

Grantee Performance Checklist

Reentry Employment Opportunities (REO)

August 14, 2026

This REO performance checklist during grant planning period is intended to be used alongside applicable New Grantee Orientation materials, Funding Opportunity Announcement (FOA), and Performance Goals Memo.

STEP I – LEARN THE SYSTEM

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Watch REO-GPMS Training Videos

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Four short videos in WorkforceGPS

- Account Setup and User Onboarding [Video](#)
- Training Participant Enrollment and Recording Services Delivered [Video](#)
- Outcomes and Performance Management [Video](#)
- Reports and Data Management [Video](#)

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Read the REO-GPMS User Guide

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Read the full user guide for the reporting system

- REO GPMS Grantee [User Guide 7.3](#)

STEP II – GET SET UP

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Submit REO Database Contact Form

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Identify who manages your organization's GPMS grant

- Identify your main GPMS Grantee Administrator (s)
- Get approval from your Grant Authorized Representative or Main Point of Contact
- Email the completed [Database Contact Form](#) with approval from the Authorized Representative designating GPMS administrators to REO-GPMS@dol.gov
 - Submit an updated form any time your administrator (s) change

Get Access to the REO Sandbox

Practice in a [test environment](#) before using real participant records in GPMS

- Create an account by following the steps outlined in section 10 of the REO GPMS [User Guide](#)

STEP III – ACTIVATE YOUR ACCOUNT**Get access to REO-GPMS**

Once REO has received the database contact form and approval, proceed with requesting a REO-GPMS administrator account

1. Create a [Login.gov account](#) using your organization's email address. Skip this step if you have an existing Login.gov account
2. Access the [REO-GPMS Home page](#) after you have created a Login.gov account
 - a. Select "Click here if you are a login.gov user"
 - b. Click "Create an account"
 - c. Enter your email address used to create your Login.gov account
 - d. Confirm your email, create a password, and provide an authentication method
3. Return to the [REO-GPMS Home page](#).
 - a. Click "Click here if you are a Login.gov user"
 - b. Enter your email and password created in Step 2, d
 - c. Agree to the terms and conditions.
 - d. Click "Enroll" in the "Reentry Employment Opportunities" tile
 - e. Click "Assignment request"
 - f. Search your organization from the grantee dropdown
 - g. Select your user role (e.g., grantee administrator, case manager)
 - h. Submit access request
 - i. Wait for REO National Office approval (only administrators)
 - j. Grantee administrators will approve non-administrator accounts
 - k. After your grantee administrator account has been approved, select "Grant Type"
 - l. Select the grant you would like to work on, by clicking on the grant number
 - m. Update your GPMS profile to reflect your full name

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Watch WIPS User Walkthrough Videos☐

- [WIPS User Walkthrough Video Series.](#)

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Get access to WIPS☐

Workforce Integrated Performance System ([WIPS](#)) access

- Once your REO-GPMS administrator request is approved by REO National Office, GPMS will automatically submit an access request to WIPS
- Alternatively, submit a [WIPS Technical Assistance Request](#) to get WIPS access

STEP 4- PREPARE FOR REPORTING

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Review the QNR and QPR☐

Know what you'll be reporting on each quarter and the submission procedure

- OMB-approved Quarterly Narrative Report template ([ETA-9179](#)).
- REO Adult Quarterly Performance Report template ([ETA-9173](#)).
- REO Youth Quarterly Performance Report template ([ETA-9173](#)).
- How to [Submit](#) REO Performance Reports

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Get Familiarized with Data Elements☐

Know what data elements you'll report on

- PIRL 2025 [WIPS Schema](#): Correct number of data columns for REO program office (e.g., REO Youth or Adult)
- PIRL 2025 ([ETA-9172](#)): Data elements definition/instructions

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Read Performance Guidance☐

REO specific performance guidance

- WIOA Primary Indicators of Performance ([TELG 10-16](#)).
- Source Documentation for Data Elements ([TEGL 23-19](#)).
- REO specific guidance ([TEGL 14-18](#)).

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Review REO Reporting Resources☐

General reference performance page that is frequently updated

- WorkforceGPS - [REO Reporting Resources](#)
- Join performance training or hubs. Email REO-GPMS@dol.gov for meeting invitations