Grantees are responsible for creating and uploading the participant data file. When the data file is successfully uploaded, the QPR is automatically generated in WIPS by aggregating participant-level data files. The QPR is a snapshot of each grant's progress in the quarter and cumulatively in the program to date. **The Critical Sectors QPR Schema is only required for participant-serving Tier 2 grantees.**

Grantees use the 2021 Participant Individual Record Layout (PIRL, ETA 9172)⁴ as a template for submitting required QPR data; the PIRL lists and provides definitions for each required data element. Critical Sectors Demo grantees report on the data elements specified in the "Demonstration Grant" column (column X). QPRs may be submitted as .csv, .txt, or GNU zip files.

Grantees are responsible for maintaining their own **internal management information system (MIS)** to collect and track participant records in alignment with the PIRL. Grantees may collect and track the data with a case management system software of their choice or through a manual approach. If using an MIS, participant data files must be updated when eligible individuals enter the Critical Sectors program, receive services, and exit the program. A comprehensive data collection template contains fields for each of the required data elements, as outlined in Tab 2 of the [Critical Sectors Demonstration Grant Participant Data File Tool](#).

Please see [Appendix G: Critical Sectors QPR Outcome Measure Definitions and Aggregation Rules](#) and [Critical Sectors Schema](#) for further guidance on generating the quarterly performance report.

Participant Training and Employment Tracking and Reporting

While Critical Sectors grants are capacity-building grants, an important aspect of capacity-building is collecting and reporting on participant outcomes, such as program enrollment, credential attainment,

⁴On the [WIOA Performance Reporting website](#), scroll down to the "Reporting Requirements: OMB Control No. 1205-0521" header and click on the 2021 PIRL 9172. Scroll to column X, "Demonstration Grants," to view the required data elements for Critical Sectors Demo Grants.

and employment outcomes. Participant performance outcomes can also contribute to proof of concept and the body of evidence for Critical Sectors grants. Thus, Tier 2 grantees are required to track participants.

The performance measures grantees will use to collect and report participant data can be found in Section I.A. Program Purpose, Core Elements in the FOA (page 6).

Critical Sectors Grants Demo Participant Information Record Layout (PIRL)

The participant data file contains information that WIPS uses to generate the QPR. Grantees create the participant data file outside of WIPS and populate it with individual-level program participant information, as delineated in the Critical Sectors Grant Participant Data File Tool. Grantees then upload the participant data file to WIPS, where the system uses the information in the uploaded file to generate a QPR.

PIRL Data Elements Overview

The Demo PIRL, also known as the Schema, identifies data elements (DE) that grantees are required to collect about each participant served using grant funds. Each PIRL data element includes a number, name, field type and length, definition and instruction, and code values.

Tab 2 of the Participant Data File Tool lists the data elements that grantees must include in the participant data file. The data elements are divided into five sections, which are described below.

Section A: Individual Information (Data Elements 100 – 808)

Data elements 100 – 808 track information that characterizes an individual during enrollment. This includes demographics (e.g., date of birth, sex, and race/ethnicity), disability information, military service, education, and employment status. It also includes information about potential employment influencers (e.g., English language ability, single parent status, migrant worker status, etc.). Data elements are organized into the following subsections:

- | | |
|---------------------------------------|---|
| ▪ A.01: Identifying Data | Information |
| ▪ A.02: Equal Opportunity Information | ▪ A.05 - Public Assistance Information |
| ▪ A.03: Veteran Characteristics | ▪ A.06: Additional Youth Characteristics |
| ▪ A.04: Employment and Education | ▪ A.07: Additional Reportable Characteristics |

Section B: One Stop Center Program Participation Information (Data Elements 900 – 933)

Section B characterizes a participant's program participation, including their date of program entry, date of program exit, and participation in workforce program types (e.g., youth, incumbent worker training, adult, education, Rapid Response, etc.).

Section C: One-Stop Services and Activities (Data Elements 1001 – 1503)

Section C characterizes the type of services an individual receives. Subcategories are organized by program type and include the following:

- C.01: General Services Overview
- C.03: Individualized Career Services
- C.04: Training Services
- C.05: Youth Program Services/Elements (Not Captured Elsewhere)
- C.06: Other Related Assistance and Support Services for Non-Youth Customers

Section D: Program Outcomes Information (Data Elements 1600 – 1901)

Section D contains data elements used to calculate the exit-based performance indicators, the primary performance indicators for assessing program outcomes. The performance indicators, which are established by [WIOA Section 116\(b\)\(2\)\(A\)](#), track outcome information for participants in the first through fourth quarters after program exit. Outcomes include employment status, earnings, and credentials attained, as detailed in the following subcategories:

- D.01: Employment and Job Retention Data
- D.02: Wage Record Data
- D.03: Education and Credential Data
- D.04: Additional Outcome Data

Section E: New Data Elements (2101 – 2700)

- E.02: H-1B
 - E.07: Youthbuild
 - E.08: Miscellaneous Data Elements and User-Defined Fields
- It contains the participants' social security numbers.

Several PIRL data elements unique to Critical Sectors grantees allow them to report participant-level outcomes. The tips below provide further guidance on using these key PIRL data elements for reporting purposes.⁵

⁵ This section does not describe all the PIRL data elements that grantees are required to include in their data file upload in

Reporting Critical Sectors Grant Program

PIRL 105 Special Project ID designates demonstration grants in WIPS. Critical Sectors grantees will use the code value **DEM1111** for PIRL 105.

PIRL 106 Special Project ID designates the Critical Sectors Grant Program and the round of grant funding in WIPS. Critical Sectors Round 1 grantee (start date 10/1/2023) will use **JOBQ001** for PIRL 106. Critical Sectors Round 2 grantees (start date 10/1/2024) will use **JOBQ002** for PIRL 106.

PIRL 107 Special Project ID will be left blank.

Reporting Eligible Participants

When Tier 2 grantees begin enrolling participants into their programs, grantee staff must determine if the eligible individual is an incumbent worker. This determination will impact employment-related outcome indicators. Individuals eligible for Critical Sectors grant program participation are dislocated workers, new entrants to the workforce, and incumbent workers. For the purpose of this FOA, the definitions for the Critical Sectors grant participants can be found in [Appendix E: Critical Sectors Performance Reporting Definitions & Glossary](#).

PIRL 400 Employment Status at Program Entry (WIOA)

This PIRL data element is used to report a participant's employment status at the time of enrollment in the grant program. This data element calculates the employment status of all participants served through the Critical Sectors grant as either employed or unemployed.

- **Record 0** for dislocated workers and new entrants to the workforce because they are unemployed workers.
- **Record 1** for incumbent workers because they are employed workers.

PIRL 904 Dislocated Worker

When determining participant eligibility, the Critical Sectors grantee should apply the [definition of dislocated workers](#) indicated in the Critical Sectors FOA and [Training and Employment Guidance Letter No. 19-16](#). Critical Sector program participants who are dislocated workers are **reported as code value 4 = Reportable Individual** in PIRL 904 Dislocated Worker.

PIRL 907 Recipient of Incumbent Worker Training

When determining participant eligibility, the Critical Sectors grantee should apply the [definition of incumbent workers](#) provided in the Critical Sectors FOA and [Training and Employment Guidance Letter No. 19-16](#). Critical Sectors participants who are incumbent workers **are reported as code value 5 = DWG funded grant** in PIRL 907 Recipient of Incumbent Worker Training.

Reporting Program Participation

PIRL 900 Date of Program Entry (WIOA)

Date of Program Entry refers to the date on which an individual becomes a participant upon determination of eligibility and begins to receive grant-funded services. For Critical Sectors grants, grant-funded services may include but are not limited to receiving assessment and case management services and/or enrollment in the Critical Sectors training program. The program entry date may or may not be the same date an individual begins training, depending on whether the individual received other grant-funded services before starting training.

PIRL 901 Date of Program Exit

Critical Sectors participants are exited from the program when they have not received any services funded by the program for 90 consecutive calendar days and are not scheduled for future services.

The exit date is applied retroactively to the last day the individual received a program-funded service. PIRL 901 is used to collect and report the date of exit.

For exit-based performance measures (WIOA Primary Indicators of Performance), the quarter for tracking these measures is determined by the quarter in which the date of exit occurs.

Example: If the date of exit is between January 1 and March 31, the first quarter after exit would be April 1 through June 30.

Tips: PIRL 901 should not be reported before the 90 days have elapsed. This data element requires a review each quarter of all participants who have not received any services or training in the past 90 days and are not scheduled for future services.

Do not report an exit date in the future or a date before the 90th day since services or training were received.

PIRL 923 Other Reasons for Exit (WIOA)

Critical Sectors participants exiting the program for other reasons outside of program completion should use the following code value:

- **Record 01** if the participant exits the program because they have become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support.
- **Record 02**, if the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.
- **Record 03** if the participant is deceased.
- **Record 04** if the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.
- **Record 05** if the participant is in the foster care system as defined in [45 CFR 1355.20\(a\)](#) and exits the program because the participant has moved from the area as part of such a program or system (Youth participants only).
- **Record 07** if the participant is a criminal offender in a [correctional institution under section 225 of WIOA](#).
- **Record 00** if the participant meets none of the above conditions.

Grantee **should not use code value 06**; it does not apply to the Critical Sectors program. The grantee must identify the number of participants (record 00 for this data element) who left the program for other reasons in Section XI. Additional Information of the QNR.

PIRL 931 Apprenticeship Program

Grantee **should not use code value 02** as it does not apply to the Critical Sectors program.

PIRL 932 National Dislocated Worker Grants (DWG)

Grantee **should enter code value 0**.

PIRL 933 Date of First DWG Service

Grantee **should leave this field blank** as it does not apply to the Critical Sectors program.

Reporting Social Security Numbers

Social Security Numbers (SSNs) are used to calculate most of the WIOA primary performance indicators on behalf of grantees by matching them with **Unemployment Insurance (UI)** wage records provided through the **Common Reporting Information System (CRIS)**. Thus, if DOL does not receive an SSN, we cannot calculate employment outcomes for that participant. Grantees are required to request SSNs from every grant participant and provide an explanation of how it will be used. Technical assistance is

available on this topic. However, individuals do not have to disclose their SSN to receive grant-funded services.

PIRL 2700 Social Security Number: Grantees are required to request SSNs from every grant participant. Grantees should enter a valid SSN for PIRL 2700. **Grantees should never report a false SSN. Grantees should enter a code value of 999999999 for PIRL 2700 when reporting eligible participants who choose not to disclose their SSNs.** If the participants decline to disclose their SSN, the grantee cannot deny participation in the Critical Sectors program.

Reporting Program Enrollment and Program Completion

PIRL 1811 Date Enrolled During Program Participation In An Education Or Training Program Leading To A Recognized Postsecondary Credential Or Employment (WIOA)

This PIRL data element is used to report if a participant was enrolled during program participation in an education or training program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation.

PIRL 1813 Date Completed During Program Participation in An Education Or Training Program Leading To A Recognized Post-Secondary Credential Or Employment (WIOA)

This PIRL data element is used to report overall program completion for a participant and should not be reported until all of the planned training components (e.g., **PIRL 1302 Training #1**, **PIRL 1309 Training #2**, and **PIRL 1314 Training #3**) in a participant's individual employment plan have been completed.

Reporting Training Outcomes

Critical Sectors grantees have several PIRL data elements to report training activities. Critical Sectors grants share WIOA PIRL data elements to report dates for Training #1, #2, and #3, as illustrated in the following chart.

PIRL 1300 Received Training (WIOA)

Record if the participant has received training services.

Table 3 Reporting Training Outcomes (WIOA Data Elements)

Data Element Name	Data Element Definitions/Instructions	Training Activity #1	Training Activity #2	Training Activity #3
Date Entered Training	Record the date on which the participant's first training service actually began. Grantees can report up to three training activities for a participant enrolled in a program of study.	PIRL 1302	PIRL 1309	PIRL 1314
Types of Training	Grantees should report the types of training when there is a training date in PIRL 1302, PIRL 1309, and PIRL 1314.	PIRL 1303 ⁶	PIRL 1310 ⁷	PIRL 1315 ⁸
Occupational Skills Training Code	Enter the 8-digit O*Net 4.0 (or later versions) code that best describes the training occupation for which the participant received training services.	PIRL 1306	PIRL 1311	PIRL 1316
Completed Training	Record 1 if the participant completed approved training. Record 0 if the participant did not complete training (withdrew). Leave blank if the participant did not receive a training service or this data element does not apply to the participant.	PIRL 1307	PIRL 1312	PIRL 1317
Date Completed Training	Record the date when the participant completed training or withdrew permanently from training. If multiple training services were received, record the most recent date on which the participant completed training. Leave blank if the participant did not receive a training service or this data element does not apply to the participant.	PIRL 1308	PIRL 1313	PIRL 1318

⁶ Critical Sectors grantees may not use the following code values to report Types of Training: 03 = Entrepreneurial Training (non-WIOA Youth) and 07 = ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only).

⁷ See Footnote #6.

⁸ See Footnote #6.

PIRL 1409 Most Recent Date Received Supportive Services

Record the most recent date on which the participant received a supportive service. As applicable, grantees may update this date each quarter. Supportive services are activities that will allow individuals to participate in and successfully complete the training provided through the grant.

Reporting Credential Outcomes

PIRL 1800, 1802, 1804: Type of Recognized Credential #1, #2, and #3 (WIOA); PIRL 1801, 1803, 1805: Date Attained Recognized Credential #1, #2, and #3 (WIOA)

Grantees may report up to three credentials that result from at least one training activity. These PIRL data elements report the credential or certificate attainment outcomes that a participant receives after completing the Critical Sectors training program. This includes the type of recognized credential and the date of credential attainment.

If multiple credentials are awarded, grantees should report the highest-level certificate and/or credential earned as it aligns with the grantee's training design, including the Critical Sectors, industries, and occupations identified in the grantee's project narrative. Grantees are encouraged to replace data for Training #3 with data for the highest credential received during the grant period of performance. For example, suppose a training program includes three interim credentials. In that case, the grantee should replace data about the third intermediate credential (date entered training, type of training service, etc.) with data for the highest credential attained (e.g., an associate's degree). This ensures that the highest credential received is recorded for each participant. Additional credentials should be reported in the QNR.

For further guidance on credentials, please refer to Training and Employment Guidance Letter ([TEGL 14-18 – Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#)) and Training and Employment Notice ([TEN 25-19 – Understanding Post-secondary Credentials in the Public Workforce System](#)).

Reporting WIOA Primary Indicators of Performance

PIRL 1332 Participated In Postsecondary Education During Program Participation (WIOA)

This PIRL data element is used to report if a participant was enrolled in a postsecondary education program that leads to a credential or degree from an accredited postsecondary education institution at any point during program participation.

