



ETA Community Project Grants

PERFORMANCE REPORTING HANDBOOK

Community Project Funding / Congressionally Directed
Spending Grants

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I. Introduction

A. ETA Community Project Grants

Community Project Grants are organizations designated as recipients of Community Projects/Congressionally Directed grant funds. The legislation authorizes the Department's Employment and Training Administration (ETA) to carry out demonstration and pilot projects under section 169(c) of the Workforce Innovation and Opportunity Act (WIOA). Projects must align with the project description authorized by Congress to use grant funds for the direct employment and training services to individuals or for single, limited-action activities to support the development of workforce programs that serve a public benefit. Grant administration and program implementation guidance for these projects are described in the Training and Employment Guidance Letter (TEGL) for each grant program:

FY 2024 Community Projects: The Further Consolidated Appropriations Act, 2024 authorized \$107,834,000 for 128 demonstration and pilot projects. These grant programs follow the grants management, policy and performance guidance provided in [Training and Employment Letter \(TEGL\) 02-24](#). FY 2024 Community Projects are identified in the [Joint Explanatory Statement for the Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2024](#).

FY 2023 Community Projects: The Consolidated Appropriations Act, 2023 authorized \$217,324,000 for 249 demonstration and pilot projects. These grant programs follow the grants management, policy and performance guidance provided in [Training and Employment Guidance Letter \(TEGL\) 19-22](#). FY 2023 Community Projects are identified in the [Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023 - LHHS Statement](#).

FY 2022 Community Projects: The Consolidated Appropriations Act, 2022 authorized \$137,638,000 for 173 demonstration and pilot projects. TEGL 03-22 provides more information about these projects. These grant programs follow the grants management, policy and performance guidance provided in [Training and Employment Guidance Letter \(TEGL\) 03-22](#). FY 2022 Community projects are identified in the [Explanatory Statement for Division H of the Consolidated Appropriations Act, 2022](#).

B. Reporting Policy Requirements

Community Project (CP) grantees are required to submit quarterly performance 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. The Community Project Grant's performance reporting requirements are guided by the Workforce Innovation and Opportunity Act (WIOA) and the [Training and Employment Guidance Letter No. 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#), along with any future changes. This TEGL aligns and streamlines performance indicators and requirements across ETA programs to the WIOA Primary Indicators of Performance, along a description of real-time training and employment activities and related outcomes for performance reporting.

Collection of accurate performance data is a key component of the ETA's ability to determine the success of WIOA

grant initiatives. ETA will use the information reported on the Quarterly Narrative Report (QNR) and Quarterly Performance Report (QPR) to review grant progress, program management and performance accountability. Program staff gather information on program activities, participants, and outcomes to provide data-driven technical assistance to support grantees in meeting their proposed performance measures and target goals.

CP recipients must report the [Quarterly Narrative Report and the Quarterly Performance Report](#), which are qualitative and quantitative throughout the life of the grant. ETA's Workforce Integrated Performance System (WIPS) must be used to submit performance progress reports. The Quarterly Performance Progress Report is comprised of the OMB-approved Quarterly Narrative Performance Report (QNR) (ETA-9179) and the Quarterly Performance Report (QPR) (ETA-9173). Performance progress reports are due 45 days after the end of each quarter of the calendar year.

ETA's DOL-only [2021 Participant Individual Record Layout \(PIRL ETA 9172\)](#) is OMB approved for the purposes of collecting and reporting information on participants that receive employment and training services. It provides a framework to help the public workforce development system meet federal reporting requirements while ensuring consistency and comparability across grantees and programs. The includes a set of all data elements that DOL is approved to collect for these programs, many of which are used to aggregate the QPR. The PIRL schema provides the required PIRL Data Elements for data collection and identifies the Program Offices that will use specific data elements for their grant programs.

CP Grants are classified as non-core programs and referenced as Demonstration Grants. CP grantees will use the Demo PIRL Schema, which is a subset of data required from PIRL ETA 9172.

C. Quarterly Narrative Report (ETA 9179)

Quarterly Narrative Performance Report (ETA-9179): All Community Project recipients must submit the QNR to provide an update on the project's implementation status to date, including program and participant success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development. The QNR is a qualitative summary of grant activities that occurred during the reporting quarter, which includes a status update on grant program activities and service delivery, progress, highlights from the latest reporting quarter, and technical assistance needs.

CP grantees are required to submit QNRs through WIPS, using the [ETA-9179 Joint Quarterly Narrative Report Template](#) (OMB Control No. 1205-0448). For step-by-step instructions on accessing and submitting a QNR in WIPS, see the [QNRs: Preparation and Submission in WIPS](#) section of this guide. A PDF version of the QNR template (ETA 9179) is also [available for download on WorkforceGPS](#).

D. Quarterly Performance Report (ETA 9173)

Quarterly Performance Report (ETA-9173): The QPR is used to report outcomes for participants who receive grant-funded training and employment services, along with other supportive services. The QPR is a quantitative summary of all participants served using grant funds through the CP grant program. ETA uses ETA-9172

The QPR is generated using ETA's DOL-only [2021 Participant Individual Record Layout \(PIRL\) \(ETA 9172\)](#), which is OMB approved for the purposes of collecting and reporting information on participants that receive employment and training services. CP grantees will use the Demo PIRL Schema, a subset of the PIRL 9172 to generate the QPR is an aggregated data report of quarterly performance outcomes creating a snapshot of the grant's participants, services, and outcomes. ETA grantees, including Community Projects, must establish processes and procedures for the collection and reporting of participant data per TEGL 14-18.

Demo PIRL Schema

Community Project grantees that are required to submit a WIPS validated QPR will report against the ETA PIRL Demo Schema. Grantees will develop data files using the [ETA PIRL Demo Schema](#) tool tailored for CP grantees. The Demo PIRL Schema is a list of 136 data elements that are required for each CP grantee's data file of participant records. Of the 136 data elements, CP grants are required to report 68 data elements for participants that receive grant-funded services. While the 136 data elements must be included in each individual record, it does not mean that all these elements must be filled in. Depending on the individual's status and engagement with the system and its programs, some of the elements may be left blank (which is determined by the element definitions and logical edit checks).

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. Grantees then upload the participant data file to WIPS, where the system uses the information in the uploaded file to generate a QPR.

In most cases, all Community Project grantees are required to submit the QPR. The only exception is Single, Limited Action Project grantees, who are not required to submit the QPR, as described below.

Single, Limited Action Projects are not required to submit the QPR

CP grantees that proposed a single, limited action project, defined below, are not required to submit the QPR. A Single, Limited-action project is one for which grant funds are used for capacity- building projects. In most cases, the grantee did not plan to serve participants, nor were performance measures and target outcome goals were provided. Individuals served under this project design are considered indirect recipients of grant funds; and therefore, do not need to be reported in the QPR.

Grantees that are not required to submit the QPR are listed in [Appendix B](#).

Guidance for Submitting the QPR

Community Project grantees that are Direct Workforce Training and Employment Projects, and plan to directly serve and enroll individuals in grant-funded training and services, are required to submit the QPR.

Direct Workforce Training and Employment Projects are required to submit the QPR

CP grantees proposed a direct workforce training and employment project, defined below are required to submit the QPR. A direct workforce training and employment project is one in which grantees proposed a training and employment project and will use grant funds to provide participants with training, employment services and other supportive services.

Grantees that are required to submit the QPR are listed in [Appendix D](#) and [Appendix F](#).

Since Community Project Grants are awarded to community- based organizations, with many that are new to receiving Federal and/or Department of Labor grant funds and managing grant programs, CP grantees have provided flexibility on how to report and submit the QPR. Depending on the award amount, and whether a grantee meets additional conditions, a Community Project grantee will report and submit the Grantee Validated QPR or the WIPS Validated QPR.

Grantee Validated QPR

Grantees that were **awarded \$500,000 in grant funds or less** will submit the Grantee Validated QPR.

Community Project Grantees will manually enter aggregate total outcomes and submit the QPR as a separate document uploaded to WIPS, without the use of data files. The QPR is filled out by grant staff and provides participant outcomes for each of the performance measures required on the QPR. Grantees may report on additional performance measures listed on the QPR as it applies to their program design, including participant demographics based on the proposed target populations that will be served using grant funds.

Grantees are required to report on the following five performance measures on the QPR:

1. Total Participants Served
2. Received Education/Job Training Activities
3. Completed Education/Job Training Activities
4. Received Supportive Services
5. Employment Outcomes
 - Unemployed Participants Who Entered Unsubsidized Employment
 - Unemployed Participants Who Entered Unsubsidized Training-Related Employment
 - Unemployed Participants Who Completed an Education/Job Training Program and Entered Unsubsidized Employment

This QPR is validated by the grantee using their own internal case management and tracking system to report the number of participants on the QPR. There are no data files that are uploaded in WIPS to generate a QPR form. The QPR is uploaded as a separate document in the QNR section of WIPS.

WIPS Validated QPR

Grantees that were **awarded \$500,001 in grant funds or more** will submit using the WIPS Validated QPR.

Using the Demo PIRL 9172, grantees are required to collect, track, and report participant-level data, via a data file upload in WIPS, using the [Demo PIRL Schema](#), a subset of the Demo PIRL tailored for Community Project grants. The [Demo PIRL Schema Data File Tool](#) provide descriptions of the data elements that enable DOL to collect information about each participant. Each data element has code values that are used to

describe each participant's activities served throughout the grant's period of performance. These data files are validated in WIPS through a series of edit checks, including logic rules, duplicate value rules, valid values rules, and aggregation rules that will generate the QPR. The QPR is generated through participant-level data files that grantees upload to WIPS. Grantees are responsible for creating and uploading the participant data file; the QPR is automatically generated in WIPS when the data file is successfully uploaded. Grantees will submit the QPR generated in WIPS.

E. WIOA Primary Indicators of Performance

DOL uses individual performance records uploaded to WIPS as data files to assess the progress of WIOA Primary Indicators of Performance ([WIOA Section 116\(b\)\(2\)\(A\)](#)), which establishes six primary indicators.

The indicators of performance apply to the ETA Community Project Grant Program, as well as to other WIOA core programs. Grantees **do not have to report outcomes** on the performance indicators; they must only submit a participant data file in compliance with the WIPS Validated QPR requirements outlined in this guide. Each indicator is calculated from select data elements in Section D of the PIRL. See [QPRs: Data Collection and Submission in WIPS](#) for guidance.

The performance indicators are summarized below:

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	The percentage of participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program. This calculation will exclude those in on-the-job training (OJT) and customized training, consistent with WIOA.
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 postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress towards an outcome, such a credential or employment.

Effectiveness in Serving Employers

Retention with the same employer in the second and fourth quarter after exit.

Collecting and Reporting Primary Indicators of Performance

ETA directs grantees to request and collect participants' Social Security Numbers (SSNs) for the Department to obtain participant information for ETA's Primary Indicators of Performance: employment status in the second and fourth quarters after exit; median earnings in the second quarter after exit; and on post-exit employment status for participants who attain secondary school diplomas or their recognized equivalent for the primary indicator of performance for credential attainment. Matching a participant's SSN against quarterly wage record information is, where a wage match is available, the most efficient method for determining employment status and earnings for a program participant. Please note, however, that while grantees must request participants' SSNs, participants cannot be denied services if they choose not to disclose their Personally Identifiable Information (PII).

DOL will ensure appropriate security within the data collection system to protect SSNs and any other PII collected and transmitted to DOL. Grantees must also follow appropriate practices in collecting, storing, handling, and transmitting PII. Technical assistance on data collection and performance reporting submission requirements will be provided upon grant award.

Social Security Numbers and Common Reporting Information System (CRIS)

ETA grantees, specifically for the Demonstration grants and other discretionary grant programs, are required to ask participants for their Social Security Numbers for the purposes of validating data for the WIOA Primary Indicators of Performance. While grantees are required to ask for Social Security Numbers, participants are not required to disclose SSNs to receive services or participate in CP programming. Therefore, CP Grantees may not exclude participants that choose not to disclose their SSNs from receiving grant-funded services.

The inclusion of SSNs in the participant data file (data element 2700) allows WIPS to retrieve information for select data elements in data elements 1600 – 1814 from UI records that non-state grantees otherwise may not have access to this information. These data elements pertain to the Primary Indicators of Performance.

Data Element Number	Data Element Name
1602	Employed in 2nd Quarter After Exit Quarter (WIOA)
1603	Type of Employment Match 2nd Quarter After Exit Quarter (WIOA)
1606	Employed in 4th Quarter After Exit Quarter (WIOA)
1607	Type of Employment Match 4th Quarter After Exit Quarter (WIOA)
1618	Retention with the Same Employer in the 2nd Quarter and the 4th Quarter (WIOA)

1704

Earnings 2nd Quarter After Exit Quarter (WIOA)

Table 5: Elements for which WIPS retrieves data via wage matching

Through a Memorandum of Understanding between the Department 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 is used to calculate the employment-based measures of the WIOA primary indicators of performance by matching personally identifiable information (PII) and UI wage data for the most recent reporting quarter. The WIOA performance outcomes are reflected in grantee QPRs when available, and after the QPR is submitted and certified by grantees.

To retrieve information for these data elements, WIPS interfaces with a separate platform called the [Common Reporting Information System \(CRIS\)](#) 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 without any action needed on the part of the grantee. The final QPR becomes viewable to the grantee within WIPS once the wage matching is complete. It contains aggregate-level wage and employment information.

WIPS is only able to conduct wage matching and retrieve earnings and employment data for participants with SSNs recorded in the participant data file. For this reason, grantees must include participants' SSNs in the participant data file (data element 2700).⁹ If a participant does not provide their SSN, grantees may use supplemental wage information to report on exit-based performance indicators. Note that individuals are not required to provide an SSN to participate in CP programs.

Source Documentation and Data Validation

Grantees are required to collect source documentation for select data elements, where appropriate documentation is readily available and accessible. Documentation requirements vary across data elements, but acceptable forms may include official notices (e.g., notice of termination), pay stubs, enrollment records, licenses, crossmatches, or self-attestation, among others. See [Section 4.B of TEGL No. 23-19 Change 1](#) for more information about the data validation guidelines. 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

F. Key Terms and Definitions

Below are definitions of key terms as described in [TEGL 14-18](#): Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by DOL. The purpose of [TEGL 14-18](#) is to align performance across training programs and with performance as described in WIOA.

Participant

A CP program participant is any individual who receives grant-funded services beyond a determination of eligibility. Individuals who receive only a determination of eligibility to participate in the program, but do not begin receiving services, are NOT considered participants. Grant-funded services are allowable services and education and training activities applicable the applicable TEGL and the grant Statement of Work.

A participant should meet the criteria above, specifically, individuals that

- Satisfied all applicable programmatic requirements for the provision of services, including an eligibility determination.
- Received either an employment or training service, funded in whole or in part with CP funds.

Individuals who do not receive grant-funded services directly **are not** considered participants of CP grants are those that receive information-only services, including events from orientations and job fairs, and does not require an assessment by a staff member of the individual's skills, education, or career objectives.

Participant Exiter

An individual is exited from the CP program after 90 days without qualifying participant-level services provided to the individual, and when no future participant-level services are scheduled.

- The CP grant program exit policy specifies that the date of exit is determined after 90 days after the last qualifying participant-level services are provided, and no future or planned services are scheduled.
- The date of program exit is applied retroactively to the last date of service, which in most cases is the last date that service was provided.

Participant Individual Report Layout (PIRL) and Demo Schema

The PIRL (ETA 9172) is a series of Data Elements approved by OMB for the purposes of collective and reporting individual participant data and information on grant-funded training and employment services provided by the grant program. The Demo PIRL is a subset of data elements from the full PIRL, reported by Community Project Grantees and other ETA Demonstration Grant Programs.

Period of Participation

The period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program.

Supportive Services

These are needs-based services that are necessary to enable an individual to participate in training activities, including but not limited to tools and supplies required to complete training.

Training Activity Completion

A program may include up to three training activities associated with a training start date and end date. WIPS is designed to capture three planned training activities and up to three types of training that include primary, secondary, and tertiary training types per individual served. As a result, grantees may report up to three training activities and up to nine types of training (primary, secondary, and tertiary) in WIPS for each participant served.

Note: Completion of a training activity does not equal training program completion.

Training Program Completion

A training program completer is a participant who is enrolled in a grant-funded training program and has completed all training activities necessary for successful program completion and exit. Successful completion is determined by the grantee and could include achieving a certain grade or passing a pass/fail program. Some grantees' education/training activities are comprised of a series of courses or activities, and the intent of their education/training activities is for individuals to complete the entire series of courses or activities. In this case, "successful completion" should be defined as finishing the entire series of courses or activities.

Measurable Skills Gain

A measurable skills gain is a documented academic, technical, occupational, or other forms of progress towards an outcome, such a credential or employment. CP grantees can report two types of measurable skills gains in their data file: training milestones (reported in **PIRL 1809 Date of Most Recent Measurable Skills Gain (Training Milestones)** and skills progressions (reported in **PIRL 1810 Date of Most Recent Measurable Skills Gain (Skills Progression)**).

Training milestones include, but are not limited to, completion of on-the-job training, completion of one year of a Registered Apprenticeship Program, or other milestones reached during training. Skills gains are considered to have been reached when participants successfully complete an exam that is required for a particular occupation or show other forms of documented progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams.

G. Performance Reporting Due Dates

Reports not submitted by the due date are considered late and not in compliance with grant requirements. Grantees submit QPRs and QNRs through WIPS on the 15th day of the second month after the quarter end date, as shown in Table 1 below:

<i>Reporting Quarter</i>	July 1 – Sept 30	Oct 1 – Dec 31	Jan 1 – Mar 31	Apr 1 – June 30
<i>Report Due Date</i>	November 15	February 15	May 15	August 15

Table 1: Quarterly reporting due dates

II. Instructions for Submitting Quarterly Performance Reports

A. Workforce Integrated Performance System (WIPS)

Quarterly Performance Progress Reports are submitted in [ETA's Workforce Integrated Performance System \(WIPS\)](#).

The [WIPS User Walkthrough Video Series](#) consists of four short videos that are designed to familiarize new WIPS users to its interface, features, and functionality. Grantees should review all videos to get a better understanding of WIPS.

Grantees must submit performance reports through the [Workforce Integrated Performance System](#). WIPS is an online, password-protected system that allows grantees to complete the following:

- ▶ QNRs are completed within WIPS, Grantee Validated QPRs are attached to QNRs.
- ▶ Upload a participant data file and certify a WIPS Validated QPR

WIPS Validated QPRs require that recipients create a data file with participant information outside of 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.

B. WIPS Access

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 that do not yet have these accounts. The following sections ([Accessing WIPS](#) and [Adding New Grants to an Existing WIPS Account](#)) apply to all grantees, including those that already have Login.gov and WIPS accounts.

Login.gov Account Setup

Login.gov is the portal through which grantees access WIPS. Please see [Appendix N](#) 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 setting up a Login.gov account, grantees create a WIPS account by filing a WIPS account creation request through the ETA WIPS webpage. Please see [Appendix O](#) for detailed instructions on how to submit a WIPS account creation request. Grantees should make sure that the email address used in the WIPS account creation request matches the email address used to create the login.gov account.

Accessing WIPS (for Users with Existing Login.gov and WIPS Accounts)

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://entbpm.dol.gov/suite/sites/wips?signin=login.gov>. To access WIPS through the ETA WIPS webpage, visit <https://www.dol.gov/agencies/eta/performance/wips> and click on the “Workforce Integrated Performance System” link at the top of the page.

A. Steps to Access WIPS

1. Create a [Login.gov](#) account, or confirm that you have a Login.gov account.
 - a. Community Project grantees must have a valid Login.gov account to access WIPS. The [Login.gov user guide](#) provides instructions on how to create an account.
 - b. Grant staff must use the same email address that will be used to access WIPS.
2. Log in to [WIPS](#) to access the system.
 - a. When you log in to WIPS, it will automatically direct you to Login.gov to sign on to the system.

B. Community Project Grantee Access to WIPS

WIPS may be issued to up to three (3) grant staff members with varying levels of responsibility:

Grant Staff	Responsibility
Authorized Representative	Submitting and certifying the reports
Grant staff, such as the Program Director or Manager	Uploading and entering reports, including submitting and certifying the reports
Grant staff, such as the Program Coordinator or Data Analyst, or grantee partner supporting performance reporting on behalf of the grantee	Uploading and entering reports in WIPS

The Community Project grantees’ Authorized Representative will be issued access to WIPS. Only approved users with WIPS accounts and a valid Login.gov account credentials may have access to the system. Community Project Grantees **must request** additional staff to access WIPS.

C. WIPS Access Request Form

To request additional staff to have WIPS access, account or password reset, or account deactivation, please follow the following link: [WIPS Technical Assistance Request | U.S. Department of Labor](#).

The form has several required fields. Please follow the guidance below specific to Community Project Grantees:

Required Fields	Guidance	Additional Information
First & Last Name	Insert name of CP Grant staff that will access WIPS	Only three grant staff may have access, and this includes the Authorized Representative
WIPS Email Address	Insert email address	Use the email address that is used for Login.gov.
WIPS User Role	Select WIPS User Role Grantee	
Program Related to this WIPS Inquiry	Select “Demonstration Grant” and enter your CP grant award number issued in the Notice of Award	Grant numbers may in the following format: - CP-xxxxx-23-60-A-27 23A60CPxxxxx-01-00
Issue Classification	Select one: - Account Creation - Account Deactivation - Account Reactivation	In most cases, this will be an account creation. Select account reactivation if you have an existing WIPS account that is no longer valid.
Upload File	Upload letter requesting official access to WIPS	This is required for Community Project Grants. See instructions above.
Description	Insert the name of your CP Grant	This is your organization’s name listed on the SF-424
Code Number	Enter Code Number identified on the request form.	

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 new 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 righthand side of the page.
3. Check “Demonstration Grant” from the program checkbox menu.
4. Enter the grant number the request is for.
5. Complete all required fields of the WIPS Technical Assistance Request form.
6. Under “Description,” enter a request for quarterly reporting permission. **Requests should specify the grant number 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.

C. QNRs: Preparation and Submission in WIPS

The QNR is used to report qualitative outcomes, as proposed in the grantee’s SOW, that cannot be quantified using verifiable data. The QNR is divided into sections and describes the types of activities that may be reported in those sections. Sections I, II, III, VII, and IX is applicable to all Community Projects grantees. Grantees may report activities in Sections IV, V, VI, and VIII, as applicable to align with the grantee’s Statement of Work.

Grantees that have not provided services to program participants (i.e., have zero program participants) are required to submit a QNR each quarter even if they do not submit a QPR. Grantees that have not yet begun participant enrollment should note the check box on the righthand side of the screen labeled “No participants have been served grant to date.” Users should check this box for grants that have zero program participants and for which a QPR will not be submitted during this round of reporting.

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](#)), but final responses must be entered into the text fields within WIPS. For detailed instructions on how to complete a QNR in WIPS, see [Appendix K](#) (applicable to all grantees).

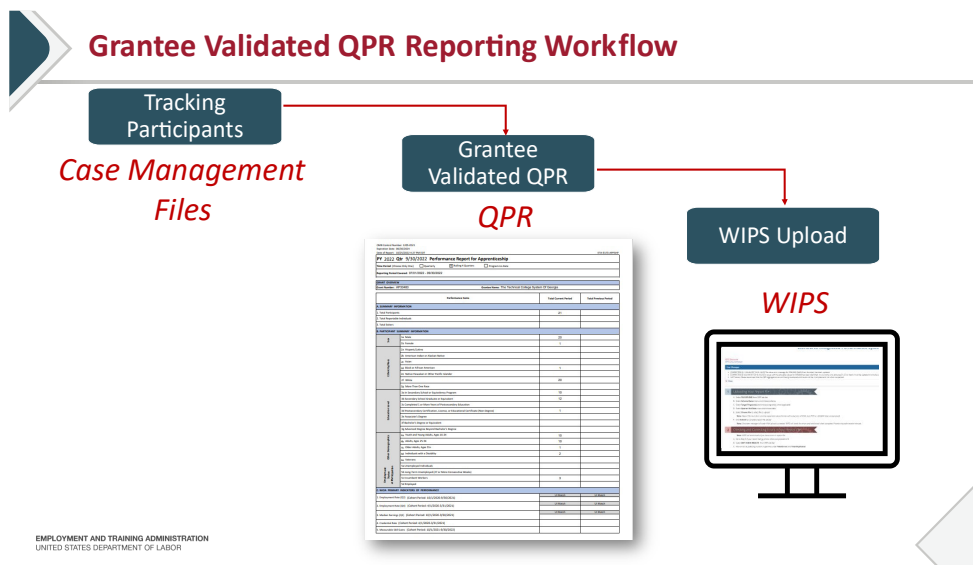
Preparing QNR Responses Outside of WIPS

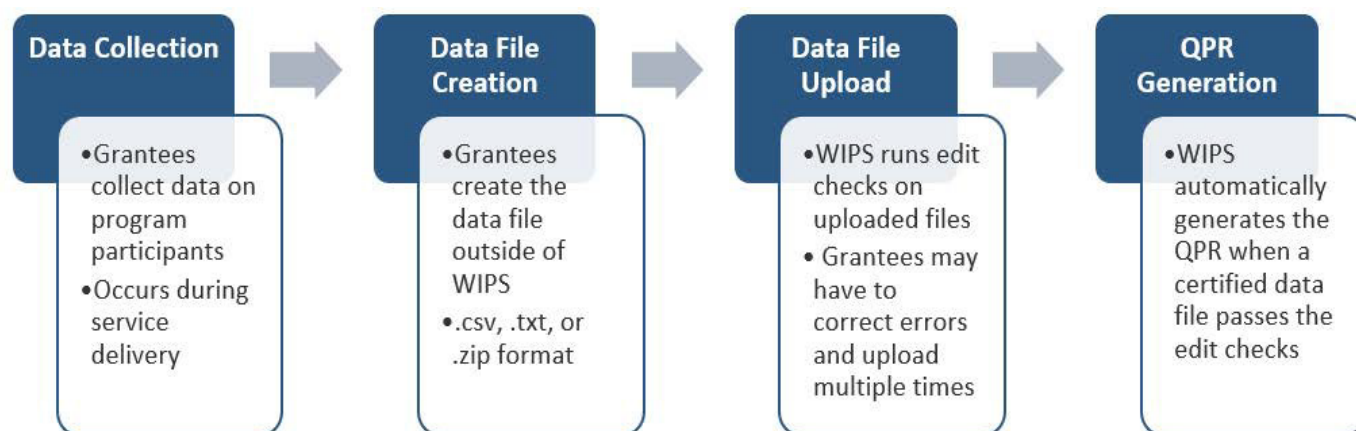
Grantees may prepare the QNR in a Word document prior to entering responses in WIPS. The [complete QNR form is available for download](#); grantees may use this template to draft responses and then copy and paste them into the appropriate text fields in WIPS. Grantees should make sure to enter responses directly into the text fields provided in WIPS, even if they have prepared a file with their complete responses.