This data element relates to the credential indicator denominator; **those recorded as 1** are included in the credential rate denominator.

This element is a subset of PIRL 1811 Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment. In contrast, some participants will be enrolled in programs leading to employment only but will not receive credentials.

Do not record code value 1 if the participant was first enrolled in postsecondary education after exiting the program.

PIRL 1401 Participation in Secondary Education

This PIRL data element is required to generate a credential attainment rate in WIPS.

Reporting Measurable Skill Gains

PIRL 1806, 1807, 1808, 1809, 1810 Date of Most Recent Measurable Skills Gains (WIOA)

Grantees will record the most recent date on which the participant achieved a measurable skill gain. As applicable, grantees should update the date that a measurable skills gain that is achieved for each quarter.

- | | |
|--|--|
| ▪ 1806: Date of Most Recent Measurable Skill Gains: Educational Functioning Level | ▪ 1809: Date of Most Recent Measurable Skill Gains: Training Milestone |
| ▪ 1807: Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card | ▪ 1810: Date of Most Recent Measurable Skill Gains: Skills Progression |
| ▪ 1808: Date of Most Recent Measurable Skill | |

Reporting Employment Retention and Employment Placement

There are two categories to report employment placement outcomes for non-incumbent and incumbent workers. For the purposes of this FOA, this term refers to currently employed individuals who need training to secure full-time employment, advance in their careers, or retain their current positions.

Non-incumbent students who enter unsubsidized employment

PIRL 2118 Date Entered Employment

This PIRL data element is used to report employment outcomes for non-incumbent participants.

Grantees may report this outcome at any time after program enrollment. Non-incumbent participants do not need to complete a planned program to be reported in this outcome.

Non-incumbent Participants Who Enter Training-Related Employment

PIRL 2126 Entered Training-Related Employment After Training Completion

This PIRL data element is used to report entered training-related employment if employment placement is related to the training provided through the grant and occurs after the participant program is completed.

This data element is a subset of PIRL 2118 Date Entered Training and PIRL 1813 Date Completed, During Program Participation, an Education or Training Program Leading to a Recognized Credential or Employment. Therefore, participants reported PIRL 2126 must also be reported in PIRL 2118 and PIRL 1813.

Incumbent Workers Who Retain Current Position

PIRL 2119 Incumbent Workers Retained Current Position in the 1st Quarter After Program Completion

This PIRL data element is used to report if an incumbent worker completes their program and retains their current position in the first quarter after program completion.

Incumbent Workers That Advance into New Positions

PIRL 2120, 2122, and 2124: Incumbent Workers Advanced into A New Position with Current or New Employer in the 1st, 2nd, or 3rd Quarter After Program Completion

These PIRL data elements are used to report if an incumbent worker has completed their program of study and advanced to a new position that requires a higher level of skill, either with their current employer or new employer.

An incumbent worker may have up to two quarters after program completion to advance in their position, and grantees may report these outcomes at any time during the two quarters after program completion. This employment outcome is reported in the actual reporting quarter in which the job advancement occurred.

Data Elements (DE) to Leave Blank

Critical Sectors Grantees will always leave DE 107 and 933 blank. If the participant's social security number is provided, the Program Office will collect DE 1704 from CRIS.

Figure 2 Data Elements to Leave Blank

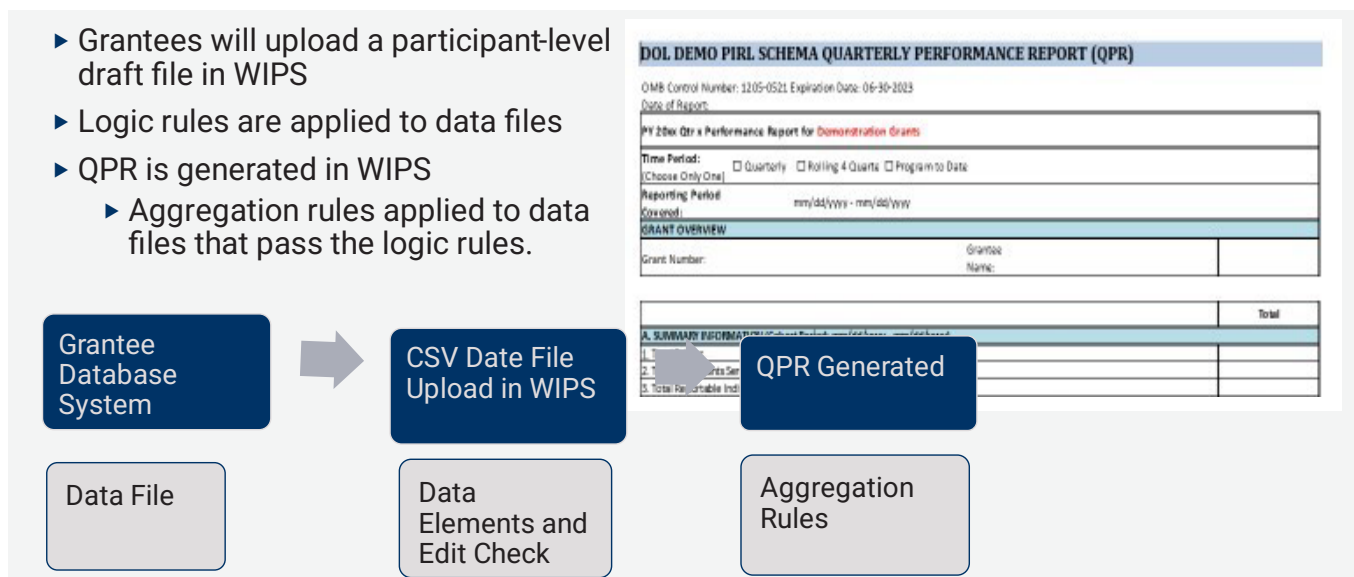
- 107 - Special Project ID – 3
- 933 - Date of First DWG Service
- 1704 - Earnings 2nd Quarter After Exit Quarter



Guidance for Generating and Certifying a Quarterly Performance Report (QPR)

To generate the QPR, grantees will submit [a CSV data file](#) or a .txt file of participant-level information in WIPS. The participant-level data file includes information on all participants served through the most current reporting quarter. After a grantee successfully uploads the participant-level data file into WIPS, the system will run the data file against a series of validation checks. It will generate a QPR using WIPS aggregation rules.

Figure 3 Overview of Submitting Report in WIPS



Once a grantee has verified that the information is accurate, they should indicate that the report is final by selecting the "Certify" button in WIPS. Certifying the report indicates that the grantee's Authorizing Official certifies that the data submitted is complete, true, and accurate to the best of their knowledge.

Uploading the Participant Data File and Certifying the QPR

Grantees prepare the participant data file outside WIPS, as described in [The Participant Data File](#). When the file is ready, grantees will upload it to WIPS. WIPS runs an error check on the uploaded file, as described below in [The Edit Check: Correcting Participant Data File Errors](#). When it passes the edit check, WIPS pulls information from the participant data file to generate the QPR displayed in the [Demonstration Grant QPR format](#). Certification Account holders will review and certify the QPR. See [Appendix A: Uploading the Participant Data File and Certifying the QPR](#) for steps and screenshots on the upload and certification process.

The Edit Check: Correcting Participant Data File Errors

WIPS runs a series of edit checks on a participant data file that is uploaded to the platform. These checks ensure that the uploaded file is properly formatted and contains valid data. In addition to checking the file format, edit checks may identify a valid values error, a logical error, a duplicate error, or a program flag error. The results of the edit checks are summarized in an error report that is viewable on WIPS. For instructions on locating and reading the error report, see [Appendix B: Viewing Error Reports in WIPS](#).

Grantees correct the errors in the error report and then reupload the participant data file. WIPS runs an edit check whenever a participant data file is uploaded to the platform. Correcting errors is an iterative process, and grantees may have to reupload the participant data file several times. To allow adequate time for correcting errors, grantees should attempt to upload the participant data file at least 14 days before submission. For additional information on edit checks, see the [Edit Check Resource](#) on the [WorkforceGPS Performance Reporting Resource page](#) and the ETA's [WIPS Resources](#) webpage.

Viewing QPRs in WIPS

Grantees may check the status of QPRs in WIPS. A QPR has not been submitted to DOL until it has been certified. Certifying the QPR indicates that the grantee's Authorizing Official certifies that the data submitted is complete, true, and accurate to the best of their knowledge.

Source Documentation and Data Validation

Grantees are required to collect source documentation for select data elements. Documentation requirements vary across data elements, but acceptable forms may include official notices (e.g., a notice of termination), pay stubs, enrollment records, licenses, cross-matches, or self-attestation. For more information on source documentation requirements, see [TEGL 23-19 Change 1](#). Attachment II: Source Documentation DOL-only Data Element Validation contains a list of requirements for each data

element.

In addition to source documentation, [TEGL 23-19 Change 1](#) articulates guidelines for data validation. These guidelines and practices are meant to ensure that the data grantees collect and report on are accurate. Grantees must develop data validation practices that include the following:

- Written procedures for conducting data validation reviews that contain a description of the process for identifying and correcting errors or missing data, which may include electronic data checks
- Regular data validation training for appropriate program staff (DOL recommends at least annually)
- Monitoring protocols, consistent with [2 CFR 200.328](#), to ensure that program staff are following the written data validation policy and procedures and take appropriate corrective action if those procedures are not being followed
- Regular data integrity review of program data (DOL recommends quarterly) for errors, missing data, out-of-range variances in values reported, and other anomalies
- Documentation that missing documentation and erroneous data identified during the review process have been corrected
- Documentation processes for maintaining records per the Federal records retention policy, which may include copies of worksheets on data elements or records reviewed, frozen quarterly wage records for wage record matching used for reporting outcomes, trends in common data accuracy issues, error rates, and corrective action efforts made after data validation reviews
- Regular assessments of the effectiveness of the data validation process (DOL recommends at least annually) and revisions to that policy and process as needed

[See Section 4.B of TEGL No. 23-19 Change 1](#) for more information about the data validation guidelines.

Section V: Workforce Innovation and Opportunity Act (WIOA) Primary Indicators of Performance (Tier 2 Grantees)

WIOA Primary Indicators of Performance

Reporting on the WIOA Primary Indicators of Performance applies to Critical Sectors-funded grants reporting participant-level data.

The [Training and Employment Guidance Letter \(TEGL\) No. 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs](#) Administered by the U.S. Department of Labor (DOL) provides policy guidance to align and streamline performance indicators and requirements across 15 DOL Employment and Training Administration (ETA) programs with the Workforce Innovation and Opportunity Act (WIOA). Grantees are encouraged to review the TEGL and share it with staff and grant partners as appropriate.

The following WIOA primary indicators of performance are **applicable** to Critical Sectors grants:

- **Employment Rate – 2nd Quarter After Exit:** Percentage of participants who are in unsubsidized employment during the second quarter after exit from the program
- **Employment Rate – 4th Quarter After Exit:** Percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program
- **Median Earnings – 2nd Quarter After Exit:** Median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program
- **Credential Attainment Rate:** Percentage of participants enrolled in an education or training program who attain a recognized post-secondary credential during participation in or within one year after exit from the program
- **Measurable Skills Gains:** Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains
- **Effectiveness in Serving Employers:** Retention of your participants with the same employer in the 2nd and 4th quarter after exit

Some of these outcomes are reported directly by grantees using participant-level data files in WIPS.

Some are calculated by DOL utilizing a combination of data reported by grantees and state

Unemployment Insurance (UI) wage records via **the Common Reporting Information System (CRIS)**.

Calculating Employment-Based Primary Indicators of Performance

For the employment-based WIOA primary performance indicators, DOL acknowledges that Critical Sectors grantees may not have access to wage records to track and report exit-based employment rates and median earnings. Therefore, DOL will match wage records on behalf of grantees using CRIS (see [Common Reporting Information System \(CRIS\)](#)) to capture these specific employment-based outcomes for participants who have successfully exited the Critical Sectors program.

- 1) Employment Rate – PIRL 1602: 2nd Quarter After Exit
- 2) PIRL 1603: Type of Employment Match 2nd Quarter After Exit Quarter
 - The grantee will **enter code value 5** if the participant is employed and **enter code value 0** if they are unemployed.
- 3) Employment Rate – PIRL 1606: 4th Quarter After Exit
- 4) PIRL 1607 Type of Employment Match 4th Quarter After Exit Quarter
 - The grantee will **enter code value 5** if the participant is employed and **enter code value 0** if they are unemployed.
- 5) Effectiveness in Serving Employers – PIRL 1618: Retention with the Same Employer 2nd and 4th Quarter After Exit
- 6) Median Earnings – PIRL 1704: 2nd Quarter After Exit

DOL will calculate these specific employment-based outcomes on behalf of grantees using Social Security Numbers (SSNs) provided for each Critical Sectors participant as part of the information included in each grantee's WIPS quarterly participant-level data file submission. It is important to note that while Critical Sectors program grantees are required to request SSNs, participants cannot be denied services if they choose not to disclose an SSN. Section VII of the Handbook provides information on the standards for collecting and storing social security numbers and tips for collecting this data from participants.

To support the calculation of these DOL-required employment-based primary indicators of performance, Critical Sectors grants are required to track and report the following PIRL Data Elements (DEs):

- PIRL 900: Date of Program Entry
- PIRL 901: Date of Program Exit

- PIRL 923: Other Reasons for Exit⁹
- PIRL 2700: Social Security Number

Calculating the Primary Indicators of Performance Credential Attainment and Measurable Skill Gains

7) Credential Attainment

To calculate credential attainment outcomes, Critical Sectors grantees will track and report this outcome using PIRL DEs through the participant-level data file submitted in WIPS.

8) Measurable Skill Gains

To calculate measurable skill gains outcomes, Critical Sectors grantees are required to track and report the information using PIRL DEs, which will be reported directly through the participant-level data file submitted in WIPS.

The WIOA PIRL DEs used to report Critical Sectors credential outcomes are the same data elements used to calculate WIOA credential attainment outcomes after exit. WIOA credential attainment outcomes for Critical Sectors grants are reported in the QPR.

Common Reporting Information System (CRIS)

Through a Memorandum of Understanding between DOL and the Kansas Department of Commerce, ETA's national program has access to aggregate employment outcome and wage information through the Wage Record Interchange System and the Federal Employment Data Exchange System. This information will be used to calculate the WIOA exit-based measures by matching **personally identifiable information (PII)** and UI wage data for the most recent reporting quarter. Figures 3 and 4 list the DE the Program Office will collect.