D. QPRs: Grantee Validated QPR Reporting and Submission in WIPS

Grantees that were **awarded \$500,000 in grant funds or less** will submit the Grantee Validated QPR in WIPS. The QPR is recorded manually by grant staff and provides aggregate participant data for each of the five performance measures required for CP Grants on the QPR. These required performance measures are listed here.

- Track participant records using internal case management files.
- Manually enter data in the total column, which should reflect the same number in your internal case management system.
- Submit the QPR as a supplemental document in WIPS with the QNR.
- Document file upload in the My Reports Tab in WIPS.





Abbreviated Grantee Validated QPR

Required Performance Measures

1. Total Participants Served
2. Received Supportive Services
3. Received Education/Job Training Activities
4. Completed Education/Job Training Activities
5. Program Completion Outcomes: Entered Employment and Training Related Employment

An abbreviated copy of the QPR that show the five required performance measures for CP grantees submitting the Grantee Validated QPR. There are additional performance measures such as demographics and types of training, listed on the QPR. While not required, CP grantees may choose to report these outcomes, to reflect that their project's overall goals and

objectives are being achieved on a quarterly basis. This QPR is validated by the grantee using their own internal case management and tracking system to report the number of participants on the QPR. There are no data files that are uploaded in WIPS to generate a QPR. The Grantee-Validated QPR is submitted using the My Reports Tab where the QNR is submitted in WIPS. Below is an overview of how to submit the Grantee Validated QPR as a file upload in WIPS.

OMB Control Number: 1205-0521 Expiration Date: 06-30-2023	
Date of Report:	
PY 20xx Qtr x Performance Report for Demonstration Grants	
Time Period: (Choose Only One) ☐ Quarterly ☐ Rolling 4 Quarters ☐ 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)	

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

F. OTHER EMPLOYMENT OUTCOMES	Total
1. Unemployed Participants Who Entered Unsubsidized Employment	
2. Unemployed Participants Who Entered Unsubsidized Training-Related Employment	
3. Unemployed Participants Who Completed an Education/Job Training Program and Entered Unsubsidized Employment	

Step 1: Accessing My Reports in WIPS

1. Select the My Reports tab at the top of the page.
2. Select the Quarterly Narrative Reports hyperlink under the Quarterly Reports heading. This will take you to the QNR Dashboard.
3. The QNR page should appear with your grant program information.

Step 2: Submitting the Grantee Validated QPR:

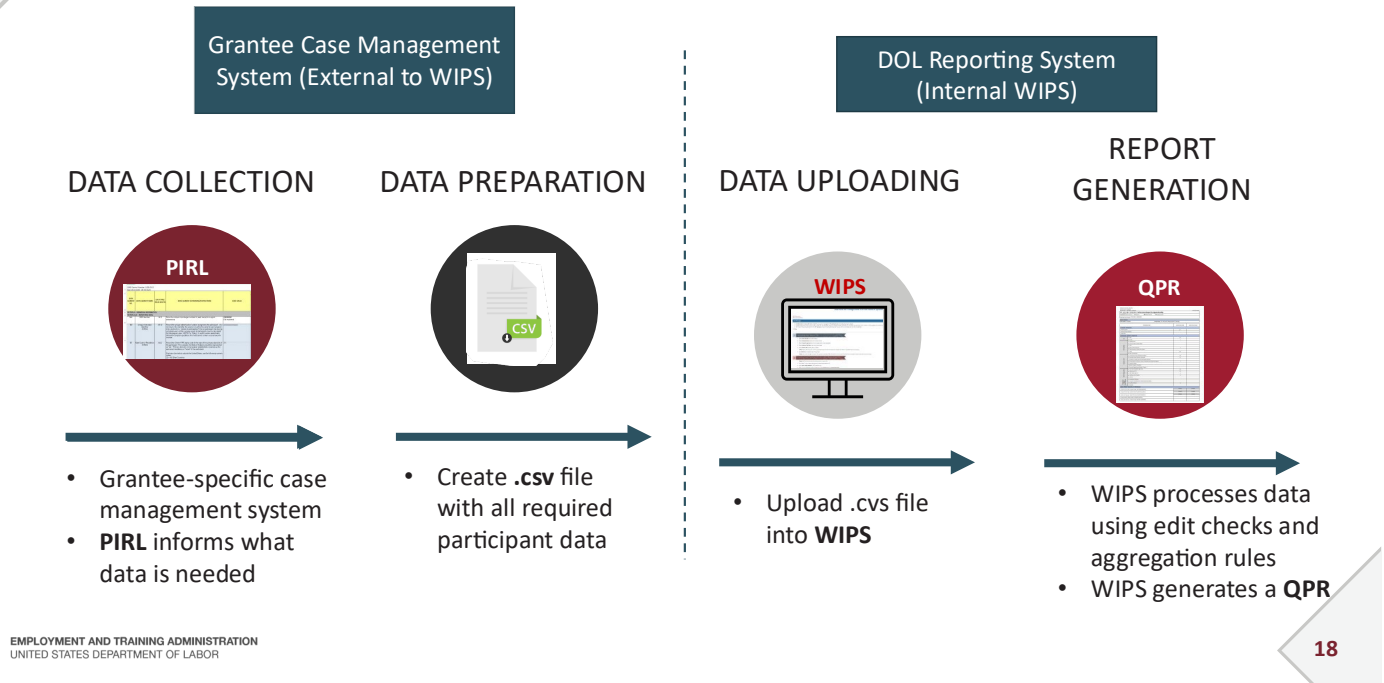
4. Scroll to the very bottom of the page to view the File Upload section of the QNR Page.
5. Grantees should upload a Word or PDF copy of their Grantee Validated QPR, along with any other documents to support activities that occurred within the reporting quarter. When satisfied with your QNR responses, and attachments including the Grantee Validated QPR, you may submit the QNR by clicking the "CERTIFY" button at the bottom right of the screen.



E. WIPS Validated QPR Data Collection and Submission in WIPS

Grantees are required to collect and report participant-level data for individuals who receive services.⁵ This includes demographic and background data, information on services received, and program outcome information. Grantees include this information in a single comprehensive data file that reflects all participants served to date, starting from the beginning of the grant's period of performance and extending through the end of the latest reporting quarter. Grantees submit participant data files to WIPS in .csv, .txt, or .zip format; WIPS then uses the information in the participant data file to generate the QPR.

Performance Reporting Process



This section contains instructions for creating and submitting the participant data file. Note that 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 utilize the case management system software of their choice or track data manually. This entails updating the information management system as participants enter a program, receive services, and exit a program. A comprehensive data collection system contains fields for each of the required data elements, as outlined in the “CP Data Elements” tab of the CP Participant Data File Tool, described below ([The CP Participant Data File Tool](#))

Submitting QPRs in WIPS: Subtopics

1. [The CP Participant Data File Tool](#)
2. [The Participant Data File](#)
3. [Uploading the Participant Data File and Certifying the QPR](#)
4. [Data Validation: Correcting Participant Data File Errors](#)
5. [Viewing QPRs in WIPS](#)

The CP Participant Data File Tool

Participant data files must meet the content specifications of the PIRL. The PIRL contains a list of required data elements that must be included in the participant data file, as well as data validity and entry

requirements. The SIRS is a template for formatting the data elements that are required by the PIRL. Note: CP grantees may also use the “Full PIRL”

Grantees that have served zero participants are not required to submit a QPR but must submit a QNR reporting schema for CPs

Acronym	Full Name	What is it?
<u>PIRL</u> ⁶	Participant Individual Record Layout	List of required data elements

Table 3: The PIRL are key participant data file creation resources

The CP Participant Data File Tool⁸—a technical assistance resource created for CP grantees to aid in PIRL data collection and reporting. It is available on the [CP WorkforceGPS webpage](#). As described in Table 3, the PIRL lists the required data elements under the “CP Data Elements” tab.

This tab also contains each element’s definition, code value, and the data type or field length WIPS accepts.

See Table 4 below for a summary of Participant Data File Tool contents.

Tab	Contents
CP Data Elements	This tab contains descriptions of all the data elements that must be included in the participant data file that CP grantees upload to WIPS.

Table 4: Summary of CP Participant Data File Tool contents

For more information on creating the participant data file, see “[The Participant Data File](#).” For information on the upload process, see “[Uploading the Participant Data File and Certifying the QPR](#).”

Data Files may be submitted as .csv, .txt, or .zip files. For step-by-step instructions on creating and uploading the participant data file, see the [QPRs: Data Collection and Submission in WIPS](#) section of this guide.

Sample

Participant data files must contain individual-level information for all program participants who receive services during the reporting period.

Process

While each grantee uploads a participant data file to WIPS, the process for creating that file differs depending on the type of data system that grantee uses. Grantees that use case management system software may be able to generate a report with the required data elements. Grantees that do not use case management system software may have to create a spreadsheet with the required fields. In these instances, grantees may use the participant data file example provided in the CP Grants Participant Data File Tool.

Uploading the Participant Data File and Certifying the QPR

Grantees prepare the participant data file outside of WIPS. When the file is ready, grantees upload it to WIPS. WIPS runs an error check on the uploaded file, as described in [The Edit Check: Correcting Participant Data File Errors](#), below. When it passes the edit check, WIPS pulls information from the participant data file to generate the QPR, which displays in the ETA 9173 CP QPR format. Users review and certify the QPR. See [Appendix H](#) for steps and screenshots on the upload and certification process.

Data Validation: 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 I](#).

Error	Description	Location in Error Report
Initial File Format Check		
File Format	The file format check verifies that the file is of the correct format (.csv, .txt, or .zip file extension) and size, and that it has the correct number of columns.	Format Error column
Edit Check		
Valid Values	Valid values rules verify the input of each field of data entered for format, length, and, in some cases, value input.	Total Errors column
Duplicate Error	Duplicate rules ensure the validity of multiple records on the same individual.	Total Duplicates column
Logical Error	Logical rules are analytical validations to ensure data are accurately entered in interdependent fields.	Total Errors column
Program Flag	The program flag checks whether participant records match the target program selected when uploading to WIPS. A QPR is not generated if there is no program flag match.	Format Error column

Table 6: Types of edit check errors

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 ahead of the

submission date. For additional information on edit checks, see the Edit Check Resource on 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 authorized representative certifies that the data submitted is complete, true, and accurate to the best of their knowledge. See [Appendix J](#) for instructions on checking the status of a QPR in WIPS.

APPENDIX A: QUARTERLY NARRATIVE PERFORMANCE REPORT

OMB Control Number: 1205-0448 ETA-9179

Expiration Date: 07/31/2027

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. 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 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 other 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:
- Types of host agencies that are being recruited.
 - Additional training activities outside of community service assignments if you received Additional Training and Supportive Services (ATSS) funds. Describe the number of participants served, service level goal attainment, and address how these funds improved your efforts to achieve the goals set in your ATSS request.

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 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 work plan in the grant's SOW to identify all major program activities and training for the reporting quarter. The work plan will demonstrate the project flow and include start and end dates, schedule of activities, and projected outcomes. The work plan 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 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 and explain why they have no progress toward grant goals.

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.

- A. Development and implementation of effective practices and program model strategies. 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;
 - Identifying and convening sector strategy partners/partnerships;
 - Aligning policies and programs;
 - Identifying systems change and ways of measuring systems change. Systems change refers to changes to policies, rules, procedures, and practices that once perpetuated a "problem" and now perpetuate a "solution." Measurement of systems change implies a comparison to pre-existing outcomes and can also be used to demonstrate capacity building;
 - Tracking performance;
 - Developing new, or enhancing existing, curriculum or industry training; and
 - Creating new career assistance tools and resources.
- B. Grantees may describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.
- C. 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.

C. Grantees with nothing to report should indicate this.

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.

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.

- 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.
- Describe questions the grantee has for ETA, as well as any technical assistance needs.
- 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.
- 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.

- Report any other significant activities and accomplishments.
- Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.
- 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.

- Grantees may also include promising practices and success stories as attachments to the report.
- 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.

- 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.
- Please provide an update regarding the participation and status of any evaluations required as part of the funding announcement or award, if applicable. 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. Report any outcomes in this section that are required by the specific grant award but not otherwise captured in the Quarterly Performance Report. If these grantees do not have any outcomes to report, please specifically state that and explain why.
- B. 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.
- C. For H-1B funded grantees and Dislocated Worker demonstration grantees, report any outcomes in this section that are required by the specific grant award but not otherwise captured in the Quarterly Performance Report. If these grantees do not have any outcomes to report, please specifically state that and explain why.
- D. For grants managed by the Office of Apprenticeship, grantees must report any outcomes and outputs in this section that are required by the grant award and not otherwise captured in the Quarterly Performance Report.
- E. For grants managed by the Office of Apprenticeship, grantees who have created at least one new registered apprenticeship (RA) program and/or expanded at least one existing RA program as a result of grant funds, must report 1) the name(s) of the RAP(s), and 2) the date that it was either created and/or expanded.
- F. For NFJP grantees, this section should include information regarding progress for:
 - Outreach contacts; and
 - If applicable, report on any additional performance indicators.

APPENDIX B: FY 2022, 2023, and 2024 CP GRANTEES NOT SUBMITTING A QPR

FY24 CP GRANTEES NOT SUBMITTING A QPR

CP Grantees identified as a Single, Limited-Action Projects that are not serving participants. Therefore, these grantees do not have to submit a Quarterly Performance Report.

Region	Grant Number	Grantee Name
6	25A60CP000391	Alaska Operating Engineers Employers Training Trust Fund
5	25A60CP000377	Cowley County Community College
5	25A60CP000379	Itasca Economic Development Corporation
4	25A60CP000389	So All May Eat, Inc.
4	25A60CP000431	Western Slope Schools Career Collaborative
6	25A60CP000390	Arizona Commerce Authority
6	25A60CP000496	Clark College
2	25A60CP000394	George Mason University
2	25A60CP000432	Eastern Shore Foundation Inc
6	25A60CP000418	Machinists Institute
6	25A60CP000427	Oregon Native American Chamber
6	25A60CP000446	Prince of Wales Vocational and Technical Education Center
2	25A60CP000411	Delaware Department of Safety and Homeland Security - State Fire School
5	25A60CP000478	Fox Valley Workforce Development Board
5	25A60CP000453	Toledo Area Sheet Metal JATC
5	25A60CP000462	Moraine Park Tech College
1	25A60CP000467	Mary Hitchcock Memorial Hospital
5	25A60CP000480	Seward County Community College

FY23 CP GRANTEES NOT SUBMITTING A QPR

CP Grantees identified as a Single, Limited-Action Projects that are not serving participants. Therefore, these grantees do not have to submit a Quarterly Performance Report.

Region	Grant Number	Grantee Name
5	24A60CP000135	Illinois Public Health Association
6	24A60CP000148	Southwest Washington Workforce Development Council, d/b/a Workforce Southwest Washington (WSW)
2	24A60CP000161	Old Dominion University
5	24A60CP000163	Kaskaskia College
5	24A60CP000167	Junior College District of St. Louis - St. Louis Community College
5	24A60CP000169	Johnson County Community College
1	24A60CP000186	Community College System of New Hampshire – Nashua Community College
4	24A60CP000191	Pasadena Independent School District
6	24A60CP000197	San Bernardino Valley College Foundation
1	24A60CP000201	Suffolk County Community College
5	24A60CP000214	North Central Kansas Technical College
6	24A60CP000374	DELTA VETERANS GROUP
5	24A60CP000313	KANSAS CITY KANSAS COMMUNITY COLLEGE
5	24A60CP000359	MICHIGAN EARLY CHILDHOOD INVESTMENT CORPORATION
1	24A60CP000340	ECONOMIC DEVELOPMENT AND INDUSTRIAL CORPORATION OF BOSTON
4	23A60CP000021	CLOVIS COMMUNITY COLLEGE FOUNDATION, INC.

FY22 CP GRANTEES NOT SUBMITTING A QPR

CP Grantees identified as a Single, Limited-Action Projects that are not serving participants. Therefore, these grantees do not have to submit a Quarterly Performance Report.

Region	Grant Number	Grantee Name
4	23A60CP000021	Clovis Community College
1	23A60CP000119	Research Foundation/SUNY on behalf of SUNY Maritime College
4	23A60CP000050	Mi Casa Resource Center
1	CP394622360A50	Brattleboro Development Credit Corp.
2	23A60CP000078	WV Council for Community and Technical College Education
1	23A60CP000123	UPROSE, Inc.

APPENDIX C: DEMONSTRATION GRANTS QUARTERLY PERFORMANCE REPORT

OMB Control Number: 1205-0521

Date of Report:

PY 20xx Qtr x Performance Report for Demonstration Grants		
Time Period: ☐ Quarterly ☐ Rolling 4 Quarte ☐ Program to Date (Choose Only One)		
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	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	
	3k. Long-Term Unemployed (27 or More Consecutive Weeks)	
Education Level	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

F. OTHER EMPLOYMENT OUTCOMES		Total
1. Unemployed Participants Who Entered Unsubsidized Employment		
2. Unemployed Participants Who Entered Unsubsidized Training-Related Employment		
3. Unemployed Participants Who Completed an Education/Job Training Program and Entered Unsubsidized Employment		

Return to the [Introduction](#) or [Section G of the PIRL Data Elements Overview](#).

Continue to [Section G of the PIRL Data Elements Overview](#).

APPENDIX D: FY 2022, 2023, and 2024 Grants Submitting the WIPS QPR

FY24 CP GRANTEES SUBMITTING A WIPs VALIDATED QPR

The following grantees were awarded \$500,001 or more and will submit a data file containing participant level data that will generate a Quarterly Performance Report.

Region	Grant Number	Grantee Name	Award Amount
1	25A60CP000441	IYRS School of Technology and Trades	\$550,000
6	25A60CP000415	Kawerak, Inc.	\$568,000
4	25A60CP000494	Turing School of Software & Design	\$575,000
1	25A60CP000430	Quincy Asian Resources, Inc.	\$627,000
1	25A60CP000385	La Colaborativa	\$630,000
5	25A60CP000428	Urban League of Greater Southwestern Ohio	\$670,000
3	25A60CP000436	Veterans Life Center	\$750,000
2	25A60CP000444	West Virginia Sheet Metal Workers Joint Apprenticeship Training Fund	\$751,000
6	25A60CP000471	Multi-Service Center	\$772,000
2	25A60CP000460	Civic Works, Inc.	\$788,000
1	25A60CP000458	Ibero-American Action League Inc.	\$800,000
1	25A60CP000484	AS220	\$870,000
2	25A60CP000463	Prince George's Community College	\$874,000
5		Children's Health Care	\$875,000
1	25A60CP000386	Capital Workforce Partners, Inc. (CWP)	\$876,000
2	25A60CP000419	Living Classrooms Foundation	\$883,000
5	25A60CP000488	Detroit Health Department	\$900,000
1	25A60CP000407	Rhode Island Office of the Postsecondary Commissioner	\$900,000
1	25A60CP000469	East River Development Alliance Inc	\$912,000
4	25A60CP000470	Colorado State University - Pueblo	\$949,000
1	25A60CP000424	Vermont Healthcare Information Technology Education Center, Inc.	\$996,000

6	25A60CP000456	Alaska Works Partnership, Inc.	\$1,000,000
6	25A60CP000496	COMMUNITY COLLEGE DISTRICT 14-CLARK COLLEGE	\$1,000,000
6	25A60CP000423	Cook Inlet Tribal Council Inc.	\$1,000,000
6	25A60CP000396	Foundation Health LLC	\$1,000,000
6	25A60CP000414	Pacific Northwest Ironworkers Training Program d.b.a. Alaska Ironworkers Training Program	\$1,000,000
6	25A60CP000459	The Klamath Tribes	\$1,000,000
6	25A60CP000437	University of Alaska Anchorage	\$1,000,000
4	25A60CP000439	Western States College of Construction	\$1,018,000
1	25A60CP000426	Workforce Alliance	\$1,188,000
2	25A60CP000457	Coalfield Development	\$1,200,000
3	25A60CP000489	Hinds Community College	\$1,200,000
1	25A60CP000413	University of Rhode Island	\$1,200,000
1	25A60CP000451	Mary Hitchcock Memorial Hospital (Dartmouth Health)	\$1,292,000
4	25A60CP000410	Southwest Piping Institute (UNITED ASSOCIATION OF JOURNEYMEN & APPRENTICES IN THE PLUMBI/New Mexico Pipe Trades Joint Apprenticeship Trust Fund)	\$1,350,000
1		County of Middlesex	\$1,400,000
1	25A60CP000450	Game On Upstate	\$1,500,000
6	25A60CP000422	Pacific Mountain Workforce Development Council	\$1,500,000
2	25A60CP000442	Prince George's County	\$1,500,000
2	25A60CP000485	United Mine Workers of America Career Centers, Inc. (UMWA Career Centers, Inc. UMWACC)	\$1,500,000
6	25A60CP000433	Alaska Joint Electrical Apprenticeship and Training Trust	\$1,600,000
3	25A60CP000400	SC Emergency Medical Services Association	\$1,650,000
2	25A60CP000421	New Castle County Vocational Technical School District	\$1,702,000

1	25A60CP000461	College of Staten Island of the City University of New York	\$1,720,000
2	25A60CP000382	West Virginia Higher Education Policy Commission	\$1,800,000
6	25A60CP000402	Hawaii Pacific University	\$1,843,000
4	25A60CP000445	State of New Mexico Office of Broadband Access and Expansion	\$1,993,000
6	25A60CP000391	Alaska Operating Engineers Employers Training Trust Fund	\$1,999,000
6	25A60CP000390	Arizona Commerce Authority	\$2,000,000
6	25A60CP000487	Homeboy Industries	\$2,000,000
2	25A60CP000397	Delaware Bioscience Association	\$2,168,000
1	25A60CP000482	County of Middlesex	\$2,800,000
3	25A60CP000490	Hinds Community College	\$2,847,000
5	25A60CP000477	Henry Ford College	\$3,000,000
6	25A60CP000418	Machinists Institute	\$4,500,000
3	25A60CP000466	Midlands Technical College	\$6,000,000

FY23 CP GRANTEES SUBMITTING A WIPs VALIDATED QPR

The following grantees were awarded \$500,001 or more and will submit a data file containing participant level data that will generate a Quarterly Performance Report.

Region	Grant Number	Grantee Name	Award Amount
1	24A60CP000184	Jewish Family Service of Atlantic County, Inc.	\$ 550,000.00
3	24A60CP000224	Aberdeen School District	\$ 1,000,000.00
3	24A60CP000147	AGAPE Child & Family Services, Inc.	\$ 1,000,000.00
6	24A60CP000336	Alaska Primary Care Association, Inc.	\$ 2,750,000.00
6	24A60CP000272	APPRENTICESHIP AND NONTRADITIONAL EMPLOYMENT FOR WOMEN	\$ 675,000.00
6	24A60CP000285	ASHHO CULTURAL AND JOB TRAINING CENTER	\$ 750,000.00
3	24A60CP000339	AUGUSTA UNIVERSITY	\$ 2,000,000.00
2	24A60CP000183	BALTIMORE ALLIANCE FOR CAREERS IN HEALTHCARE, INC.	\$ 827,905.00
6	24A60CP000202	BANNER HEALTH FOUNDATION	\$ 717,000.00
3	24A60CP000175	BayCare Health System, Inc.	\$ 963,620.00