⁹ Individuals who are exited for the reasons noted in PIRL 923 will not be calculated in the WIOA primary performance indicators.

Figure 4 Data Elements the Program Office Collects #1

The Program Office will collect this data from CRIS for the following:

- 1602 - Employed in 2nd Quarter After Exit Quarter
- 1606 - Employed in 4th Quarter After Exit Quarter

The grantee may use supplemental wage information to report on exit-based performance indicators if the social security number is not provided.



Figure 5 Data Elements the Program Office Collects #2

The Program Office will collect this data from CRIS; please enter 5 if the participant is employed, and enter 0 if they are unemployed for the following:

- 1603 - Type of Employment Match 2nd Quarter After Exit Quarter
- 1607 - Type of Employment Match 4th Quarter After Exit Quarter

The grantee may use supplemental wage information to report on exit-based performance indicators if the social security number is not provided.



To retrieve information for these data elements, WIPS interfaces with a separate platform, [CRIS](#), to match participant information with UI wage records. This allows WIPS to retrieve aggregated wage and employment information and add it to the participant data file, finalizing the QPR. These steps occur once a grantee submits and certifies a report in WIPS. Once the wage matching is complete, the final QPR becomes viewable to the grantee within WIPS. It contains aggregate-level wage and employment information.

WIPS can only conduct wage matching and retrieve earnings and employment data for participants with SSNs recorded in the participant data file (data element 2700)¹⁰. Suppose a participant does not provide their SSN. In that case, grantees may use supplemental wage information to report on exit-based performance indicators. For guidance on the appropriate use of supplemental wage information, refer to

¹⁰ Note that individuals are not required to provide an SSN in order to receive Critical Sectors Demo grant-funded services.

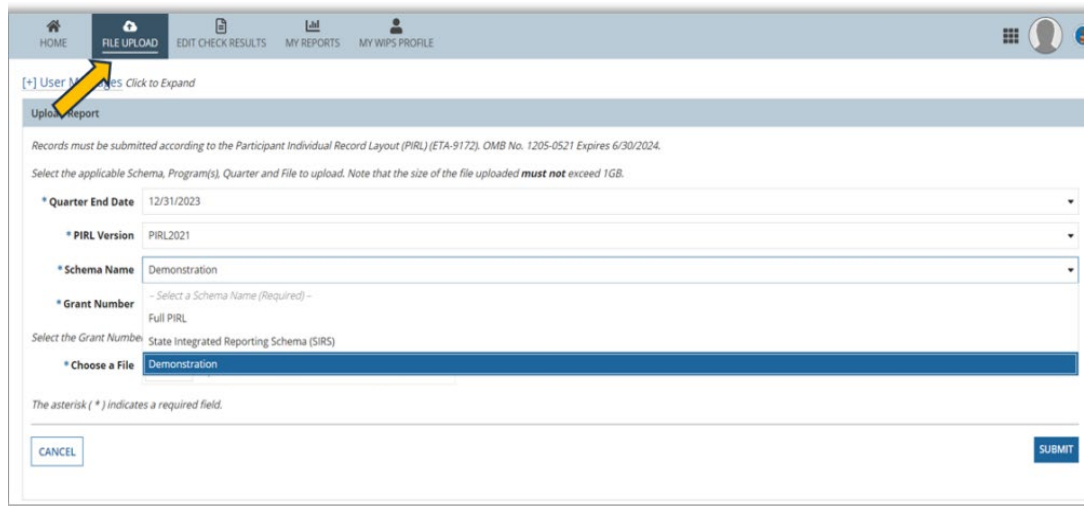
[TEGL 14-18 Appendix VI](#) (pg. 47).

Record Retention Requirements

Grantees must follow Federal guidelines on record retention. Grantees are required to maintain all electronic and hard-copy records pertaining to grant activities at least three years after the final award close-out. See the Critical Sectors grant [FOA](#) and [2 CFR 200.333-.337](#) for more specific information.

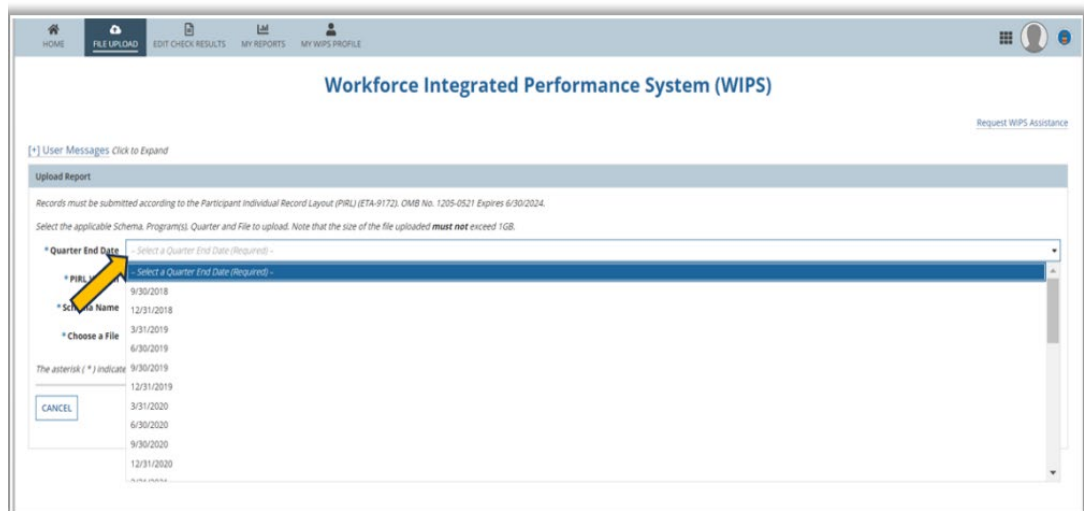
Appendix A: Uploading the Participant Data File and Certifying the QPR

1. From the WIPS homepage, click on the “FILE UPLOAD” tab from the menu at the top of the screen.



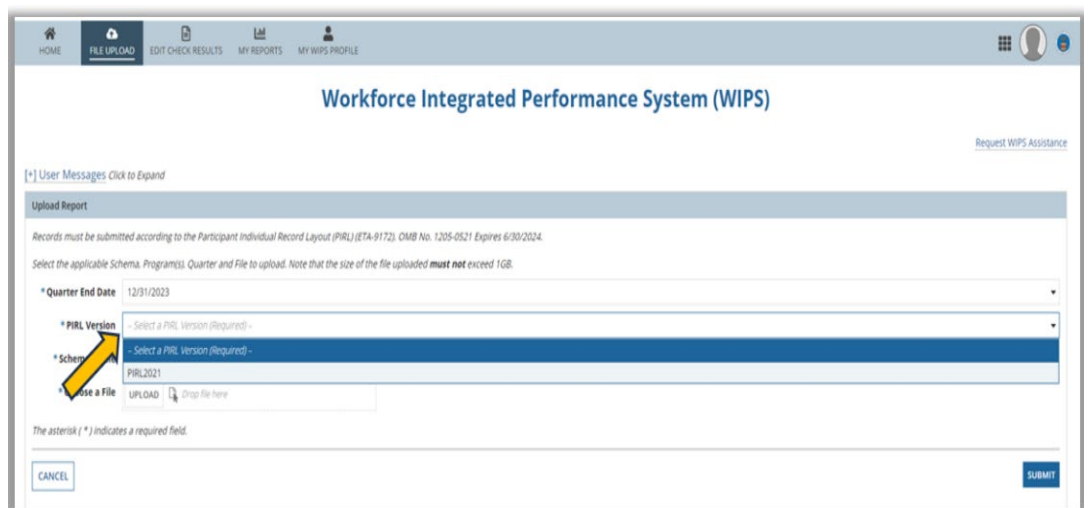
The screenshot shows the 'FILE UPLOAD' tab selected in the top navigation bar. The 'Quarter End Date' dropdown menu is open, displaying a list of dates. An arrow points to the '12/31/2023' option.

2. Select the “Quarter End Date” from the dropdown menu.



The screenshot shows the 'PIRL Version' dropdown menu open, displaying a list of versions. An arrow points to the 'PIRL2021' option.

3. Select the “PIRL version” from the dropdown menu.



The screenshot shows the 'Choose a File' button highlighted with an arrow.

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4. Choose the appropriate schema from the dropdown menu. Critical Sectors grantees select “Demonstration.”

The screenshot shows the 'Upload Report' form in the Workforce Integrated Performance System (WIPS). The form includes fields for Quarter End Date (12/31/2023), PIRL Version (PIRL2021), Schema Name (Demonstration), and Grant Number (Full PIRL). A yellow arrow points to the 'Schema Name' dropdown menu, which is currently set to 'Demonstration'. Below the 'Grant Number' field, there is a note: 'Select the Grant Number: State Integrated Reporting Schema (SIRS)'. The 'Choose a File' button is highlighted in blue. The form also includes a 'CANCEL' button and a 'SUBMIT' button.

5. Use the “Grant Number” dropdown menu to indicate the grant(s) for which you are uploading the participant data file. Note that at least one grant number must be selected.

The screenshot shows the 'Upload Report' form in the Workforce Integrated Performance System (WIPS). The form includes fields for Quarter End Date (12/31/2023), PIRL Version (PIRL2021), Schema Name (Demonstration), and Grant Number (select a grant number). A yellow arrow points to the 'Grant Number' dropdown menu, which is currently set to 'select a grant number'. Below the 'Grant Number' field, there is a note: 'Select the Grant Number: select a grant number'. The 'Choose a File' button is highlighted in blue. The form also includes a 'CANCEL' button and a 'SUBMIT' button.

6. Select the “Quarter End Date” from the dropdown menu.

7. Attach the participant data file by clicking the “UPLOAD” button. You may either select the file and click “Open” within the browser window or drag and drop the file into the upload field.

The screenshot shows the 'Upload Report' form in the Workforce Integrated Performance System (WIPS). The form includes fields for Quarter End Date (12/31/2023), PIRL Version (PIRL2021), Schema Name (Demonstration), and Grant Number (MI-35897-21-60-A-41). A yellow arrow points to the 'Choose a File' button, which is highlighted in blue. A file upload dialog is open, showing a list of files in the 'demo' folder. The file '3075-DEMO-20-20242141234567.csv' is selected. The dialog also shows a 'File name' field and a 'File type' dropdown set to 'All Files'. The 'Open' and 'Cancel' buttons are visible at the bottom of the dialog.

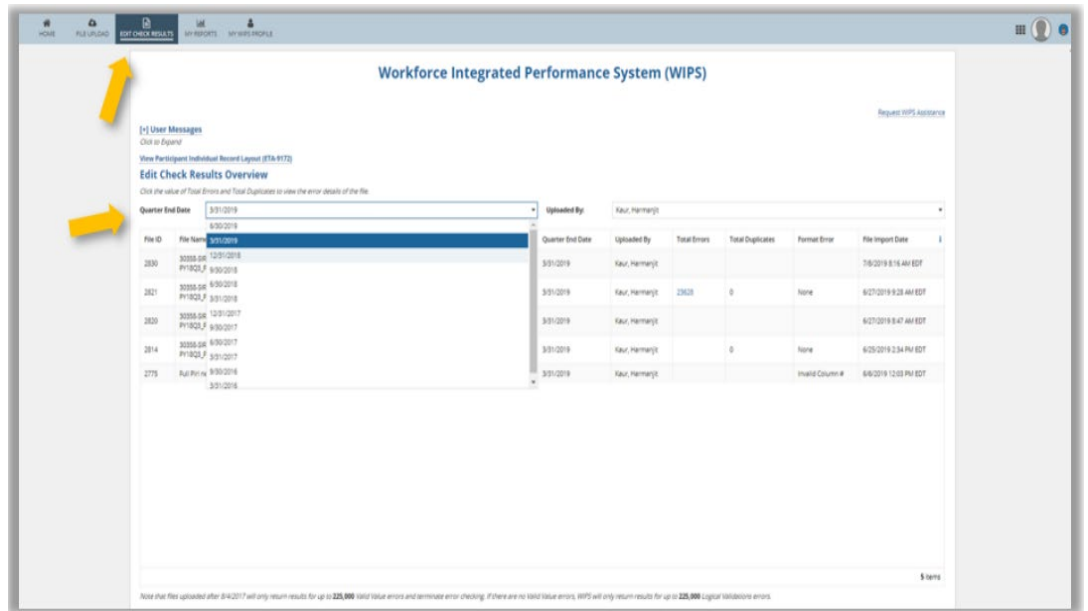
8. Once you have successfully attached your participant data file, click the blue “SUBMIT” button on the right-hand side of the screen.

9. WIPS will automatically run a series of edit checks on the submitted file. The results of the edit checks are viewable within WIPS. See Appendix B for instructions on accessing and interpreting the edit checks report. Re-upload the participant data file once you have corrected the errors. You may have to revise and submit the participant data file multiple times until it passes the edit check.
10. Once the participant data file passes the edit check, WIPS will use the uploaded information to produce the QPR. This process occurs automatically after a data file has been successfully uploaded.
11. The final step is to review and certify the QPR once created. The status will indicate whether the QPR has been generated and is ready for review and certification.
12. As part of this process, WIPS will retrieve program outcomes information through CRIS a few weeks after the reporting deadline, if needed (**no action is required by the WIPS user/grantee**). These data will not be available/viewable when you certify the QPR.

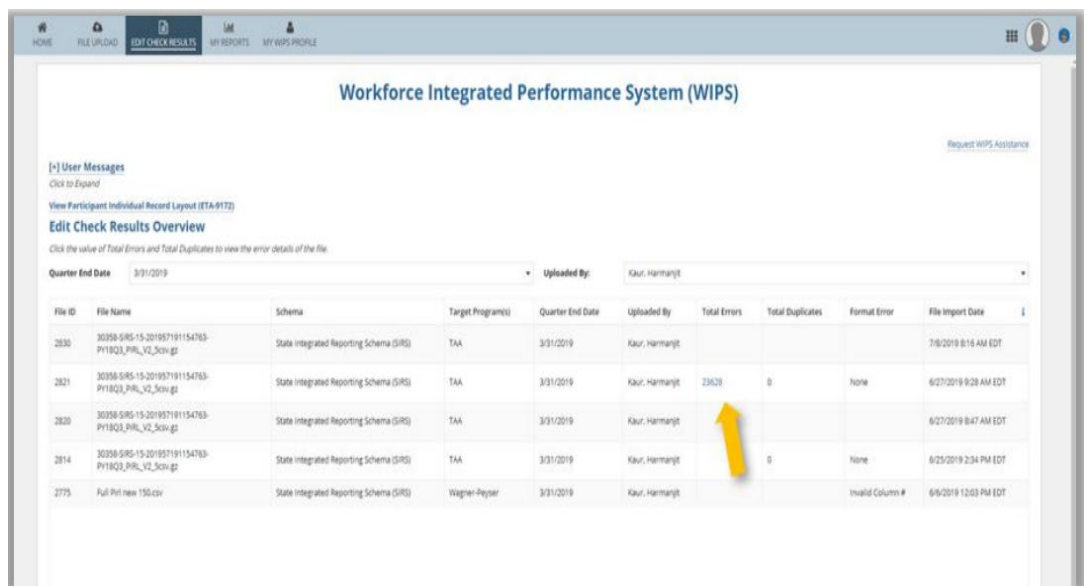
Appendix B: Viewing Error Reports in WIPS

1. From the WIPS homepage, select “EDIT CHECK RESULTS” from among the tabs at the top of the page.

2. Select the appropriate “Quarter End Date” from the dropdown menu (the same quarter end date you entered while uploading the participant data file).