1	24A60CP000236	Black Veterans for Social Justice, Inc.	\$ 1,000,000.00
1	24A60CP000145	Boots2Roots	\$ 1,500,000.00
1	24A60CP000343	Boys & Girls Club of Greater Lowell, Inc.	\$ 2,200,000.00
6	24A60CP000131	Building and Construction Trades Council of Alameda County	\$ 1,000,000.00
1	24A60CP000344	CAMBA, Inc.	\$ 590,000.00
4	24A60CP000281	CareerWise Colorado	\$ 1,500,000.00
2	24A60CP000286	CASA, INC.	\$ 573,045.00
1	24A60CP000296	CENTER FOR THE WOMEN OF NEW YORK	\$ 1,000,000.00
2	24A60CP000243	Center For Urban Families, Inc.	\$ 750,000.00
4	24A60CP000258	City of Houston HCDD	\$ 1,000,000.00
1	24A60CP000293	City of Jersey City	\$ 750,000.00
6	24A60CP000349	CITY OF LOS ANGELES YOUTH DEVELOPMENT DEPARTMENT	\$ 640,108.00
6	24A60CP000324	City of Los Angeles	\$ 1,000,000.00
6	24A60CP000316	City of Stockton	\$ 1,000,000.00
1	24A60CP000149	Clean the Bay Inc	\$ 674,000.00
2	24A60CP000212	Community College of Baltimore County	\$ 721,130.00
2	24A60CP000304	COMMUNITY COLLEGE OF PHILADELPHIA	\$ 750,000.00
2	24A60CP000142	Connec Train Corp	\$ 604,000.00
6	24A60CP000267	Consortium for Early Learning Services	\$ 1,000,000.00
6	24A60CP000144	Construction Trades Workforce Initiative	\$ 1,000,000.00
6	24A60CP000209	Construction Trades Workforce Initiative	\$ 1,000,000.00
6	24A60CP000210	Construction Trades Workforce Initiative	\$ 1,000,000.00
6	24A60CP000211	Construction Trades Workforce Initiative	\$ 1,000,000.00
6	24A60CP000266	Construction Trades Workforce Initiative	\$ 1,000,000.00
3	24A60CP000232	Corporation to Develop Communities of Tampa, Inc.	\$ 1,862,625.00
2	24A60CP000292	County of Delaware	\$ 954,000.00
2	24A60CP000346	County of Delaware, Media	\$ 1,988,635.00
6	24A60CP000291	COUNTY OF LOS ANGELES - Los Angeles County Training Center (LACTC)	\$ 2,000,000.00
6	24A60CP000337	County of Santa Clara	\$ 3,000,000.00
6	24A60CP000320	Department of Airports - Los Angeles World Airports	\$ 1,000,000.00
5	24A60CP000263	Downriver Community Conference	\$ 703,700.00
1	24A60CP000164	Eastern Maine Community College	\$ 1,350,000.00

2	24A60CP000153	Energy Coordinating Agency of Philadelphia	\$ 925,000.00
6	24A60CP000283	ENTRENOUS YOUTH EMPOWERMENT SERVICES, INC.	\$ 575,000.00
2	24A60CP000312	FAIRFAX COUNTY GOVERNMENT BOARD OF SUPERVISORS	\$ 2,000,000.00
2	24A60CP000295	FAIRFAX COUNTY GOVERNMENT BOARD OF SUPERVISORS	\$ 2,100,000.00
5	24A60CP000179	Future Plans, Inc.	\$ 1,000,000.00
5	24A60CP000206	Future Plans, Inc.	\$ 1,995,000.00
3	24A60CP000143	GOLDEN TRIANGLE RC & D	\$ 1,000,000.00
2	24A60CP000221	Goodwill Industries of Delaware and Delaware County, Inc.	\$ 1,128,000.00
2	24A60CP000205	Goodwill Industries of the Chesapeake Inc	\$ 1,400,000.00
1	24A60CP000305	Green City Force Inc.	\$ 750,000.00
2	24A60CP000208	Hampton Roads Workforce Council	\$ 850,000.00
1	24A60CP000257	Hannaford Regional Technical School District – Hannaford Career Center	\$ 550,000.00
1	24A60CP000246	Hartford Communities That Care	\$ 1,322,539.00
6	24A60CP000204	HOMEBOY INDUSTRIES	\$ 1,959,451.00
3	24A60CP000138	Industries of the Blind Incorporated	\$ 908,000.00
3	24A60CP000181	Jewish Community Centers of South Broward, Inc.	\$ 1,504,329.00
1	24A60CP000184	Jewish Family Service of Atlantic County, Inc.	\$ 550,000.00
1	24A60CP000192	Kean University	\$ 1,000,000.00
5	24A60CP000317	Latino Academy of Workforce Development, Inc.	\$ 2,000,000.00
2	24A60CP000345	LIVING CLASSROOMS FOUNDATION, INC.	\$ 750,000.00
5	24A60CP000329	Local Initiatives Support Corporation	\$ 800,000.00
6	24A60CP000200	Los Angeles Brotherhood Crusade Black United Fund, Inc.	\$ 1,000,000.00
6	24A60CP000151	Martin Luther King Jr. County Labor Council of Washington	\$ 2,000,000.00
2	24A60CP000238	Marymount University	\$ 766,000.00
1	24A60CP000193	Mercy Hospital	\$ 1,000,000.00
1	24A60CP000223	Middlesex College	\$ 850,000.00
3	24A60CP000150	Mississippi State University	\$ 780,000.00
5	24A60CP000218	Missouri Chamber Foundation	\$ 1,350,000.00
1	24A60CP000371	MULTI-CRAFT APPRENTICESHIP PREPARATION PROGRAM, INC.	\$ 600,000.00
1	24A60CP000242	New Jersey Institute of Technology	\$ 650,000.00
4	24A60CP000331	NEW MEXICO HIGHLANDS UNIVERSITY	\$ 750,000.00

2	24A60CP000187	New River Mount Rogers Workforce Investment Area Consortium	\$ 1,000,000.00
3	24A60CP000226	NORTH CAROLINA BIOTECHNOLOGY CENTER	\$ 825,000.00
4	24A60CP000234	Northwest New Mexico Council of Governments	\$ 750,000.00
6	24A60CP000244	Ochin, Inc.	\$ 2,001,642.00
3	24A60CP000284	Pearl River Community College	\$ 2,000,000.00
3	24A60CP000168	Pee Dee Healthy Start Inc	\$ 1,000,000.00
6	24A60CP000327	PORTLAND COMMUNITY COLLEGE	\$ 910,000.00
2	24A60CP000157	Primary Care Coalition of Montgomery County Maryland, Inc.	\$ 1,300,000.00
2	24A60CP000299	Prince George's County Maryland	\$ 3,000,000.00
2	24A60CP000261	Prince George's County Memorial Library System	\$ 2,200,000.00
2	24A60CP000350	Promise Neighborhoods of Lehigh Valley	\$ 1,549,360.00
2	24A60CP000347	Region 4 Planning and Development Council	\$ 750,000.00
1	24A60CP000173	Rhode Island Office of the Post-Secondary Commissioner	\$ 790,000.00
1	24A60CP000177	Rhode Island Office of the Post-Secondary Commissioner	\$ 1,000,000.00
2	24A60CP000219	Richard Bland College of William & Mary	\$ 694,000.00
6	24A60CP000375	San Diego Community College	\$ 1,000,000.00
6	24A60CP000228	San Diego Workforce Partnership, Inc.	\$ 800,000.00
6	24A60CP000298	San Gabriel Valley Council of Governments	\$ 2,000,000.00
6	24A60CP000141	Seattle Jobs Initiative	\$ 1,000,000.00
4	24A60CP000321	SOUTH TEXAS COLLEGE	\$ 1,000,000.00
6	24A60CP000162	Southcentral Foundation	\$ 2,000,000.00
2	24A60CP000152	Southwest Virginia Workforce Development Board	\$ 750,000.00
6	24A60CP000203	ST JOSEPH CENTER	\$ 898,053.00
5	24A60CP000369	St. Clair County IL	\$ 950,000.00
1	24A60CP000251	State of Maine, Governor's Energy Office	\$ 2,750,000.00
6	24A60CP000276	The TransLatin@ Coalition	\$ 750,000.00
3	24A60CP000189	THE UNIVERSITY OF SOUTHERN MISSISSIPPI (2)	\$ 1,512,000.00
1	24A60CP000356	The Workplace, Inc.	\$ 1,000,000.00
1	24A60CP000372	THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF YONKERS	\$ 690,449.00
4	24A60CP000239	UNITED ASSOCIATION OF JOURNEYMEN & APPRENTICES IN THE PLUMBI - DBA: Southwest Piping Institute (SPI)	\$ 1,200,000.00

3	24A60CP000194	United Way of Greater Greensboro, Inc.	\$ 1,000,000.00
6	24A60CP000274	United We Heal Training Trust	\$ 892,000.00
6	24A60CP000275	United We Heal Training Trust	\$ 892,000.00
6	24A60CP000367	UNIVERSITY OF ALASKA SOUTHEAST	\$ 750,000.00
6	24A60CP000227	University of California San Diego	\$ 1,600,000.00
3	24A60CP000199	University of Georgia	\$ 3,000,000.00
3	24A60CP000140	UNIVERSITY OF SOUTHERN MISSISSIPPI (1)	\$ 750,000.00
1	24A60CP000280	UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE	\$ 750,000.00
4	24A60CP000310	Urban League of Greater New Orleans	\$ 1,200,000.00
1	24A60CP000250	Urban League of Long Island	\$ 1,145,820.00
1	24A60CP000216	US HART CARES A NJ NONPROFIT CORPORATION	\$ 1,000,000.00
6	24A60CP000265	Valley of the Sun Young Mens Christian Association	\$ 1,000,000.00
1	24A60CP000159	Vermont State Colleges	\$ 850,000.00
6	24A60CP000322	WATTS LABOR COMMUNITY ACTION COMMITTEE	\$ 783,067.00
3	24A60CP000309	Wayne Community College	\$ 651,000.00
5	24A60CP000195	Wayne County Community College District	\$ 1,129,000.00
6	24A60CP000318	WEST LOS ANGELES COLLEGE - LOS ANGELES COMMUNITY COLLEGE DISTRICT	\$ 1,323,000.00
2	24A60CP000235	West Virginia Higher Education Policy Commission	\$ 700,000.00
5	24A60CP000334	Wisconsin Department of Workforce Development	\$ 5,000,000.00
6	24A60CP000269	Workforce Connections	\$ 800,000.00
5	24A60CP000136	Workforce, Inc.	\$ 1,000,203.00
1	24A60CP000225	YM & YWHA of Washington Heights and Inwood	\$ 1,000,000.00

FY22 CP GRANTEES SUBMITTING A WIPs VALIDATED QPR

The following grantees were awarded \$500,001 or more and will submit a data file containing participant level data that will generate a Quarterly Performance Report.

Region	Grant Number	Grantee Name	Award Amount
1	23A60CP000064	STAMFORD, CITY OF	\$513,000
4	23A60CP000037	Uintah Basin Technical College	\$515,000
1	23A60CP000112	Research Foundation, City University of New York on Beh	\$527,000
6	CP395242360A41	Baker Technical Institute	\$544,000
4	23A60CP000079	Transmit Receive Labs, Inc.	\$550,000
1	23A60CP000047	Maine Community College System/Northern Maine Community	\$567,000
1	23A60CP000083	Buffalo Sewer Authority	\$575,000
1	CP393752360A9	CAPITAL WORKFORCE PARTNERS, INC.	\$593,000
1	23A60CP000053	Eastern Maine Development Corporation	\$600,000
5	CP393622360A26	Macomb Community College	\$610,000
6	CP394462360A32	Nevada System of Higher Education Western Nevada College	\$700,000
1	CP394542360A36	United Way of Long Island, Inc.	\$700,000
3	CP395232360A13	Hire Heroes USA	\$720,000
4	23A60CP000039	City of Houston, HCDD	\$750,000
1	23A60CP000053	Eastern Maine Development Corporation	\$750,000
1	23A60CP000095	Jewish Vocational Service, Inc.	\$750,000
3	23A60CP000035	Second Harvest Food Bank of Central Florida	\$775,000
2	CP393642360A10	Polytech School District	\$800,000
1	CP393702360A36	The HOPE Program	\$800,000
1	23A60CP000067	Workforce Alliance Inc	\$823,000

1	23A60CP000047	Maine Community College System/Northern Maine Community	\$1,000,000
3	CP395452360A37	Mecklenburg, County of	\$1,000,000
5	23A60CP000014	Milwaukee Metropolitan Sewerage District	\$1,000,000
3	23A60CP000033	Mississippi Rural Water Association, Inc.	\$1,000,000
3	23A60CP000008	Mississippi State University	\$1,000,000
2	23A60CP000116	Montgomery County, Maryland	\$1,000,000
2	23A60CP000032	Philadelphia Works, Inc.	\$1,000,000
4	23A60CP000018	Project QUEST, Inc.	\$1,000,000
6	23A60CP000109	Southern California Regional Occupational Center	\$1,000,000
1	23A60CP000110	Southern Maine Community College	\$1,000,000
2	CP393682360A24	Vehicles for Change Inc	\$1,000,000
1	CP394452360A50	Vermont Adult Learning, Inc.	\$1,000,000
1	CP393712360A50	VBR RESEARCH AND EDUCATION FOUNDATION, INC.	\$1,200,000
1	23A60CP000048	Skills for Rhode Island's Future	\$1,250,000
6	23A60CP000097	LOS ANGELES COMMUNITY COLLEGE DISTRICT	\$1,320,000
3	CP393722360A1	Cornerstone Revitalization Foundation, Inc.	\$1,500,000
3	CP395432360A12	Florida Endowment Foundation for Florida's Graduates	\$1,500,000
6	CP395212360A6	Los Angeles Conservation Corps, Inc.	\$1,500,000
6	CP394592360A53	SOUTHWEST WASHINGTON WORKFORCE DEVELOPMENT COUNCIL	\$1,500,000
3	23A60CP000009	Greensboro, City Of	\$1,600,000
1	CP394412360A34	Passaic County Community College	\$1,950,000
3	CP393732360A12	Broward College	\$2,000,000
6	23A60CP000046	California Mobility Center	\$2,000,000
5	CP395422360A55	Employ Milwaukee, Inc.	\$2,000,000
2	23A60CP000107	Prince George's County, Maryland	\$2,000,000
6	23A60CP000091	Evergreen Rural Water of Washington	\$2,500,000

1	23A60CP000086	City of Pawtucket	\$3,000,000
6	23A60CP000069	Youthcare	\$3,057,000
3	23A60CP000074	Benedict College	\$3,200,000
1	23A60CP000048	Skills for Rhode Island's Future	\$3,700,000
2	CP395182360A54	Marshall University Research Corporation	\$4,500,000
2	23A60CP000070	West Virginia Rural Water Association, Inc.	\$6,341,000

APPENDIX E: Grantee Validated QPR

An abbreviated copy of the QPR that show the four required performance measures for CP grantees submitting the Grantee Validated QPR. There are additional performance measures such as demographics and types of training, listed on the QPR. While not required, CP grantees may choose to report these outcomes, to reflect that their project's overall goals and objectives are being achieved on a quarterly basis.

OMB Control Number: 1205-0521 Expiration Date: 06-30-2023	
Date of Report:	
PY 20xx Qtr x Performance Report for Demonstration Grants	
Time Period: (Choose Only One) ☐ Quarterly ☐ Rolling 4 Quarters ☐ 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)	

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

F. OTHER EMPLOYMENT OUTCOMES	Total
1. Unemployed Participants Who Entered Unsubsidized Employment	
2. Unemployed Participants Who Entered Unsubsidized Training-Related Employment	
3. Unemployed Participants Who Completed an Education/Job Training Program and Entered Unsubsidized Employment	

APPENDIX F: FY 2022, 2023 and 2024 CP GRANTEES SUBMITTING A GRANTEE VALIDATED QPR

FY22 CP GRANTEES SUBMITTING A GRANTEE VALIDATED QPR

Grantees awarded \$500,000 grant funds or less that will submit a Grantee Validated QPR. If your grant award is \$500,000 or less, and is not included below, please contact your FPO.

Region	Grant Number	Grantee Name	Award Amount
1	23A60CP000082	Beat the Street Community Center	\$25,000
1	23A60CP000093	Hannaford Regional Technical School District	\$100,000
2	23A60CP000031	United Way of Chester County	\$100,000
1	CP393632360A44	PROVIDENCE PRESERVATION SOCIETY	\$140,000
6	23A60CP000094	iFoster Inc.	\$150,000
1	23A60CP000115	Vermont Wood Works Council	\$165,000
2	CP394382260A54	Generation West Virginia	\$167,000
1	23A60CP000055	Rhode Island Institute for Labor Studies and Research	\$175,000
1	23A60CP000024	Sunnyside Community Services, Inc.	\$175,000
1	23A60CP000073	Autism Society of America Nassau Suffolk Chapter	\$200,000
1	23A60CP000129	Colonial Farmhouse Restoration Society of Bellerose, Inc.	\$200,000
1	23A60CP000126	County of Warren	\$205,000
1	23A60CP000089	Dorcas International Institute Of Rhode Island Inc	\$230,000
1	23A60CP000061	City of Jersey City	\$250,000
2	23A60CP000016	Frederick, County Of	\$250,000
1	23A60CP000127	Manufacturing Technology Institute Inc. DBA DIDIWNY	\$250,000
6	CP395202360A6	SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD	\$250,000
3	23A60CP000062	United Way of Miami-Dade, Inc.	\$250,000

1	23A60CP000004	New Jersey Chamber of Commerce Foundation	\$270,000
6	23A60CP000101	Neighborhood House	\$275,000
3	23A60CP000088	Covenant House Florida Inc	\$300,000
6	23A60CP000098	Mary's Mercy Center, Inc.	\$300,000
1	23A60CP000102	Next Generation & Futures	\$300,000
1	23A60CP000105	Opportunities Industrialization Center of New London County	\$300,000
1	23A60CP000122	SYRACUSE, CITY OF	\$300,000
1	23A60CP000058	University of Rochester	\$300,000
3	23A60CP000052	URBAN LEAGUE OF HILLSBOROUGH COUNTY INC.	\$300,000
1	23A60CP000130	Newark Emergency Services for Families	\$325,000
5	23A60CP000045	AMERICAN INDIAN OIC	\$350,000
1	23A60CP000071	City of East Providence	\$350,000
1	23A60CP000092	Goodwill Industries of Southern New England, Inc.	\$372,000
2	23A60CP000030	Fairfax County Virginia	\$400,000
1	CP395252360A34	United Way of Central Jersey	\$425,000
3	23A60CP000096	Capital Community Economic/Industrial Development Authority	\$440,000
4	23A60CP000013	National Institute for Medical Assistant Advancement, Inc.	\$450,000
2	CP395262360A42	UNITED COMMUNITY SERVICES FOR WORKING FAMILIES	\$450,000
2	23A60CP000080	Anne Arundel County	\$500,000
1	23A60CP000081	AS220	\$500,000
2	23A60CP000099	BALTIMORE, CITY OF	\$500,000
1	23A60CP000125	BEDFORD-STUYVESANT RESTORATION CORPORATION	\$500,000
2	CP395132360A42	Berks Latino Workforce Development Corporation	\$500,000

1	23A60CP000028	Bristol County Chamber Foundation	\$500,000
2	23A60CP000085	City of Charleston	\$500,000
2	CP393742360A11	DC Central Kitchen	\$500,000
2	23A60CP000041	Humanim, Inc.	\$500,000
3	23A60CP000001	Neighbors and Neighbors Association, Inc.	\$500,000
2	23A60CP000124	New Century Careers	\$500,000
6	23A60CP000029	SOUTH BAY WORKFORCE INVESTMENT BOARD	\$500,000
1	23A60CP000026	YWCA Northern New Jersey	\$500,000

FY22 CP GRANTEES SUBMITTING A GRANTEE VALIDATED QPR

CP Grantees Awarded \$500,001 or More and Submitting a Grantee Validated QPR

The Regions identified the following grantees as meeting additional conditions to allow for reporting the Grantee Validated QPR. These grantees may elect to submit the WIPS Validated QPR. Please discuss with your FPO. Grantees marked with an asterisk (*) will report using the Grantee Validated QPR on a time-limited basis.

Region	Grant Number	Grantee Name
1	CP394372360A36	AIDS SERVICE CENTER OF LOWER MANHATTAN, INC.
2	23A60CP000025	PIDC Community Capital
2	23A60CP000104	Opportunities Industrialization Center Inc.
1	CP393822360A9	Northwest Regional Workforce Investment Board
2	CP394502360A42	Literacy Pittsburgh
2	23A60CP000003	The Living Classrooms Foundation
2	23A60CP000128	Baltimore Urban League
2	23A60CP000117	Danville Pittsylvania County Chamber of Commerce
2	CP394392360A42	Catalyst Connection
2	23A60CP000049	Fairfax County Virginia

2	23A60CP000087	City of Richmond
2	CP3963652360A42	JVES Human Services
6	23A60CP000065	*Arizona Opportunities Industrialization Center (AZOIC)
1	23A60CP000084	ECONOMIC DEVELOPMENT AND INDUSTRIAL CORPORATION
5	23A60CP000038	College of Lake County
5	23A60CP000036	TRI COUNCIL DEVELOPMENT FUND

FY23 CP GRANTEES SUBMITTING A GRANTEE VALIDATED QPR

Grantees awarded \$500,000 grant funds or less that will submit a Grantee Validated QPR. If your grant award is \$500,000 or less, and is not included below, please contact your FPO.

Region	Grant Number	Grantee Name	Award Amount
1	24A60CP000368	Port Resources	\$ 30,000
1	24A60CP000241	New Brunswick Free Public Library	\$ 38,000
1	24A60CP000215	CCARC, Inc.	\$ 54,000
1	24A60CP000245	Youth Business Initiative	\$ 76,000
2	24A60CP000222	Artpreneurs, Inc. dba Arts on the Block	\$ 100,000
5	24A60CP000230	Wilderness Health, Inc.	\$ 108,000
1	24A60CP000237	Atlantic County Economic Alliance Inc.	\$ 150,000
1	24A60CP000278	Research Foundation of The City University Of New York - Bronx Community College	\$ 150,000
1	24A60CP000306	Rhode Island Manufacturers Association	\$ 150,000
1	24A60CP000326	VERMONT DEPARTMENT OF PUBLIC SAFETY	\$ 150,000
1	24A60CP000366	DownCity Design	\$ 150,000
1	24A60CP000328	Home Care Hospice & Palliative Care Alliance of New Hampshire	\$ 155,000
5	24A60CP000373	Bright Star Community Outreach, Inc. / PoP Ended	\$ 175,000
2	24A60CP000335	City of Charleston	\$ 180,000

4	24A60CP000288	MCALLEN INDEPENDENT SCHOOL DISTRICT	\$ 200,000
3	24A60CP000302	EASTER SEALS NORTH GEORGIA, INC.	\$ 200,000
1	24A60CP000319	Rhode Island AFL-CIO	\$ 200,000
2	24A60CP000355	The Denney House, Inc.	\$ 200,000
1	24A60CP000342	4-H Education Center at Auerfarm, Inc.	\$ 204,000
5	24A60CP000198	Current Innovation NFP	\$ 225,000
1	24A60CP000133	Androscoggin Home Health Services, Inc.	\$ 236,000
2	24A60CP000287	Suburban Emergency Medical Services	\$ 247,940
2	24A60CP000139	Johnstown Area Regional Industries Inc	\$ 250,000
5	24A60CP000249	SING - Shifting Into New Gear	\$ 250,000
4	24A60CP000264	New Mexico Community Capital	\$ 250,000
1	24A60CP000290	Center for Southeast Asians	\$ 250,000
6	24A60CP000314	TORRES MARTINEZ DESERT CAHUILLA INDIANS	\$ 250,000
1	24A60CP000364	Variety Boys and Girls Club of Queens	\$ 250,000
4	24A60CP000260	ROSE STATE COLLEGE	\$ 253,000
6	24A60CP000188	Los Angeles Conservation Corps, Inc.	\$ 272,000
4	24A60CP000256	Morgan Community College	\$ 274,000
2	24A60CP000165	SHIPPENSBURG UNIVERSITY OF PENNSYLVANIA	\$ 275,000
5	24A60CP000301	Mahoning County Career & Technical Center (MCCTC)	\$ 285,000
3	24A60CP000213	Latin American Association, Inc.	\$ 300,000
2	24A60CP000311	PHILABUNDANCE	\$ 300,000
3	24A60CP000240	Guilford Child Development (Children and Families First)	\$ 300,000
1	24A60CP000253	THE UNIVERSITY OF RHODE ISLAND RESEARCH FOUNDATION (URI)	\$ 300,000
1	24A60CP000289	RI Marine Trades Association (RIMTA) Foundation	\$ 300,000
3	24A60CP000333	ROCKDALE COUNTY	\$ 300,000
2	24A60CP000155	Melwood Horticultural Training Center, Inc.	\$ 307,000

2	24A60CP000259	Covenant House Washington	\$ 329,750
4	24A60CP000146	Center for Employment Opportunities, Inc.	\$ 330,000
5	24A60CP000207	Des Moines Area Community College	\$ 339,000
6	24A60CP000166	Chemeketa Community College	\$ 340,000
6	24A60CP000294	Seattle Children's Hospital	\$ 350,000
5	24A60CP000323	AeroStar Avion Institute	\$ 350,000
2	24A60CP000354	Jobs for Americas Graduates of Pennsylvania Inc	\$ 350,000
6	24A60CP000148	Southwest WA Workforce Development Council	\$ 350,000
6	24A60CP000273	Community Learning Partnership, Inc.	\$ 351,000
4	24A60CP000233	NorthWest Arkansas Community College	\$ 355,000
6	24A60CP000330	Latina Coalition of Silicon Valley	\$ 376,000
6	24A60CP000172	CITY OF SACRAMENTO	\$ 394,000
2	24A60CP000132	Bidwell Training Center Inc.	\$ 400,000
4	24A60CP000178	Texas Trees Foundation	\$ 400,000
1	24A60CP000365	RF CUNY on behalf of LaGuardia Community College	\$ 404,770
6	24A60CP000370	Stanislaus Business Alliance, Inc.	\$ 410,000
2	24A60CP000255	Howard County Autism Society, Inc. (Name Changed to "Autism Society of Maryland")	\$ 440,000
2	24A60CP000277	Laurel Highlands Workforce & Opportunity Center, Inc.	\$ 445,000
5	24A60CP000254	Minnesota Assistance Council for Veterans	\$ 450,000
6	24A60CP000231	Opportunity Junction, Inc.	\$ 470,000
1	24A60CP000358	St. Johnsbury Academy	\$ 473,000
5	24A60CP000220	Service Relief for Hospitality Workers	\$ 475,000
6	24A60CP000353	Reading and Beyond	\$ 484,040
6	24A60CP000352	UNLOOP	\$ 486,780
5	24A60CP000363	RUNG FOUNDATION, INC.	\$ 490,000
1	24A60CP000351	NEW IMMIGRANT COMMUNITY EMPOWERMENT, INC	\$ 500,000