3. View errors by selecting numeric hyperlinks under Total Errors (fourth column from the right).



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4. After clicking the numeric hyperlink, the Edit Check Error Summary screen will be displayed. Click the “Element No.” hyperlink to view the Edit Check Error Details for that element number (pictured in step 5).

Workforce Integrated Performance System (WIPS)

Back to Edit Check Results Overview

Selected File Detail

Click the Value of Total Errors or Total Duplicates to view the error details of the file.

File ID	File Name	Schema	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	File Import Date
2821	30358-SRS-15-20190719154763-PY19Q3_PRL_V2_Srcn.gp	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaul, Harmanjit	23628	0	6/27/2019 9:28 AM EDT

Click the Value of Total Errors or Total Duplicates to view the error details of the file.

EXPORT ERRORS

Edit Check Error Summary

Click the Error Element No. to display the details of the Error Results.

Element No.	Element Name	Error Description	Count of Errors
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	B) If Employed 3rd Quarter After Exit Quarter (SIRDA) (PRL 1604) + 9, THEN Industry Code of Employment 3rd Quarter After Exit Quarter (PRL 1616) must = 999999	6395
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	B) If Employed 2nd Quarter After Exit Quarter (SIRDA) (PRL 1602) + 9, THEN Industry Code of Employment 2nd Quarter After Exit Quarter (PRL 1615) must = 999999	6216
1617	Industry Code of Employment 4th Quarter After Exit Quarter	B) If Employed 4th Quarter After Exit Quarter (SIRDA) (PRL 1606) + 9, THEN Industry Code of Employment 4th Quarter After Exit Quarter (PRL 1617) must = 999999	6032
6	QES Number	B) Must be unique for each record.	4892
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	A) If Employed 2nd Quarter After Exit Quarter (SIRDA) (PRL 1602) + 1, 2 OR 3, THEN Industry Code of Employment 2nd Quarter After Exit Quarter (PRL 1615) must be valid NAICS code OR 999999	81
1616	Industry Code of Employment 3rd Quarter After Exit Quarter	A) If Employed 3rd Quarter After Exit Quarter (SIRDA) (PRL 1604) + 1, 2 OR 3, THEN Industry Code of	46

11 items

5. Review the Edit Check Error Details for select elements and resolve them as appropriate.

Workforce Integrated Performance System (WIPS)

Back to Edit Check Results Overview

Selected File Detail

Click the Value of Total Errors or Total Duplicates to view the error details of the file.

File ID	File Name	Schema	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	File Import Date
2821	30358-SRS-15-20190719154763-PY19Q3_PRL_V2_Srcn.gp	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaul, Harmanjit	23628	0	6/27/2019 9:28 AM EDT

Click the Value of Total Errors or Total Duplicates to view the error details of the file.

EXPORT ERRORS

Edit Check Error Details

Click the Error Element No. to display the details of the Error Results.

Error Message for Element No. 1616

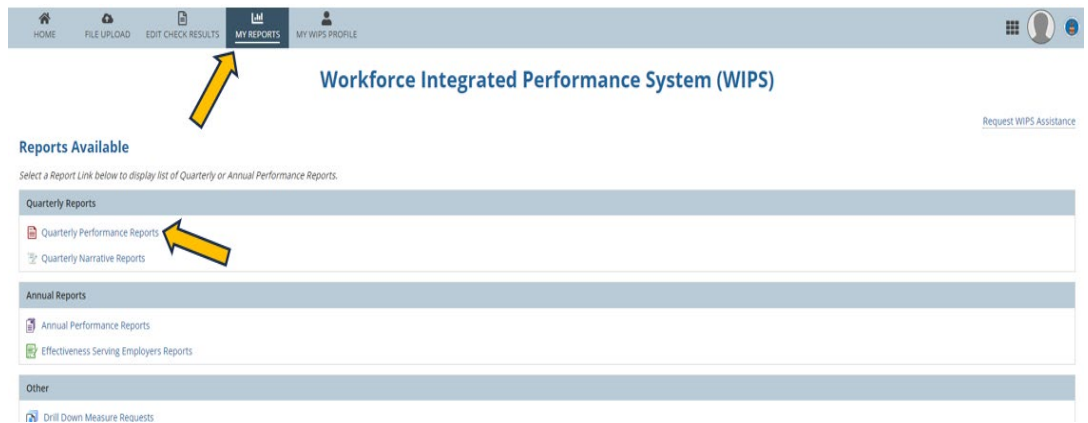
B) If Employed 3rd Quarter After Exit Quarter (SIRDA) (PRL 1604) + 9, THEN Industry Code of Employment 3rd Quarter After Exit Quarter (PRL 1616) must = 999999

Row Number	Unique Individual Identifier	Value Provided
23	1000479680J/T	"721110"
43	2201736460J/T	"721110"
49	1000310660J/T	"1447110"
30	2201808840J/T	"981520"
108	2200441380J/T	"917911"
109	2201775800J/T	"1447190"
127	2201454130J/T	"911111"
137	1000088740J/T	"237910"
142	220020880J/T	"981511"
144	220182201J/T	"424690"
147	220042383J/T	"462311"
152	1000204482J/T	"462310"

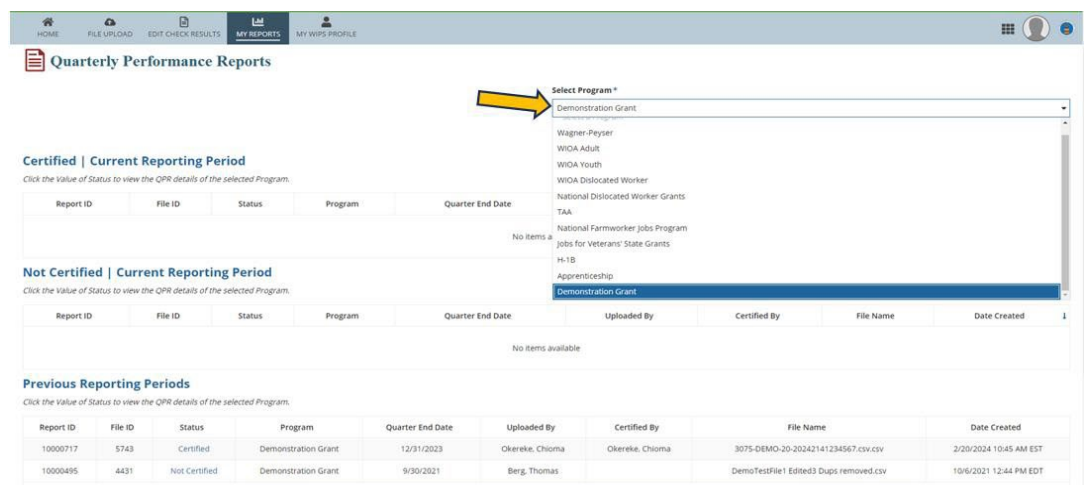
6. Reupload the revised participant data file, following the instructions in [Appendix A: Uploading the Participant Data File and Certifying the QPR](#).

Appendix C: Viewing QPRs in WIPS

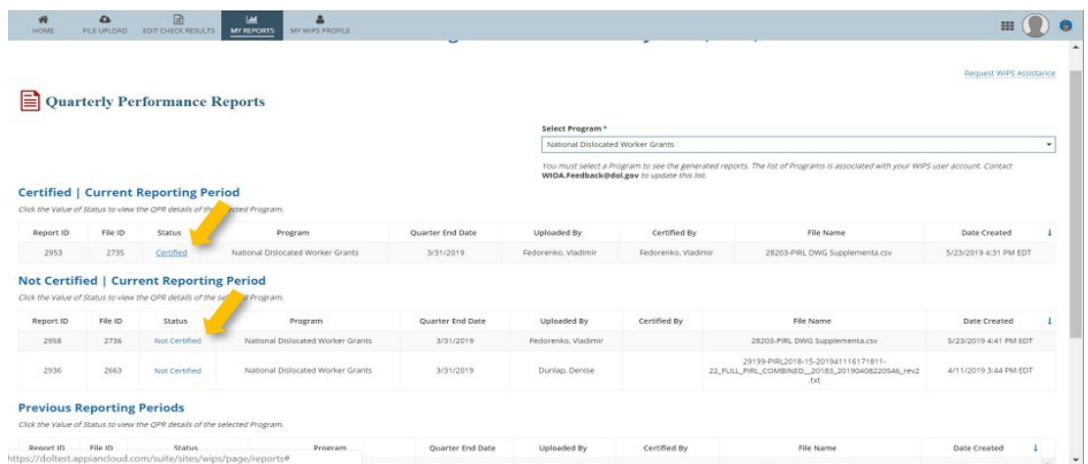
1. From the WIPS homepage, select the “MY REPORTS” tab at the top of the screen. Then click on “Quarterly Performance Reports.”



2. Select “Demonstration Grant” from the “Select Program” dropdown menu on the right-hand side of the screen.



3. Certified QPRs can be viewed and downloaded by clicking “Certified” under “Status.” To view QPRs that still need certification, click the hyperlinked “Not Certified” text.



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4. Review and/or print the QPR.

HOMEFILE UPLOADEDIT CHECK RESULTS

MY REPORTSMY WPS PROFILE

Print Quarterly

PY 2023 Qtr 12/31/2023 Performance Report for Demonstration Grants

Time PeriodQuarterlyRolling 4 QuartersProgram to Date

Reporting Period: 10/1/2023-12/31/2023

Covered

GRANT OVERVIEW

Grant Number: CP-39545-23-60-A-37Grantee Name: Mecklenburg County Of

A. SUMMARY INFORMATION (Cohort Period:10/1/2023-12/31/2023)

Performance Items	Total
1. Total Exits	0
2. Total Participants Served	37
3. Total Reportable Individuals	0

B. PARTICIPANT SUMMARY INFORMATION (Cohort Period:10/1/2023-12/31/2023)

Performance Items - Sex	Total
1a. Male	6
1b. Female	26

C. PARTICIPANT SUMMARY INFORMATION (Cohort Period:10/1/2023-12/31/2023)

Performance Items - Ethnicity/Race	Total
2a. Hispanic/Latino	1
2b. American Indian or Alaskan Native	3

5. QPRs that have not yet been certified will have a blue “CERTIFY” button at the bottom right-hand side of the page.

HOMEFILE UPLOADEDIT CHECK RESULTS

MY REPORTSMY WPS PROFILE

Print Quarterly

Performance Items

CombinedGrantee CertifiedAdditional UI Match

1. Employment Rate (Q2) (Cohort Period:10/1/2022-12/31/2022)0.0%

2. Employment Rate (Q4) (Cohort Period:4/1/2022-6/30/2022)0.0%

3. Median Earnings (Cohort Period:10/1/2022-12/31/2022)

D. WIOA PRIMARY INDICATORS OF PERFORMANCE

Performance Items	Total
4. Credential Rate (Cohort Period:4/1/2022-6/30/2022)	0.0%
5. Measurable Skill Gains (Cohort Period:10/1/2023-12/31/2023)	

E. EFFECTIVENESS IN SERVING EMPLOYERS

Performance Items	Combined	Grantee Certified	Additional UI Match
1. Retention with Same Employer in the 2nd and 4th Quarters After Exit (Cohort Period:4/1/2022-6/30/2022)		0.0%	

ADDITIONAL COMMENTS

*When available, DOL/ETA will match wage records on behalf of grantees in order to capture these employment-based outcome measures for participants that have successfully exited the program being reported for. These outcome measures are dependent on the participant-level data that grantees submit on a quarterly basis; however, these outcome measures will be populated after the QPR is certified by the grantee. The outcome data reported in these fields are not included in the performance data that grantees submit and certify for the purposes of quarterly reporting. Grantees do not need to certify this DOL-populated data.

Public Burden Statement (1205-0521)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is mandatory (Workforce Innovation and Opportunity Act, Section 116). Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the Office of Policy Development and Research • U.S. Department of Labor • Room N-5641 • 200 Constitution Ave. NW • Washington, DC • 20210.

Do NOT send the completed application to this address.

CANCEL

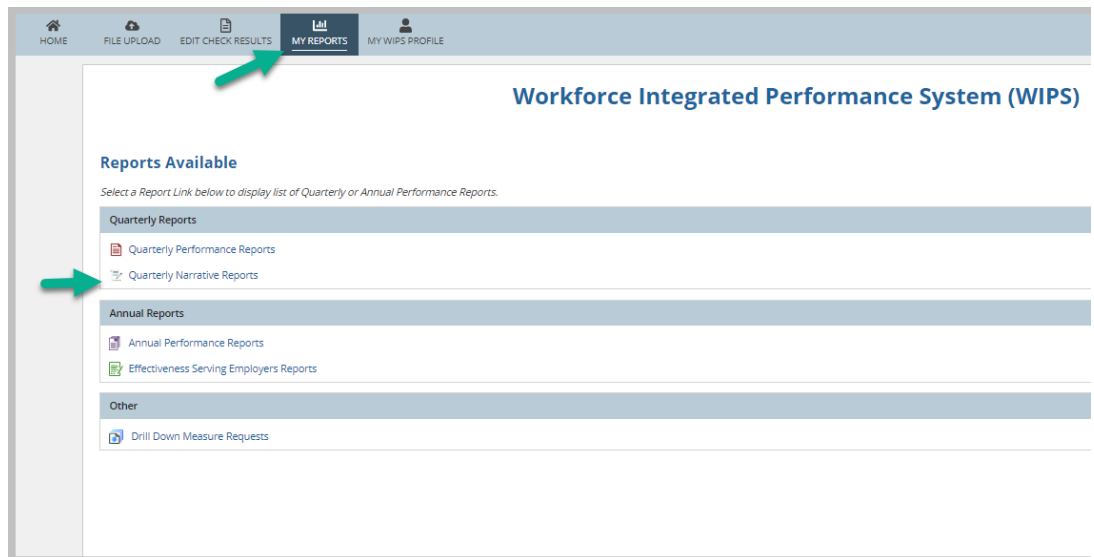
SAVECERTIFY

Appendix D: Submitting a Quarterly Narrative Report in WIPS

This appendix contains instructions for completing a QNR in WIPS and checking a QNR's status and activity history.