2	24A60CP000156	Melwood Horticultural Training Center, Inc.	\$ 500,000
6	24A60CP000158	Sheridan School District 48J	\$ 500,000
4	24A60CP000160	Dallas College	\$ 500,000
1	24A60CP000170	Plattsburgh-North Country Chamber of Commerce	\$ 500,000
3	24A60CP000174	MorseLife Health System/Lola & Saul Kramer Senior Services A	\$ 500,000
5	24A60CP000176	Revolution Workshop	\$ 500,000
6	24A60CP000180	Taller San Jose Hope Builders	\$ 500,000
6	24A60CP000229	Anchorage Neighborhood Health Center, Inc.	\$ 500,000
1	24A60CP000248	UNIVERSITY OF MAINE SYSTEM	\$ 500,000
5	24A60CP000252	Association House of Chicago	\$ 500,000
6	24A60CP000270	Rural Alaska Community Action Program, Inc.	\$ 500,000
2	24A60CP000271	Wheeling Ironworkers Local 549	\$ 500,000
6	24A60CP000297	Fresno County Economic Opportunities Commission	\$ 500,000
6	24A60CP000315	Boys & Girls Club of San Fernando Valley	\$ 500,000
6	24A60CP000338	SOUTH BAY WORKFORCE INVESTMENT BOARD	\$ 500,000
4	24A60CP000357	Colorado Building and Construction Trades Council AFL-CIO	\$ 500,000
3	24A60CP000307	THE SKILLS FOUNDATION OF MISSISSIPPI, INC.	\$ 500,000

FY23 CP GRANTEES SUBMITTING A GRANTEE VALIDATED QPR

CP Grantees Awarded \$500,001 or More and Submitting a Grantee Validated QPR

The Regions identified the following grantees as meeting additional conditions to allow for reporting the Grantee Validated QPR. These grantees may elect to submit the WIPS Validated QPR. Please discuss with your FPO. Grantees marked with an asterisk (*) will report using the Grantee Validated QPR on a time-limited basis.

Region	Grant Number	Grantee Name
5	24A60CP000262	Akron Urban League
5	24A60CP000348	CITY OF DEARBORN

5	A2460CP000341	THE SANNEH FOUNDATION
5	24A60CP000361	Northeast Community College
5	24A60CP000362	INDIANAPOLIS PRIVATE INDUSTRY COUNCIL INC. D/B/A EMPLOY
5	24A60CP000332	CUYAHOGA COMMUNITY COLLEGE
5	24A60CP000171	SINAI HEALTH SYSTEMS
5	24A60CP000279	MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY
1	24A60CP000325	NEW YORK STATE ENERGY RESEARCH AND DEVELOPMNT AUTHORITY
5	24A60CP000308	Coffeyville Community College
5	24A60CP000247	Franklin County Board of Commissioners
5	24A60CP000268	Hatzalah Chicago
1	24A60CP000185	Benjamin Franklin Cummings Institute of Technology
2	24A60CP000360	Virginia Commonwealth University

FY24 CP GRANTEES SUBMITTING A GRANTEE VALIDATED QPR

CP Grantees awarded \$500,000 grant funds or less that will submit a Grantee Validated QPR and CP Grantees Awarded \$500,001 or More that the Regions identified as meeting additional conditions to allow for reporting the Grantee Validated QPR. Grantees awarded \$500,001 or more may elect to submit the WIPS Validated QPR. Please discuss with your FPO. Grantees marked with an asterisk (*) will report using the Grantee Validated QPR on a time-limited basis. If your grant award is \$500,000 or less, and is not included below, please contact your FPO.

Region	Grant Number	Grantee Name	Award Amount
2	25A60CP000493	City of Elkins	\$60,000
2	25A60CP000464	Sunflower Bakery	\$75,000
5	25A60CP000405	Big Brothers Big Sisters of Greater Flint	\$75,000
5	25A60CP000406	Women's Resource Center	\$95,000
2	25A60CP000447	Philadelphia Area Project on Occupational Safety & Health	\$100,000
4	25A60CP000420	University of Northern Colorado	\$109,000

3	25A60CP000440	Center for Community Health Alignment, University of South Carolina Arnold School of Public Health	\$112,000
1	25A60CP000416	Hartford Promise	\$116,000
1	25A60CP000381	CitySeed, Inc.	\$150,000
1	25A60CP000479	Housing Authority of the City of Providence, Rhode Island (dba Providence Housing Authority)	\$150,000
1	25A60CP000452	African Alliance of Rhode Island	\$200,000
2	25A60CP000378	Maryland Reentry Resource Center Inc.	\$200,000
1	25A60CP000468	Newport County Community Mental Health Center, Inc. d/b/a Newport Mental Health	\$200,000
1	25A60CP000486	Providence Public Library (PPL)	\$200,000
3	25A60CP000383	Automotive Training Center, Inc.	\$250,000
6	25A60CP000393	Best Buddies International, Inc.	\$250,000
1	25A60CP000476	WaterFire Providence	\$250,000
5	25A60CP000492	Wesley Dayton	\$250,000
1	25A60CP000495	Polaris MEP	\$271,000
2	25A60CP000475	Neighborhood	\$275,000
6	25A60CP000472	The Arc of Hilo	\$297,000
2	25A60CP000403	The West Virginia Chamber Foundation Corporation	\$300,000
1	25A60CP000454	Woonasquatucket Valley Community Build Inc. dba The Steel Yard	\$300,000
2	25A60CP000399	SpringForward	\$307,000
2	25A60CP000388	Steamfitters Local Union No 449 Joint Apprenticeship and Training Committee	\$322,000
2	25A60CP000438	United Community Ministries	\$326,000
6	25A60CP000434	Alaska Joint Electrical Apprenticeship & Training Trust	\$350,000
2	25A60CP000404	Hispanic Center Lehigh Valley	\$350,000
2	25A60CP000401	Beyond Literacy	\$395,000
4	25A60CP000380	A Precious Child, Inc.	\$400,000

2	25A60CP000448	SMART 33 Wheeling District JATC	\$400,000
1	25A60CP000409	The Mental Health Center of Greater Manchester	\$408,000
5	25A60CP000443	Minnesota Assistance Council for Veterans	\$420,000
2	25A60CP000376	The Peale Center for Baltimore History and Architecture, Inc.	\$420,000
6	25A60CP000427	Oregon Native American Chamber	\$426,000
4	25A60CP000425	Fremont Multidistrict Initiative	\$450,000
3	25A60CP000481	The Skills Foundation of Mississippi	\$450,000
2	25A60CP000435	Trade Institute of Pittsburgh	\$450,000
2	25A60CP000465	The Challenge Program	\$465,000
2	25A60CP000395	Blue Ridge Community & Technical College Foundation Inc.	\$492,000
5	25A60CP000474	Advocate Christ Medical Center	\$500,000
3	25A60CP000387	Boys & Girls Clubs of the Chattahoochee Valley, Inc.	\$500,000
1	25A60CP000491	New Immigrant Community Empowerment	\$500,000
6	25A60CP000408	Alaska Legal Services Corporation	\$500,000
6	25A60CP000384	Re-use Hawaii	\$500,000
6	25A60CP000446	Central Council Tlingit and Haida Indian Tribes of Alaska aka Prince of Wales Vocational and Technical Center	\$500,000
5	25A60CP000429	Starr Commonwealth	\$500,000
5	25A60CP000455	The Black Fire Brigade Org	\$500,000
2	25A60CP000483	Urban Affairs Coalition	\$500,000
1	25A60CP000412	Maine Development Foundation	\$535,000
5	25A60CP000398	Illinois Central College	\$547,000
2	25A60CP000417	Virginia Wesleyan University	\$625,000
5	25A60CP000392	Michigan Health & Hospital Association Keystone Center	\$756,000
2	25A60CP000498	Pittsburgh Film Office	\$765,000

APPENDIX G: Required Data Elements for DEMO Participant Data Files (PIRL 2021)

ETA- 9172

OMB Control Number 1205-0521

Expiration Date: 04-30-2027

This tab contains a list of all the data elements (DEs) that Community Project grantees are required to include in the participant data file.

2021 Full PIRL available for download here:

[ETA_9170 PY21+.pdf](#)

Column	Data Element Number	Data Element Name	CP Grants
1	0	OBS Number	R
2	100	Unique Individual Identifier (WIOA)	R
3	101	State Code of Residence (WIOA)	R
4	102	County Code of Residence	R
5	103	Zip Code of Residence	R
6	105	Special Project ID - 1	R
7	106	Special Project ID - 2	R
8	107	Special Project ID - 3	
9	200	Date of Birth (WIOA)	R
10	201	Sex (WIOA)	R
11	202	Individual with a Disability (WIOA)	R
12	203	Category of Disability	R
13	210	Ethnicity: Hispanic / Latino (WIOA)	R
14	211	American Indian / Alaska Native (WIOA)	R
15	212	Asian (WIOA)	R
16	213	Black / African American (WIOA)	R
17	214	Native Hawaiian / Other Pacific Islander (WIOA)	R
18	215	White (WIOA)	R
19	300	Veteran Status	R
20	400	Employment Status at Program Entry (WIOA)	R
21	401	UC Eligible Status	
22	402	Long-Term Unemployed at Program Entry(WIOA)	R
23	403	Occupational Code of Most Recent Employment Prior to Participation(if available)	
24	407	Highest School Grade Completed at Program Entry(WIOA)	R

25	408	Highest Educational Level Completed at Program Entry(WIOA)	R
26	409	School Status at Program Entry(WIOA)	R
27	410	Date of Actual Dislocation	
28	600	Temporary Assistance to Needy Families (TANF)	
29	601	Exhausting TANF Within 2 Years (Part A Title IV of the Social Security Act) at Program Entry(WIOA)	
30	602	Supplemental Security Income(SSI) / Social Security Disability Insurance (SSDI)	
31	603	Supplemental Nutrition Assistance Program (SNAP)	
32	604	Other Public Assistance Recipient	
33	701	Pregnant or Parenting Youth	
34	702	Youth Who Needs Additional Assistance	
35	704	Foster Care Youth Status at Program Entry(WIOA)	
36	800	Homeless participant, Homeless Children and Youths, or Runaway Youth at Program Entry(WIOA)	
37	801	Ex-Offender Status at Program Entry(WIOA)	R
38	802	Low Income Status at Program Entry (WIOA)	
39	803	English Language Learner at Program Entry(WIOA)	
40	804	Basic Skills Deficient/Low Levels of Literacy at Program Entry	
41	805	Cultural Barriers at Program Entry (WIOA)	
42	806	Single Parent at Program Entry(WIOA)	
43	807	Displaced Homemaker at Program Entry(WIOA)	
44	808	Migrant and Seasonal Farmworker Status	
45	900	Date of Program Entry(WIOA)	R
46	901	Date of Program Exit(WIOA)	R
47	903	Adult(WIOA)	
48	904	Dislocated Worker(WIOA)	
49	905	Youth (WIOA)	
50	907	Recipient of Incumbent Worker Training	
51	908	Rapid Response	
52	909	Rapid Response (Additional Assistance)	
53	918	Wagner-Peyser Employment Service(WIOA)	
54	921	Employment and Training Services Related to SNAP	
55	923	Other Reasons for Exit(WIOA)	R
56	931	Apprenticeship Program	
57	932	National Dislocated Worker Grants (DWG)	
58	933	Date of First DWG Service	
59	1001	Date of First Basic Career Service (Staff-Assisted)	
60	1002	Most Recent Date Received Basic Career Services (Self-Service/Information-Only)	
61	1003	Most Recent Date Received Basic Career Services (Staff-Assisted)	
62	1004	Date of Most Recent Career Service(WIOA)	
63	1007	Date of Most Recent Reportable Individual Contact	
64	1200	Date of First Individualized Career Service	