Completing a QNR in WIPS

1. Log in to WIPS.



2. Click the “My Reports” tab and select “Quarterly Narrative Reports.” Click the “ADD NEW” button.

The screenshot shows the 'Joint Quarterly Narrative Performance Report' page. At the top, there is a navigation bar with links: FILE UPLOAD, EDIT CHECK RESULTS, MY REPORTS (highlighted with a green arrow), and MY WIPS PROFILE. Below this, the title 'Workforce Integrated Performance System (WIPS)' is displayed. The main content area is titled 'Joint Quarterly Narrative Performance Report' and includes a sub-header 'Request WIPS Assistance'. Below the title, there is a table with columns: Report ID, Status, Status Date, Grant Type, Grant ID, Grant Number, Grantee Name, Region, Quarter End Date, Grant Program Name, Created By, and Last Modified By. The table contains 10 rows of data. At the bottom right of the table, there is a green arrow pointing to the 'ADD NEW' button.

Report ID	Status	Status Date	Grant Type	Grant ID	Grant Number	Grantee Name	Region	Quarter End Date	Grant Program Name	Created By	Last Modified By
75	Certified	9/29/2021 8:42 AM EDT	Reemployment & System Integration Dislocated Worker Grants	105	DW-29760-16-60-A-1	Alabama Department Of Commerce	3	9/30/2021	National Dislocated Worker Grants	Fedorenko, Vladimir	Fedorenko, Vladimir
74	Certified	9/27/2021 4:13 PM EDT	Independent Initiative	8131	MI-35894-21-60-A-39	Northwest State Community College	5	9/30/2021	Demonstration Grant	Kaur, Harmanjit	Kaur, Harmanjit
72	Certified	8/27/2021 8:52 AM EDT	American Apprenticeship Initiative	7315	AP-33025-19-75-A-11	American Association Of Community Colleges	2	9/30/2021	Apprenticeship	Fedorenko, Vladimir	Fedorenko, Vladimir
70	In Progress	7/7/2021 6:03 PM EDT	Reemployment & System Integration Dislocated Worker Grants	105	DW-29760-16-60-A-1	Alabama Department Of Commerce	3	6/30/2021	National Dislocated Worker Grants	Kaur, Harmanjit	
69	Certified	6/30/2021 3:56 PM EDT	TechHire	19	HG-29352-16-60-A-12	Miami Dade College	3	6/30/2021	H-1B	Kaur, Harmanjit	
68	Certified	6/30/2021 3:11 PM EDT	America's Promise	75	HG-30146-17-60-A-41	Worksystems, Inc.	6	6/30/2021	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
66	In Progress	6/29/2021 3:56 PM EDT	TechHire	7	HG-29340-16-60-A-23	Coastal Counties Workforce Inc.	1	3/31/2021	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
64	In Progress	6/29/2021 10:40 AM EDT	National Farmworker Jobs Program	527	AC-30332-17-60-A-05	Arkansas Human Development Corporation	4	3/31/2021	National Farmworker Jobs Program	Kaur, Harmanjit	Kaur, Harmanjit
63	Certified	6/28/2021 9:29 AM EDT	Reemployment & System Integration Dislocated Worker Grants	105	DW-29760-16-60-A-1	Alabama Department Of Commerce	3	3/31/2021	National Dislocated Worker Grants	Kaur, Harmanjit	Kaur, Harmanjit
61	In Progress	2/18/2021 11:52 AM EST	Reemployment & System Integration Dislocated Worker Grants	105	DW-29760-16-60-A-1	Alabama Department Of Commerce	3	12/31/2020	National Dislocated Worker Grants	Fedorenko, Vladimir	Fedorenko, Vladimir

3. Enter your grant program information in the fields provided.
 - a. Select the appropriate “Quarter End Date” from the dropdown list.
 - b. Select the appropriate “Grant Program” name from the dropdown list.

- c. Select the appropriate “Grant Number” from the dropdown list.

Workforce Integrated Performance System (WIPS)

Request WIPS Assistance

Back to Quarterly Narrative Report

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

OMB Control Number: 1205-0448
ETA: 9179
Expiration Date: 05/31/2024

DOL Grant Program Name : Demonstration Grant

* Quarter End Date : 12/31/2023

* Grant Program : Demonstration Grant

Grant Number : Select Grant Number
Please Select Grant Number

The information provided in this Quarterly Narrative Performance Report will be used to help the Department of Labor's (DOL) Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to workforce innovation and opportunity Act (WIOA) implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform ETA as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

1. Problems, delays, or adverse conditions which will materially impair the ability to meet the objectives of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
2. Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated, or producing more or different beneficial results than originally planned.

4. Suppose you have not previously certified a QPR associated with this grant. In that case, a check box on the right-hand side of the screen will be labeled “No participants have been served

grant to date.” Check this box only if the grant has not served any participants this quarter.

Workforce Integrated Performance System (WIPS)

Request WIPS Assistance

Back to Quarterly Narrative Report

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

OMB Control Number: 1205-0448
ETA: 9179
Expiration Date: 05/31/2024

DOL Grant Program Name : Demonstration Grant

* Quarter End Date : 12/31/2023

* Grant Program : Demonstration Grant

Grant Number : Select Grant Number
Please Select Grant Number

☐ No participants have been served grant to date.

Selecting this box indicates that the grantee has NOT served any participant during the life of the grant. If participants have been served at any time during the life of the grant, grantees are required to submit participant-level data in WIPS and produce a Quarterly Performance Report for certification and submission to the Department of Labor. Grantees are required to submit and certify a Quarterly Narrative Report every reporting quarter.

The information provided in this Quarterly Narrative Performance Report will be used to help the Department of Labor's (DOL) Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to workforce innovation and opportunity Act (WIOA) implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform ETA as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

1. Problems, delays, or adverse conditions which will materially impair the ability to meet the objectives of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
2. Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated, or producing more or different beneficial results than originally planned.

5. Click the blue “SAVE” button on the right-hand side of the page. All QNR sections appear on this screen; you will not need to advance to a new screen to complete subsequent QNR sections. Instead, use the “SAVE” buttons to save your progress as you work. Note that users will be automatically logged out after 30 minutes of inactivity. WIPS does not consider typing within fields to be a system activity. Save regularly to avoid losing data!

6. Enter the contact information in the fields provided for “Section I. Contact Information.” Complete all fields.

Section I. Contact Information

DOL Grant FOA (optional)

Grant Recipient Name *

Grant Project Name *

Point of Contact

Full Name *

Phone Number *

Email *

Grant Project Address *

Grant Period of Performance *

Start Date

End Date

The asterisk (*) indicates a required field.

SAVE

7. Make sure to save your progress using the blue button on the right-hand side of the page before advancing to the next section.
8. For Sections II through XI, enter the information as needed. Each field allows up to 6,000 characters. Save your progress as you work.
9. You may upload up to five supplemental attachments. Uploading attachments is optional. Upload a file by selecting “Choose a file” and indicating the file you want to upload.

10. When satisfied with your responses, you may submit the QNR by clicking the “CERTIFY” button. Please note that all QNR sections must be completed before you can certify the QNR. Suppose you have nothing to report in a

particular section of the QNR. You must indicate this by typing “No information to report” or “Not applicable” as appropriate.

The “CERTIFY” button indicates that the data submitted is complete, true, and accurate to the best of your knowledge.

DOL Grant Program Name :

Paperwork Reduction Act Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The control number for this collection is 1205-0448. Public reporting burden for this collection of information, which is required to obtain or retain benefits, is estimated to average 10 hours per quarterly response, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the Quarterly Narrative Report. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jenn Smith, Office of Workforce Investment, Room N-4508, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210.

Note: Please do not return the completed ETA-9179 to this address.

Choose a file

UPLOAD

Drop files here

You cannot upload more than 5 files.

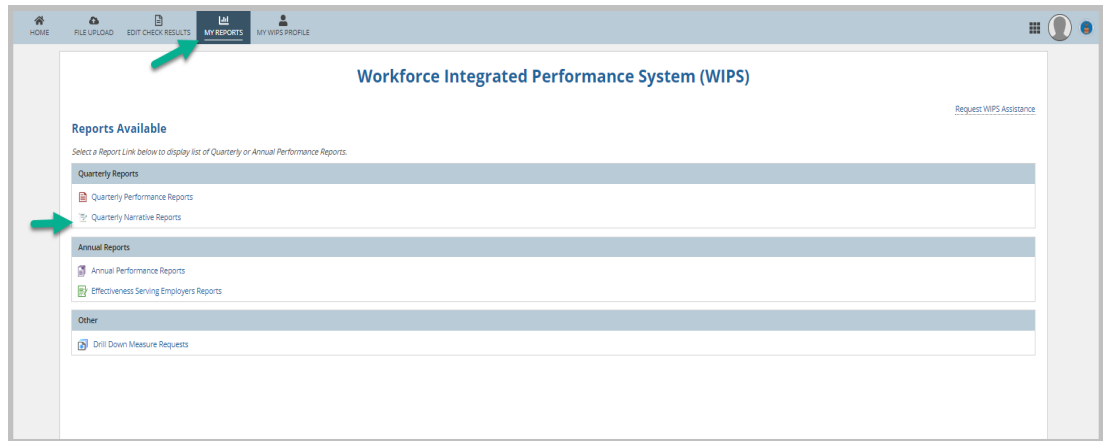
CANCEL

CERTIFY

By selecting “CERTIFY”, the grantee’s authorized representative is indicating that, to the best of his/her knowledge, the data submitted is complete, true, and accurate.

Checking QNR Status

1. To check the status of a QNR, select “Quarterly Narrative Reports” from within the “My Reports” tab.



2. This will take you to the QNR Dashboard. The second column from the left indicates the status of a report.

- b. “Certified” indicates that a QNR for the quarter has been successfully submitted.

Report ID	Status	Status Date	Grant Type	Grant ID	Grant Number	Grantee Name	Region	Quarter End Date	Grant Program Name	User Name
194	In Progress	10/22/2018 11:01 AM EDT		73			2	9/30/2018	H-1B	
193	In Progress	10/22/2018 10:29 AM EDT		50			1	9/30/2018	H-1B	
192	In Progress	10/22/2018 10:18 AM EDT		53			4	9/30/2018	H-1B	
188	In Progress	10/21/2018 8:58 PM EDT		72			5	9/30/2018	H-1B	
173	Certified	10/21/2018 3:07 AM EDT		4			5	9/30/2018	H-1B	
189	Certified	10/21/2018 3:02 AM EDT		5			6	9/30/2018	H-1B	
186	In Progress	10/21/2018 2:05 AM EDT		1			1	9/30/2018	H-1B	

3. To review activity associated with a QNR, click “History” from within the “MY REPORTS” tab.

Workforce Integrated Performance System (WIPS)

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

OMB Control Number: 1205-0448
ETA: 9/79
Expiration Date: 05/31/2024

DOL Grant Program Name: National Dislocated Worker Grants

Quarter End Date: 12/31/2021

Grant Program: National Dislocated Worker Grants

Grant Number: DW-29772-16-60-A-5

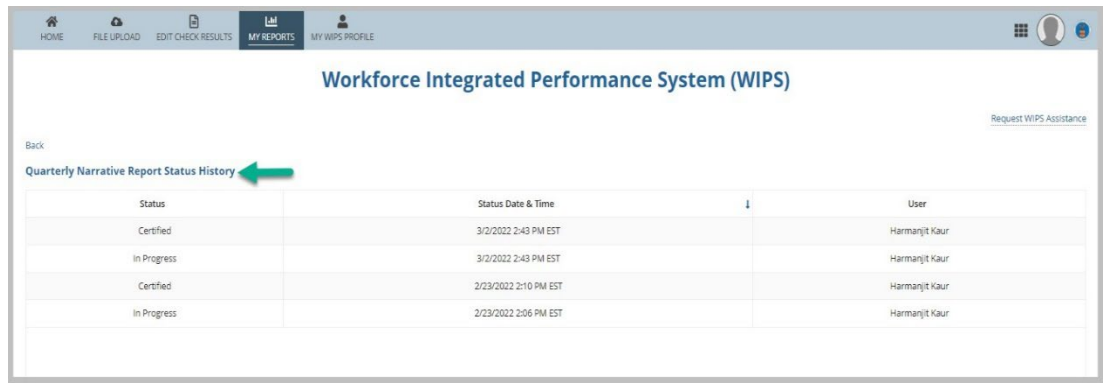
Certified in WIPS: 2/23/2022 2:10 PM EST

History

No participants have been served grant to date.

Selecting this box indicates that the grantee has NOT served any participants during the life of the grant. If participants have been served at any time during the life of the grant, grantees are required to submit participant-level data in WIPS and produce a Quarterly Performance Report for certification and submission to the Department of Labor. Grantees are required to submit and certify a Quarterly Narrative Report every reporting quarter.

4. This will display past activity.



The screenshot shows the Workforce Integrated Performance System (WIPS) interface. The top navigation bar includes links for HOME, FILE UPLOAD, EDIT CHECK RESULTS, MY REPORTS (highlighted), and MY WIPS PROFILE. A user profile icon is visible in the top right corner. The main heading is "Workforce Integrated Performance System (WIPS)". Below this, there is a "Back" link and a "Request WIPS Assistance" link. The section "Quarterly Narrative Report Status History" is highlighted with a green arrow. Below this section is a table with three columns: Status, Status Date & Time, and User.

Status	Status Date & Time	User
Certified	3/2/2022 2:43 PM EST	Harmanjit Kaur
In Progress	3/2/2022 2:43 PM EST	Harmanjit Kaur
Certified	2/23/2022 2:10 PM EST	Harmanjit Kaur
In Progress	2/23/2022 2:06 PM EST	Harmanjit Kaur

Appendix E: Critical Sectors Performance Reporting Definitions & Glossary

Definition of Terms

New Entrants to the Workforce: For the purposes of this FOA, we consider "new entrants to the workforce" to refer to those who have never worked before or who have been out of the workforce for a long enough time to make it as if they are entering the workforce for the first time. For example, this may include, but is not limited to, the long-term unemployed and justice-involved individuals. Also eligible, consistent with Federal and state wage and employment laws, are youth who are enrolled in their junior or senior year of high school and who could be employed before or within six months after the end of the grant lifecycle and youth who have dropped out of school and are seeking their first full-time job. In particular, consistent with this FOA's focus on targeting historically marginalized populations and communities, programs serving youth populations should identify and target opportunity youth, as defined in FOA Appendix B: Key Definitions, to align with [ETA's Youth Employment Works strategy.](#) (See FOA, page 24)

Dislocated workers: For the purposes of this FOA, this term refers to individuals who were terminated or laid off or have received a notice of termination or lay-off from employment or were self-employed but are now unemployed. (See FOA, page 24)

Incumbent workers: For the purposes of this FOA, this term refers to currently employed individuals who need training to secure full-time employment, advance in their careers, or retain their current positions. (See FOA, page 24)

Comma-separated values (CSV) is a text file format that uses commas to separate values. A CSV file stores tabular data (numbers and text) in plain text, where each file line typically represents one data record. Each record consists of the same number of fields, separated by commas in the CSV file.

CSV and Excel or .xls are two different file extensions containing data, where in CSV, the data is in the text format, separated by commas, while in Excel or .xls, information is in the tabular form with rows and columns. While the CSV file extension has no formatting in the data, data submitted in CSV format allows DOL to format the data in Excel as needed.

GNU Zip: GZIP, short for GNU Zip, is a compression/decompression format developed as part of a larger project to create a free software alternative to UNIX in the 1980s.

.TXT File is a standard text document that contains plain text. It can be opened and edited in any text-editing or word-processing program.

Appendix F: Abbreviations

Common Reporting Information System (CRIS)

Critical Sector Job Quality Grant Program (Critical Sectors)

Data Elements (DE)

Department of Labor (DOL)

Dislocated Worker Grant (DWG)

Employment and Training Administration (ETA)

Office of Management and Budget (OMB)

Participant Individual Record Layout (PIRL)

Personally Identifiable Information (PII)

Quarterly Narrative Performance Report (QNR)

Quarterly Performance Report (QPR)

Social Security Numbers (SSNs)

Statement of Work (SOW)

Technical Assistance (TA)

Training and Employment Guidance Letter (TEGL)

Training and Employment Notice (TEN)

Unemployment Insurance (UI)

Workforce Innovation and Opportunity Act (WIOA)

Workforce Integrated Performance System (WIPS)

Appendix G: Critical Sectors QPR Outcome Measure Definitions and Aggregation Rules

The definitions of each Critical Sectors QPR outcome measure are provided below. These definitions are from [TEGL 14-18](#). The numbering in the table corresponds to that of the QPR field.

Please remember that PIRL 105 (Critical Sectors) is present in many of the "PIRL Data Elements Required for QPR Aggregation" columns but is excluded from this attachment.

Table 4 Critical Sectors QPR Outcome Measure Definitions and Aggregation Rules

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
A. Grant Summary Information		
1. Total Exiters	The total number of participants who exited the program during the applicable reporting period. Exit from the program occurs when a participant has not received any services funded by the program for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services. The date of exit is applied retroactively to the last day on which the individual received a service funded by the program.	DE 900 Date of Program Entry DE 901, Date of Exit
2. Total Participants Served	The total number of unique participants (new and current) who were participants for at least one day during the relevant reporting period. A participant is any individual who is determined eligible to participate in the grant program and receives a service funded by the grant. Individuals who receive only a determination of eligibility to participate in the program but do not begin receiving services are NOT considered participants.	DE 900, Date of Program Entry DE 901, Date of Exit

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
3. Total Reportable Individuals	The total number of unique participants who, following a determination of eligibility, began receiving their first grant-funded service during the current quarter. Participants should only be included once, even if they enroll in multiple training programs.	DE 1002 Most Recent Date Received Basic Career Services
B. Participant Summary Information		
Gender		
1a. Male	The total number of participants who self-identify their gender as male.	DE 201, Sex DE 900, Date of Program Entry DE 901, Date of Exit
1b. Female	The total number of new participants who self-identify their gender as female.	DE 201, Sex DE 900, Date of Program Entry DE 901, Date of Exit
Ethnicity/Race		
2a. Hispanic/Latino	The total number of participants who self-identify their ethnicity as Hispanic/Latino. The term Hispanic/Latino includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.	DE 210, Hispanic/Latino DE 900, Date of Program Entry DE 901, Date of Exit
2b. American Indian or Alaskan Native	The total number of participants who self-identify their race as American Indian or Alaskan Native. The racial category American Indian or Alaska Native includes members of an Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.]	DE 211, American Indian DE 900, Date of Program Entry DE 901, Date of Exit

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
2c. Asian	The total number of participants who self-identify their race as Asian. The racial category Asian includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka, and Sikkim). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.	DE 212, Asian DE 900, Date of Program Entry DE 901, Date of Exit
2d. Black or African American	The total number of participants who self-identify their race as Black or African American. The racial category Black or African American includes persons having origins in any of the black racial groups of Africa.	DE 213, Black/African American DE 900, Date of Program Entry DE 901, Date of Exit
2e. Native Hawaiian or Other Pacific Islander	The total number of participants who self-identify their race as Native Hawaiian or Other Pacific Islander. The racial category Hawaiian Native or Other Pacific Islander includes persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	DE 214, Native Hawaiian/Other Pacific Islander DE 900, Date of Program Entry DE 901, Date of Exit
2f. White	The total number of participants who self-identify their race as White. The racial category White includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.	DE 215, White DE 900, Date of Program Entry DE 901, Date of Exit
2g. More Than One Race	The total number of participants self-identified as more than one of the racial categories outlined in Rows C.2b through C.2f above.	DE 210, Hispanic Latino DE 211, American Indian DE 212, Asian DE 213, Black/African American DE 214, Native Hawaiian/Other Pacific Islander DE 215, White DE 900, Date of Program Entry DE 901, Date of Exit

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
Other Demographics		
3a. Youth and Young Adults, Ages 17 – 29	The total number of participants whose age is between 17 and 29 at program entry.	DE 200, Date of Birth DE 900, Date of Program Entry DE 901, Date of Exit
3b. Eligible Veterans	The total number of participants who are eligible for veterans' priority of service under WIO. See TEGL No. 10-09 .	DE 300 Veteran Status
3c. Individuals with a Disability	The total number of participants that have a physical or mental impairment that substantially limits one or more of the person's major life activities.	DE 202, Individual with a Disability DE 203, Category of Disability DE 900, Date of Program Entry DE 901, Date of Exit
3d. Incumbent Workers	The total number of participants who were employed at program entry but needed training to upgrade their skills to secure full-time employment, advance in their careers, or retain their current occupations.	DE 400, Employment Status at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit DE 2119, Incumbent Workers Retained Current Position DE 907, Recipient of Incumbent Worker Training
3e. Unemployed Workers	The total number of participants who are without a job, seeking employment, and are available to work.	DE 400, Employment Status at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
3f. Low-income individuals	The total number of participants who meet the definition of low-income individuals under WIOA DE 802 Low Income Status at Program Entry.	DE 802, Low Income Status at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
3g. Individuals 55 years and Older	The total number of participants whose age is 55 or older at program entry.	DE 200, Date of Birth DE 900, Date of Program Entry DE 901, Date of Exit
3i. Ex-Offenders	The total number of participants who either have been subject to any stage of the criminal justice process for committing a status offense or delinquent act or require assistance overcoming barriers to employment resulting from a record of arrest or conviction.	DE 801, Ex-Offender Status DE 900, Date of Program Entry DE 901, Date of Exit

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
3j. Individuals with Limited English Proficiency (English Language Learners)	The total number of participants at program entry who have limited ability in speaking, reading, writing, or understanding the English language and also meet at least one of the following two conditions: (a) their native language is a language other than English, or (b) they live in a family or community environment where a language other than English is the dominant language.	DE 803, English Language Learner at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
3k. Underemployed Individuals	The total number of participants who are not currently connected to a full-time job commensurate with the individual's level of education, skills, or wage and/or salary earned previously or who have obtained only episodic, short-term, or part-time employment.	DE 900, Date of Program Entry DE 901, Date of Exit DE 2101, Underemployed Worker
3l. Dislocated Workers	The total number of participants who were terminated or laid off prior to program entry received a notice of termination or lay-off from employment or were self-employed but now unemployed.	DE 900, Date of Program Entry DE 901, Date of Exit DE 904, Dislocated Worker
3m. Long-Term Unemployed (27 or More Consecutive Weeks)	The total number of participants who have been unemployed for 27 consecutive weeks or more at program entry.	DE 402, Long-term Unemployed at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
3n. Single Parents	The total number of participants at program entry is single, separated, divorced, or a widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women).	DE 806 Single Parent at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
3o. Other dependents living with participant	The total number of participants, at program entry, who has primary responsibility for one or more dependent children under age 18 who they are not a parent to.	DE 701, Pregnant or Parenting Youth DE 900, Date of Program Entry DE 901, Date of Exit

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
Education Level		
4a. Secondary School Graduate or Equivalent	The total number of participants attained a secondary school diploma or equivalency.	DE 408, Highest Educational Level Completed at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
4b. Completed one or more years of Post-secondary Education	The total number of participants completed one or more years of Post-secondary Education.	DE 408, Highest Educational Level Completed at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
4c. Post-secondary Certification, License, or Educational Certificate (non-degree)	The total number of participants attained a post-secondary technical or vocational certificate (non-degree).	DE 408, Highest Educational Level Completed at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
4d. Associate's Degree	The total number of participants that attained an associate degree.	DE 408, Highest Educational Level Completed at Program Entry DE 409, School Status at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
4e. Bachelor's Degree or Equivalent	The total number of participants that attained a bachelor's degree.	DE 408, Highest Educational Level Completed at Program Entry DE 409, School Status at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
4f. Advanced Degree Beyond Bachelor's Degree	The total number of participants attained an advanced degree beyond a bachelor's degree.	DE 900, Date of Program Entry DE 901, Date of Exit
4g. Individuals with Basic Skills Deficient/Low Levels of Literacy	The total number of a youth who has English reading, writing, or computing skills at or below the 8th-grade level on a generally accepted standardized test; or a youth or adult who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society.	DE 408, Highest Educational Level Completed at Program Entry DE 804 Basic Skills Deficient/Low Levels of Literacy at Program Entry DE 900, Date of Program Entry DE 901, Date of Exit
C. Program Services and Training Activities		
1. Received Basic Career and Training Services	The total number of participants that receive individualized career services	DE 900, Date of Program Entry DE 901, Date of Exit DE 1001 Date of First Basic Career Service (Staff-Assisted)
2. Received Individualized Career Services	The total number of participants that receive individualized career services	DE 900, Date of Program Entry DE 901, Date of Exit DE 1200, Date of First Individualized Career Service
3. Received Supportive Services	The total number of participants that receive supportive services that are designed to address needs and ensure participant success in completing their training program.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1409, Most Recent Date Received Supportive Services
4. Received Education/Job Training Activities	The total number of participants that receive training services as part of grant-funded education or training activities.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1302, Date Entered Training #1

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
5. Completed Education/Job Training Program Activities	The total number of participants that complete, during program participation, an education or training program that leads to a recognized post-secondary credential, including a secondary education program or training program that leads to employment as defined by the core program in which the participant participates.	DE 1813, Date Completed an Education or Training Program Leading to a Recognized Post-secondary Credential or Employment
Training Types		
C-a. On the Job Training (non-WIOA Youth)	The total number of participants that receive grant-funded education or training, where the training includes on-the-job training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1302, Date Entered Training #1 DE 1303, 1310,1315 Type of Training Service #1, #2, #3
C-b. Skill Upgrading	The total number of participants that receive grant-funded education or training, where the training includes skill upgrading.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1303, 1310,1315 Type of Training Service #1, #2, #3
C-c. Entrepreneurial Training (non-WIOA Youth)	The total number of participants that receive grant-funded education or training, where the training includes entrepreneurial skills.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1302, 1309, 1314 Date Entered Training #1, 2,3 DE 1303, 1310,1315 Type of Training Service #1, #2, #3
C-d. ABE or ESL (contextualized or other) in conjunction with Training	The total number of participants that receive grant-funded education or training, where the training includes ABE or ESL in conjunction with training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1302, 1309, 1314 Date Entered Training #1, 2,3 DE 1303, 1310,1315 Type of Training Service #1, #2, #3'
C-e. Customized Training	The total number of participants that receive grant-funded education or training, where the training includes customized training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1302, 1309, 1314 Date Entered Training #1, 2,3 DE 1303, 1310,1315 Type of Training Service #1, #2, #3

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
C-f. Occupational Skills Training (non-WIOA Youth)	The total number of participants that receive grant-funded education or training, where the training includes occupational skills training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1303, 1310,1315 Type of Training Service #1, #2, #3 DE 1306, 1311, 1316 Occupational Skills Training Code #1, #2, #3
C-g. ABE or ESL(contextualized or other) NOT in conjunction with training	The total number of participants that receive grant-funded education or training, where the training includes ABE or ESL NOT in conjunction with training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1303, 1310,1315 Type of Training Service #1, #2, #3
C-h. Prerequisite Training	The total number of participants that receive grant-funded education or training, where the training includes prerequisite training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1303, 1310,1315 Type of Training Service #1, #2, #3
C-i. Registered Apprenticeship	The total number of participants that receive grant-funded education or training, where the training includes registered apprenticeship.	DE 900, Date of Program Entry DE 901, Date of Exit DE 931, Apprenticeship Program DE 1303, 1310,1315 Type of Training Service #1, #2, #3
C-j. Youth Occupational Skills Training	The total number of participants that receive grant-funded education or training, where the training includes youth occupational skills training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1303, 1310,1315 Type of Training Service #1, 2, 3
C-k. Other Non-Occupational- Skills Training	The total number of participants that receive grant-funded education or training, where the training includes other non-occupational skills training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1303, 1310,1315 Type of Training Service #1, 2, 3
C-l. Job Readiness Training in conjunction with other training	The total number of participants that receive grant-funded education or training, where the training includes job readiness training in conjunction with other training.	DE 900, Date of Program Entry DE 901, Date of Exit DE 1303, 1310,1315 Type of Training Service #1, 2, 3

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
D. WIOA Primary Indicators of Performance		
1. Employment Rate (Q2)	The percentage of participants in unsubsidized employment during the second quarter after exit from the program.	DE 901, Date of Program Exit DE 923, Other Reasons for Exit DE 1602, Employed 2nd Quarter after Exit Quarter
2. Employment Rate (Q4)	The percentage of participants in unsubsidized employment during the fourth quarter after exit from the program.	DE 901, Date of Program Exit DE 923, Other Reasons for Exit DE 1606, Employed 4th Quarter after Exit Quarter
3. Median Earnings	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.	DE 901, Date of Program Exit DE 923, Other Reasons for Exit DE 1704, Wages 2 nd Quarter after Exit Quarter
4. Credential Rate	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized post-secondary credential during participation in the program or within one year after exit from the program.	DE 901, Date of Program Exit DE 923, Other Reasons for Exit DE 1303, 1310, 1315 Type of Training #1, 2, 3 DE 1332, Participated in Post-secondary Education During Program Participation DE 1401, Enrolled in Secondary Education Program DE 1406 Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Post-secondary Credential DE 1602, 1604, 1606, 1608 Employed 1 st , 2 nd , 3 rd , and 4 th Quarter after Exit Quarter DE 1800, 1802, 1804 Type of Recognized Credential #1, 2, 3 DE 1801, 1803, 1805 Date Attained Recognized Credential #1, 2, 3

Demonstration Grant Outcome Measures	Definition	PIRL Data Elements (DE) Required for Aggregation
5. Measurable Skill Gains	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.	DE 900, Date of Program Entry DE 901, Date of Program Exit DE 923, Other Reasons for Exit DE 1800, 1802, 1804 Type of Recognized Credential #1, 2, 3 DE 1801, 1803, 1805 Date Attained Recognized Credential #1, 2, 3 DE 1806, Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)
E. Effectiveness In Serving Employers		
1. Retention with the Same Employer 2nd and 4th Quarter After Exit	The percentage of program participants who exit and are employed with the same employer in the second and fourth quarters after exit.	DE 901, Date of Program Exit DE 923, Other Reasons for Exit DE 1602, Employed 2nd Quarter after Exit (WIOA) DE 1618, Retention with the Same Employer in the 2nd Quarter and the 4th Quarter (WIOA)

Appendix H: Image of DOL DEMO Schema Quarterly Performance Report (QPR)

PY 20xx Qtr x Performance Report for Demonstration Grants		
Time Period: (Choose Only One) ☐ Quarterly ☐ Rolling 4 Quarte ☐ Program to Date		
Reporting Period Covered: mm/dd/yyyy - mm/dd/yyyy		
GRANT OVERVIEW		
Grant Number:	Grantee Name:	

		Total
A. SUMMARY INFORMATION (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)		
1. Total Exiters		
2. Total Participants Served		
3. Total Reportable Individuals		
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)		
Sex	1a. Male	
	1b. Female	
Ethnicity/Race	2a. Hispanic/Latino	
	2b. American Indian or Alaskan Native	
	2c. Asian	
	2d. Black or African American	
	2e. Native Hawaiian or Other Pacific Islander	
	2f. White	
	2g. More Than One Race	
Other Demographics	3a. Eligible Veterans	
	3b. Individuals with a Disability	
	3c. Incumbent Workers	
	3d. Unemployed Individuals	
	3e. Low-Income Individuals	
	3f. Older Individuals (55 and older)	
	3g. Ex-Offenders	
	3h. English Language Learners, Individuals With Low Levels of Literacy or Facing Substantial Cultural Barriers	
	3i. Underemployed Individuals	
	3j. Dislocated Workers	
Education Level	3k. Long-Term Unemployed (27 or More Consecutive Weeks)	
	4a. Secondary School Graduate or Equivalent	
	4b. Completed 1 or More Years of Postsecondary Education	
	4c. Postsecondary Certification, License, or Educational Certificate (Non-Degree)	
	4d. Associate's Degree	
	4e. Bachelor's Degree or Equivalent	
	4f. Advanced Degree Beyond Bachelor's Degree	

C. PROGRAM SERVICES AND TRAINING ACTIVITIES (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
1. Received Basic Career and Training Services	NA
2. Received Individualized Career Services	NA
3. Received Supportive Services	
4. Received Education/Job Training Activities	
5. Completed Education/Job Training Activities	

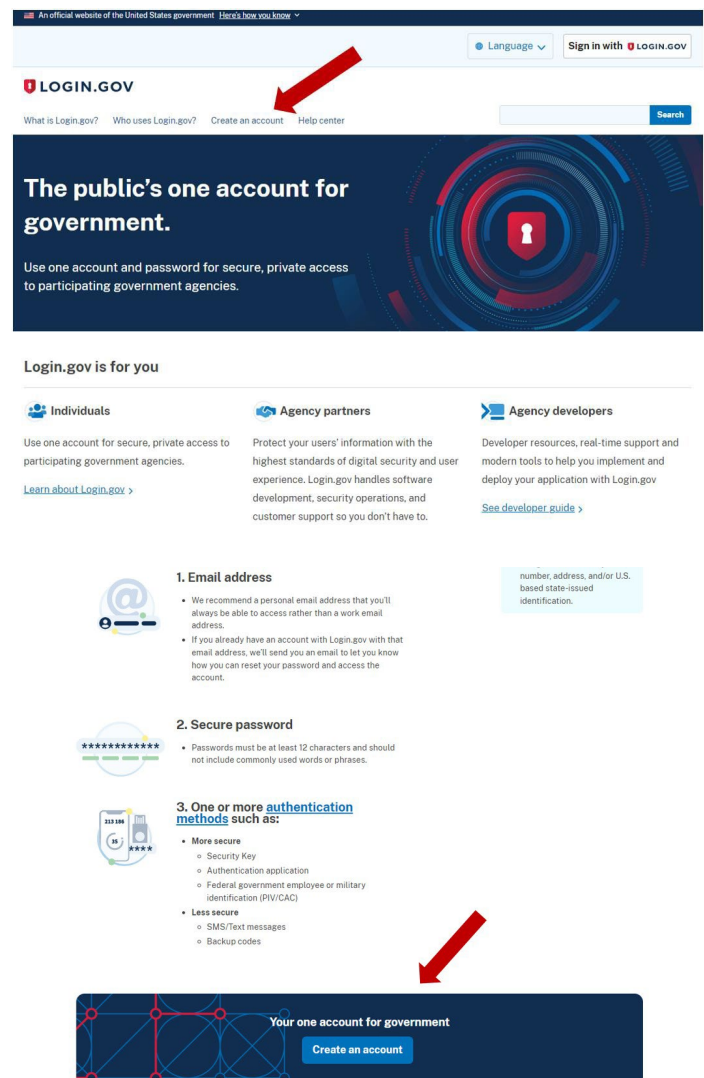
Training Types:	
9a. On the Job Training (non-WIOA Youth).	
9b. Skill Upgrading	
9c. Entrepreneurial Training (non-WIOA Youth)	NA
9d. ABE or ESL (contextualized or other) in conjunction with Training	
9e. Customized Training	
9f. Occupational Skills Training (non-WIOA Youth)	
9g. ABE or ESL (contextualized or other) NOT in conjunction with training (funded by Trade Adjustment Assistance only)	NA
9h. Prerequisite Training	
9i. Registered Apprenticeship	
9j. Youth Occupational Skills Training	
9k. Other Non-Occupational-Skills Training	
9l. Job Readiness Training in conjunction with other training	
D. WIOA PRIMARY INDICATORS OF PERFORMANCE	Total
1. Employment Rate (Q2) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	Grantee Certified
	Additional UI Match
2. Employment Rate (Q4) (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	Grantee Certified
	Additional UI Match
3. Median Earnings (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	Grantee Certified
	Additional UI Match
4. Credential Rate (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
5. Measurable Skill Gains (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	
E. EFFECTIVENESS IN SERVING EMPLOYERS	
1. Retention with the Same Employer in the 2nd and 4th Quarter After Exit (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)	Grantee Certified
	Additional UI Match

Appendix I: Creating a [Login.gov](https://login.gov) Account

The following instructions explain how to set up a [Login.gov](https://login.gov) account. Users must have a [Login.gov](https://login.gov) account to access WIPS. Please note that creating a [Login.gov](https://login.gov) account requires setting up two-factor authentication. Two-factor authentication options include using a security key, an authenticator app on your cell phone, tablet, or computer, receiving text message access codes, or using backup codes provided upon account creation.

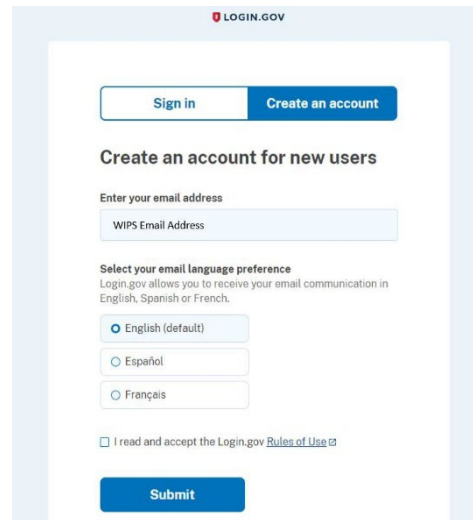
Additionally, grantees should use an email address associated with the organization that was awarded the grant to set up a login.gov account.

1. Open an internet browser and navigate to the [Login.gov](https://login.gov) home page.
2. Click “Create an account.”



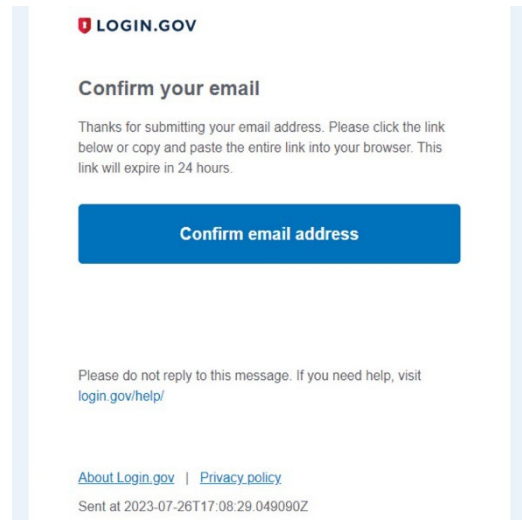
3. Review the information on the page and click “Create an account” at the bottom.

4. Enter your email address and select your language. **This email must match the one associated with your WIPS account. Do not use a personal email address.** Make sure to review the Rules of Use and check the box before clicking “Submit.”



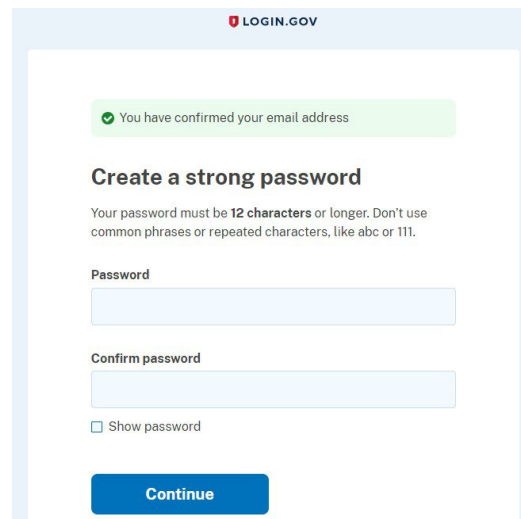
The screenshot shows the 'Create an account for new users' page on Login.gov. At the top, there are buttons for 'Sign in' and 'Create an account'. Below this, the heading 'Create an account for new users' is followed by the instruction 'Enter your email address'. A text input field is labeled 'WIPS Email Address'. Underneath, there is a section for 'Select your email language preference' with radio buttons for 'English (default)', 'Español', and 'Français'. A checkbox indicates 'I read and accept the Login.gov Rules of Use'. A blue 'Submit' button is at the bottom.

5. [Login.gov](https://login.gov) will then send a verification email to your email account. The email will come from [Login.gov \(no-reply@login.gov\)](mailto:no-reply@login.gov) with the subject line “Confirm your email.” Click on the blue “Confirm email address” button in the body of the email, shown below.



The screenshot shows the body of an email titled 'Confirm your email' from Login.gov. It thanks the user for submitting their email address and instructs them to click a link or copy and paste the entire link into their browser, noting that the link will expire in 24 hours. A large blue button labeled 'Confirm email address' is prominently displayed. At the bottom, there is a footer with the text 'Please do not reply to this message. If you need help, visit login.gov/help/' and links for 'About Login.gov' and 'Privacy policy'. The email was sent at 2023-07-26T17:08:29.049090Z.

6. The blue “Confirm email address” button will link back to [Login.gov](https://login.gov), where you will create a password and set up two-factor authentication.



The screenshot shows the 'Create a strong password' page on Login.gov. At the top, there is a green confirmation message: 'You have confirmed your email address'. The heading 'Create a strong password' is followed by instructions: 'Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.' There are two text input fields: 'Password' and 'Confirm password'. Below these fields is a checkbox for 'Show password'. A blue 'Continue' button is at the bottom.

7. Users may select their desired authentication method. To use your phone for authentication, select “Text or voice” and then click “Continue.”

8. Enter your phone number and select “Text message” or “Phone call” before clicking “Send Code.” Note that some business phones use Voice over Internet Protocol and are not allowable numbers. Cell phones are allowed.
9. You will receive an alphanumeric security code via text or phone call. Enter the code and click “Submit” to complete your [Login.gov](https://login.gov) account setup.

You are now set up to use [Login.gov](https://login.gov). If you encounter any issues, please contact the [Login.gov](https://login.gov) support team at <https://login.gov/contact/>.

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☒ **Text or voice message** 
Receive a secure code by (SMS) text or phone call.

☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.

☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

Get your one-time code

We'll send you a one-time code each time you sign in.

Phone number



How you'll get your code

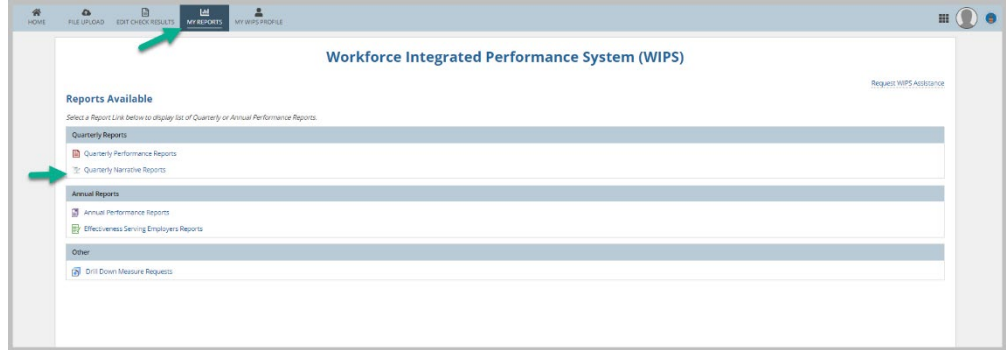
☒ Text message (SMS)
 ☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

Appendix J: Making Changes to QNRs

1. Select “Quarterly Narrative Reports” from within the “My Reports” tab, as described in [Checking QNR Status](#).



- a. Select the QNR that you want to edit. Open it by clicking the blue hyperlinked text in the “Status” column. Hyperlinked text will either read “Certified” or “In Progress.”

Report ID	Status	Status Date	Grant Type	Grant ID	Grant Number	Grantee Name	Region	Quarter End Date	Grant Program Name	Created By	Last Modified By
323	In Progress	3/4/2021 10:28 AM EST	Technical	16	HG-29345-16-60-A-18	Ivy Tech Community College of Indiana	3	12/31/2020	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
322	In Progress	12/29/2020 12:40 PM EST	Reemployment & System Integration Dislocated Worker Grants	111	DW-29775-16-60-A-10	State Of Delaware	2	9/30/2020	National Dislocated Worker Grants	Kaur, Harmanjit	Kaur, Harmanjit
321	In Progress	12/29/2020 10:09 AM EST	Technical	3	HG-29336-16-60-A-54	Bridgetown Community & Technical College	3	9/30/2020	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
320	In Progress	11/16/2020 4:44 PM EST	America's Promise	56	HG-30127-17-60-A-10	Delaware Technical Community College	2	9/30/2020	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
317	Certified	10/22/2020 3:46 PM EDT	Closing the Skills Gap	11557	HG-34352-20-60-A-53	Aerospace Machinist Joint Training Committee	6	9/30/2020	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
312	Certified	9/29/2020 10:13 PM EDT	Reemployment & System Integration Dislocated Worker Grants	111	DW-29775-16-60-A-10	State Of Delaware	2	9/30/2020	National Dislocated Worker Grants	Kaur, Harmanjit	Kaur, Harmanjit
300	Certified	8/25/2020 2:16 PM EDT	Reemployment & System Integration Dislocated Worker Grants	106	DW-29772-16-60-A-5	Arkansas Department Of Workforce Services	4	6/30/2020	National Dislocated Worker Grants	Kaur, Harmanjit	Kaur, Harmanjit
285	In Progress	10/9/2020 12:36 PM EDT	Reemployment & System Integration Dislocated Worker Grants	111	DW-29775-16-60-A-10	State Of Delaware	2	3/31/2020	National Dislocated Worker Grants	Kaur, Harmanjit	Kaur, Harmanjit
297	Certified	6/24/2020 4:44 PM EDT	Technical	16	HG-29349-16-60-A-18	Ivy Tech Community College of Indiana	3	3/31/2020	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
296	Certified	6/24/2020 4:38 PM EDT	America's Promise	56	HG-30127-17-60-A-10	Delaware Technical Community College	2	3/31/2020	H-1B	Kaur, Harmanjit	Kaur, Harmanjit

- b. Click the “EDIT” button on the upper right-hand side of the page.

Back to Quarterly Narrative Report

Joint Quarterly Narrative Performance Report

* Report Due Date: Forty-five (45) days after the end of each quarter

Certified in WIPS: 10/22/2020 3:46 PM EDT
History

DOL Grant Program Name : H-1B

* Quarter End Date: 9/30/2020

Grant Program: H-1B

Grant Number: HG-34352-20-60-A-53

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantees in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs. Grantees may use this information to identify areas for improvement, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement. Additionally, please note that, per the Uniform Guidance (2 CFR 200.305), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

DOL Grant Program Name : H-1B

Section 1. Contact Information

DOL Grant FOA (optional):

SD Grants:

Grant Recipient Name*: Aerospace Machinist Joint Training Committee

Grant Project Name*: initial dimensions

Grant Project Address*: 6779 S Marginal Hwy 2, Seaside, WA, 98138-3402

Grant Period of Performance*:

Start Date*: Mar 1, 2020

End Date*: Feb 29, 2024

- c. After clicking “EDIT,” you may make changes to the QNR. Click the “SAVE” button after making changes to a QNR section. When you are finished editing, make sure to recertify by clicking the “CERTIFY” button in the lower right-

hand portion of the page.

Provide input for Section XI. Additional Information (if applicable)

updated

5962-6000

DOL Grant Program Name : H-1B

Paperwork Reduction Act Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The control number for this collection is 1205-0440. Public reporting burden for this collection of information, which is required to obtain or retain benefits, is estimated to average 10 hours per quarterly response, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the Quarterly Narrative Report. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jenn Smith, Office of Workforce Investment, Room H-4006, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210.

Note: Please do not return the completed ETA-9179 to this address.

Choose a file

UPLOAD Drop file here

You can upload a maximum of 5 files and you must click **CERTIFY** to save the attachments to the Quarterly Narrative Report.

Upload documents

Doc name	
citra-ho-1335004-unsplash	X
citra-fenel-420543-unsplash	X
cote-wester-514046-unsplash	X
blain-connelly-2953-unsplash	X
devidbrooke-martin-1311462-unsplash	X

CANCEL

CERTIFY

By selecting **CERTIFY** the grantee's authorized representative is indicating that, to the best of his/her knowledge, the data submitted is complete, true, and accurate.

Appendix K: Primary Indicators of Performance

[WIOA Section 116\(b\)\(2\)\(A\)](#) establishes six primary indicators of performance. The indicators of performance generally apply to Dislocated Worker Demonstration Grants. Check the Funding Opportunity Announcement and Grant Agreement for specific instructions. Each indicator is calculated from select data elements in Section D of the PIRL when grantees submit a participant data file in compliance with the QPR requirements outlined in this guide. See [QPRs: Data Collection and Submission](#) in WIPS for guidance.

The performance indicator definitions are summarized below.

Table 5 The six primary indicators of performance

Indicator	Description
Employment Rate – 2 nd Quarter After Exit	Percentage of participants who are in unsubsidized employment during the second quarter after exit.
Employment Rate – 4 th Quarter After Exit	Percentage of participants who are in unsubsidized employment during the fourth quarter after exit.
Median Earnings – 2 nd Quarter After Exit	Median earnings of participants who are in unsubsidized employment during the second quarter after exit.
Credential Attainment	Percentage of participants enrolled in an education or training program (excluding those in on-the-job training and customized training) who attain a recognized postsecondary credential or a secondary school diploma during participation or within one year after exit.
Measurable Skill Gains	Percentage of participants during a program year who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains.
Effectiveness in Serving Employers	Retention with the same employer in the second and fourth quarter after exit.

Appendix L Quarterly Narrative Performance Report Template

OMB Control Number: 1205-0448 ETA-9179

Expiration Date: 05/31/2024

Quarterly Narrative Performance Report Template

* Report Due Date: Forty-five (45) days after the end of each quarter

DOL GRANT PROGRAM NAME: _____

Program Year: _____

Quarter End Date: _____

Date Report Submitted: _____

The information provided in this Quarterly Narrative Performance Report will be used to help the Department of Labor's (DOL) Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to Workforce Innovation and Opportunity Act (WIOA) implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform ETA as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

- (1)** Problems, delays, or adverse conditions which will materially impair the ability to meet the objectives of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- (2)** Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated, or producing more or different beneficial results than originally planned.

Section I. Contact Information.

DOL Grant Funding Opportunity Announcement (<i>optional</i>):	
Grant Number:	
Grant Recipient Name:	
Grant Project Name:	
Grant Project Address:	
Grant Period of Performance:	
Point of Contact (Name, Phone Number, and Email):	

Section II. Summary of Grant Activities.

The purpose of this section is to provide an executive summary of grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in the grant Statement of Work (SOW) and ETA-approved work plan/timeline. For the current quarter, please include a description of all new and ongoing:

- Services supported by the grant;
 - Key activities completed, including partnership development and coordination;
 - Performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
 - Additional activities performed by both the grantee and any sub-grantees, if applicable.
- A. This may include additional information about service and training activities and outcomes to supplement the data submitted on the Quarterly Performance Report.
- B. In accordance with the funding opportunity under which the grant was awarded, grantees that are providing supportive services and specialized participant services, should include:
- A description of the type(s) of services offered in the quarter;
 - How they were delivered; and
 - How they contributed to a participant's ability to fully participate in grant-funded activities.
- C. Those grantees who have no changes to report on the above items relative to

previously submitted reports should indicate so, in addition to indicating the reason for their lack of changes.

- D. For Senior Community Service Employment Program (SCSEP) grantees, please provide information on the current quarter regarding:
- Additional training activities outside of community service assignments; and
 - Types of host agencies that are being recruited.

Section III. Progress Toward Grant Goals.

The purpose of this section is to describe the progress of the grant's project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

- A. Provide any updates on the progress of the ETA-approved grant timeline/work plan and program activities,
- B. Provide any updates on key deliverables and products developed for broad dissemination to the workforce system, as applicable. This includes identifying products developed with grant funds such as educational curriculum, websites, and other resources.
- C. Utilize the timeline in the grant's SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. The timeline must be updated each quarter noting the actual date of each activity's completion as accomplished.
- D. Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan, and how the project intends to resolve them.
- E. Describe the next steps or key focus areas planned for the project in the next quarter.
- F. If applicable to the grant, use this section to provide additional information that describes the status of capacity-building activities occurring under the program. This may include highlighting those items that have been completed, and assessing how well the capacity-building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures.
- G. Grantees who have nothing to report should indicate this.

Section IV. Development and Implementation of Effective Practices and Program

Model Strategies.

The purpose of this section is to describe how the program model is achieving the program's intended purpose and the goals/objectives and activities outlined in the grant application and work plan.

This section may also reflect how equity is taken into account in the development and implementation of the program. "Equity" means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to

underserved communities that have been denied such treatment. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

- A. This may include:
 - A description of outreach and/or recruitment activities;
 - Examples of the development and implementation of education and training programs;
 - Identifying and engaging industry sectors and employers;
 - Aligning policies and programs;
 - Measuring systems change and tracking performance;
 - Developing new, or enhancing existing, curriculum or industry training; and
 - Creating new career assistance tools and resources.
- B. Grantees may describe how any development and implementation activities (such as those outlined above in Section IV.A) contribute to use of services by underserved populations and facilitate equitable service provisions across target populations and underserved communities. Grantees may also identify administrative barriers, statutory barriers, or other challenges they face in ensuring equitable use, service delivery and outcomes achieved.
- C. Grantees may describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.
- D. Grantees with no progress to report on the above items should indicate this.

Section V. Status Update on Match and/or Leveraged Resources *(if applicable)*.

The purpose of this section is to provide updates on the status of all match and/or leveraged resources.

- A. Identify any funding needs and sources, and report the cumulative amount of any match and/or leveraged resources provided by the grantee and partners each quarter.
 - Match resources are required resources, from non-Federal funds, that support the allowable grant activities. Only grants with a match requirement should report on match.
 - Leveraged resources are those additional resources the grantee and its partners use to support the implementation of the program. Leveraged resources may take the form of cash or in-kind donations. Please indicate any new leveraged resources used to sustain the project after the life of the grant, if applicable.
 - Please note that both match and leveraged resources must also be reported on the Financial Status Report (ETA-9130) quarterly, if applicable.
- B. The update may include:
 - Organizations that contributed the resources;
 - Ways in which the resources were used during the current quarter;

- Cumulative amount of match and/or leveraged resources; and
- Type of match and/or leveraged resources contributed to the project.

Section VI. Status Update on Strategic Partnership Activities (if applicable).

The purpose of this section is to describe how partners are working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

- A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.
- B. This section may:
 - Discuss how partners have engaged during the current phase of the project;
 - Outline specific roles and contributions of each partner during this quarter;
 - Identify any challenges encountered/resolved in the development and management of the partnership; and
 - Report new partners that may have been included in the project, or identify any previous partners that may have left the project. Grantees with nothing to report should indicate as such.

Section VII. Status Update on Employer Engagement Strategies.

The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships and any efforts to develop new employer partnerships. This section may discuss how equity is taken into account in the identification of, engagement with, and services provided to employers and employer associations.

- A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:
 - Increased employer involvement including employers serving as mentors;
 - Program staff and employers identifying ways to encourage continuous improvement to hire program participants;
 - New employer partnerships (e.g., increased number of employers); and
 - Positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

Section VIII. Key Issues and Technical Assistance Needs.

The purpose of this section is to describe any grant challenges and related technical

assistance needs.

- A. Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues.
- B. Describe questions the grantee has for ETA, as well as any technical assistance needs.
- C. For SCSEP grantees, this section should include information on the recruitment of eligible applicants, meeting the most in-need goal, and over/under enrollment challenges.
- D. Grantees with nothing to report should indicate this.

Section IX. Significant Activities, Accomplishments, and Success Stories.

The purpose of this section is to provide additional, in-depth information regarding promising approaches, new processes, and/or lessons learned that are not addressed elsewhere in the report.

- A. Report any other significant activities and accomplishments.
- B. Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.
- C. Additionally, if appropriate, and with the participant's permission, please highlight one or two grant- or participant-level "success stories" from the program per quarter.

When documenting success stories, please describe the:

- Background, problem, issue, or concern prior to program involvement;
 - Response or intervention provided by the project; and
 - Results and outcomes, including who benefited and what changed or improved.
- D. Grantees may also include promising practices and success stories as attachments to the report.
 - E. Grantees with nothing to report should indicate this.

Section X. Evidence and Evaluation.

The purpose of this section is to provide information to ETA on how evidence and evaluations are being developed and applied. This information may help ETA to plan for future evaluation needs.

- A. Describe how the grantee is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies. In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.

- B. Please provide an update regarding the participation and status of any evaluations required as part of the funding announcement or award. Please include any requests for technical assistance related to these requirements.
- C. Please include information regarding the grantee's participation in any studies or evaluations not required as part of the grant award, including any internal evaluations. Please describe the study, any data sources, and whether a third party is managing this project.
- D. As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grantee using, or have plans to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grantee been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grantee answer?
- E. Grantees with nothing to report should indicate this.

Section XI. Additional Information *(if applicable)*.

The purpose of this section is to provide any additional relevant information that is not included elsewhere in the report.

- A. For SCSEP grantees, this section should include information regarding the:
 - Status of the activities described in their training and supportive services waiver request; if applicable and if not described in Section II.D
 - Progress on special projects; and
 - Status of any complaints/grievances.
- B. For H-1B grantees, report any outcomes in this section that are required by the specific grant award but not otherwise captured in the Quarterly Performance Report.

Paperwork Reduction Act Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number.

The control number for this collection is 1205-0448. Public reporting burden for this collection of information, which is required to obtain or retain benefits, is estimated to average 10 hours per quarterly response, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the Quarterly Narrative Performance Report. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Workforce Investment, Room C-4526, 200 Constitution Avenue NW, Washington, DC 20210.

Note: Please do not return the completed ETA-9179 to this address.