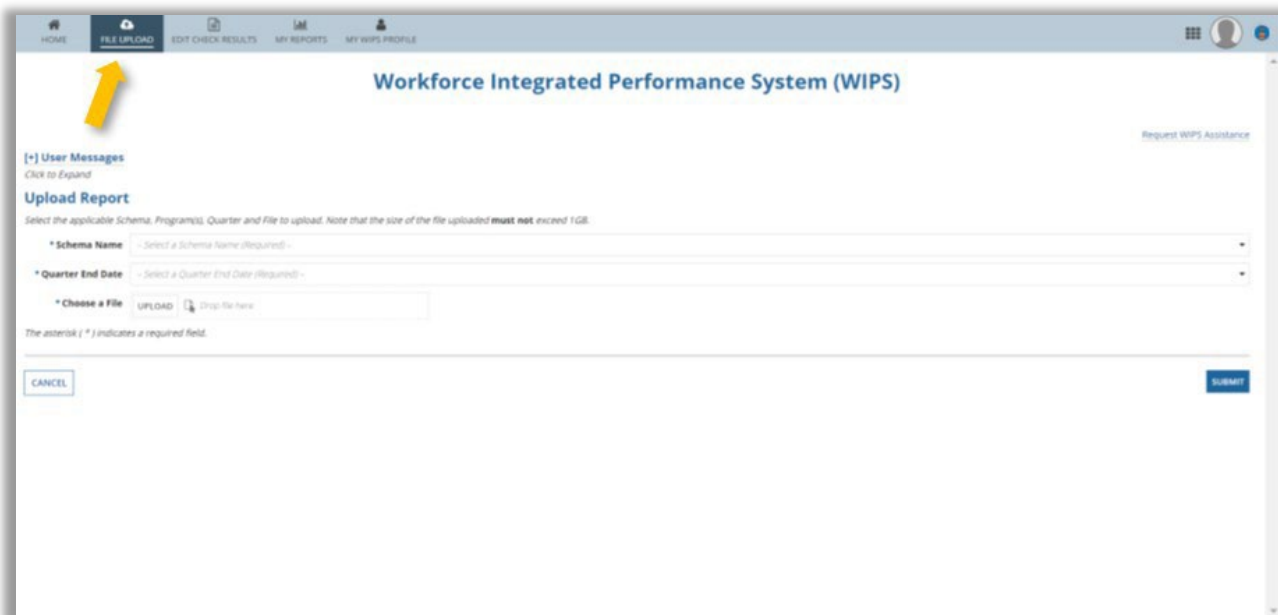
65	1201	Most Recent Date Received Individualized Career Service	
66	1205	Type of Work Experience	R
67	1300	Received Training(WIOA)	R
68	1302	Date Entered Training #1 (WIOA)	R
69	1303	Type of Training Service #1 (WIOA)	R
70	1306	Occupational Skills Training Code #1	R
71	1307	Training Completed #1	R
72	1308	Date Completed, or Withdrew from, Training #1	R
73	1309	Date Entered Training #2	
74	1310	Type of Training Service #2 (WIOA)	
75	1311	Occupational Skills Training Code #2	
76	1312	Training Completed #2	
77	1313	Date Completed, or Withdrew from, Training #2	
78	1314	Date Entered Training #3	
79	1315	Type of Training Service #3 (WIOA)	
80	1316	Occupational Skills Training Code #3	
81	1317	Training Completed #3	
82	1318	Date Completed, or Withdrew from, Training #3	
83	1332	Participated in Postsecondary Education During Program Participation(WIOA)	R
84	1401	Enrolled in Secondary Education Program (WIOA)	R
85	1406	Date Enrolled in Post Exit Education or Training Program Leading to a Recognized Postsecondary Credential(WIOA)	
86	1409	Most Recent Date Received Supportive Services	R
87	1500	Received Needs-Related Payments	
88	1503	Most Recent Date Received Follow-up Service	
89	1600	Employed in 1st Quarter After Exit Quarter (WIOA)	R
90	1601	Type of Employment Match 1stQuarter After Exit Quarter(WIOA)	R
91	1602	Employed in 2nd Quarter After Exit Quarter(WIOA)	R
92	1603	Type of Employment Match 2ndQuarter After Exit Quarter (WIOA)	R
93	1604	Employed in 3rd Quarter After Exit Quarter (WIOA)	R
94	1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)	R
95	1606	Employed in 4th Quarter After Exit Quarter(WIOA)	R
96	1607	Type of Employment Match 4th Quarter After Exit Quarter(WIOA)	R
97	1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)	R
98	1610	Occupational Code (if available)	
99	1611	Entered Non-Traditional Employment	
100	1612	Occupational Code of Employment 2nd Quarter After Exit Quarter(If available)	
101	1613	Occupational Code of Employment 4th Quarter After Exit Quarter (If available)	

102	1614	Industry Code of Employment 1st Quarter After Exit Quarter	
103	1615	Industry Code of Employment 2nd Quarter After Exit Quarter	
104	1616	Industry Code of Employment 3rd Quarter After Exit Quarter	
105	1617	Industry Code of Employment 4th Quarter After Exit Quarter	
106	1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)	R
107	1700	Earnings 3rd Quarter Prior to Participation Quarter	R
108	1701	Earnings 2nd Quarter Prior to Participation Quarter	R
109	1702	Earnings 1st Quarter Prior to Participation Quarter	R
110	1703	Earnings 1st Quarter After Exit Quarter (WIOA)	R
111	1704	Earnings 2nd Quarter After Exit Quarter (WIOA)	R
112	1705	Earnings 3rd Quarter After Exit Quarter (WIOA)	R
113	1706	Earnings 4th Quarter After Exit Quarter (WIOA)	R
114	1800	Type of Recognized Credential (WIOA)	R
115	1801	Date Attained Recognized Credential (WIOA)	R
116	1802	Type of Recognized Credential #2(WIOA)	
117	1803	Date Attained Recognized Credential #2(WIOA)	
118	1804	Type of Recognized Credential #3(WIOA)	
119	1805	Date Attained Recognized Credential #3(WIOA)	
120	1806	Date of Most Recent Measurable Skill Gains: Educational Functioning Level (EFL)(WIOA)	
121	1807	Date of Most Recent Measurable Skill Gains: Postsecondary Transcript/Report Card(WIOA)	R
122	1808	Date of Most Recent Measurable Skill Gains: Secondary Transcript/Report Card (WIOA)	R
123	1809	Date of Most Recent Measurable Skill Gains: Training Milestone(WIOA)	R
124	1810	Date of Most Recent Measurable Skill Gains: Skills Progression(WIOA)	R
125	1811	Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Credential or Employment	R
126	1813	Date Completed During Program Participation an Education or Training Program Leading to a Recognized Credential or Employment	R
127	1900	Youth 2nd Quarter Placement (Title I)(WIOA)	
128	1901	Youth 4th Quarter Placement(Title I)(WIOA)	
129	2101	Underemployed Worker	
130	2118	Date Entered Employment (Discretionary Grants)	R
131	2119	Incumbent Workers Retained Current Position	
132	2120	Incumbent Workers Advanced into a New Position with Current or New Employer in the 1st Quarter after Completion	
133	2122	Incumbent Workers Advanced into a New Position with Current Employer or New Employer in the 2nd Quarter after	

		Training Program Completion	
134	2124	Incumbent Workers Advanced into a New Position with Current or New Employer in the 3rd Quarter after Training Program Completion	
135	2126	Entered Training-Related Employment After Training Program Completion	R
136	2700	Social Security Number	R
		Total Data Elements that Require a Code Value	68

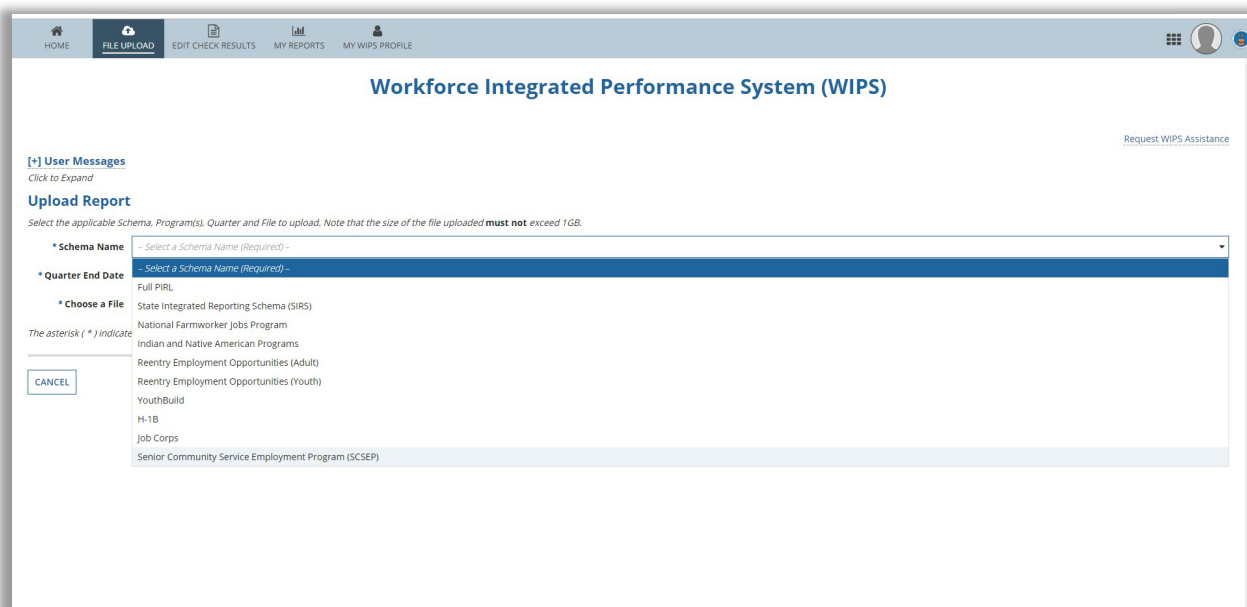
APPENDIX H: Uploading the Participant Data File and Certifying the WIPS Validated QPR

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



The screenshot shows the WIPS homepage. The top navigation bar has tabs: HOME, FILE UPLOAD (selected), EDIT CHECK RESULTS, MY REPORTS, and MY WIPS PROFILE. A yellow arrow points to the 'FILE UPLOAD' tab. The main content area is titled 'Workforce Integrated Performance System (WIPS)'. Below the title, there is a 'User Messages' section and an 'Upload Report' section. The 'Upload Report' section has a note: 'Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded must not exceed 1GB.' Below this note are three fields: '* Schema Name' (dropdown), '* Quarter End Date' (dropdown), and '* Choose a File' (button labeled 'UPLOAD' and a text input 'Drop file here'). A note below the fields says 'The asterisk (*) indicates a required field.' At the bottom left is a 'CANCEL' button and at the bottom right is a 'SUBMIT' button.

2. Choose the appropriate schema from the dropdown menu.



The screenshot shows the WIPS homepage with the 'FILE UPLOAD' tab selected. The 'Schema Name' dropdown menu is open, displaying a list of schemas. The list includes: Full PIRL, State Integrated Reporting Schema (SIRS), National Farmworker Jobs Program, Indian and Native American Programs, Reentry Employment Opportunities (Adult), Reentry Employment Opportunities (Youth), YouthBuild, H-1B, Job Corps, and Senior Community Service Employment Program (SCSEP). The 'Quarter End Date' dropdown is also open, showing 'Full PIRL' as the selected option. The 'Choose a File' button is labeled 'UPLOAD' and the text input is 'Drop file here'. A note below the fields says 'The asterisk (*) indicates a required field.' At the bottom left is a 'CANCEL' button and at the bottom right is a 'SUBMIT' button.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[+] User Messages
Click to Expand

Upload Report

WIPS SUPPORT FOR PIRL 2018 and PIRL 2020 IS ENDING!
Note to all WIPS users: Beginning with reports submitted for PY 2022 Q1 (quarter ending 9/30/2022), **all users must use PIRL 2021** file schemas to submit files in WIPS and will **not** be given the option of submitting file schemas using PIRL 2018 or PIRL 2020. The final reports that may be submitted using PIRL 2018 and PIRL 2020 will be Quarterly Performance Reports (QPR) for PY2021 Q4 (quarter ending 6/30/2022) and Annual Report (WIOA Core Programs only) for PY 2021 Annual Performance Reports (APR). Users are allowed and encouraged to transition to using PIRL 2021 file schemas before the cutoff date.
 Records must be submitted according to the Participant Individual Record Layout (PIRL) (ETA-9172). OMB No. 1205-0521 Expires 6/30/2024.
 Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.

* PIRL Version: PIRL2021

* Schema Name: State Integrated Reporting Schema (SIRS)

Select the Target Program(s) to specify which Edit Checks and Reports will be processed for the uploaded file. Note that you may only select one grant related program as a Target Program.

* Target Program(s): National Dislocated Worker Grants

* Grant(s) awarded: ☐ State Grantee ☐ Non-State Grantee

* Quarter End Date: -- Select a Quarter End Date (Required) --

* Choose a File:

The asterisk (*) indicates a required field.

- 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.

States will find that all grants assigned to their state profile will be pre-selected. If submitting an integrated file for all assigned grants, leave the grant numbers selected and continue to the next step. This is the recommended option. However, if you are **not** submitting a participant data file for all the assigned grants, you may deselect the grant numbers as appropriate.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[+] User Messages
Click to Expand

Upload Report

Records must be submitted according to the Participant Individual Record Layout (PIRL) (ETA-9172). OMB No. 1205-0521 Expires 6/30/2021.
 Select the applicable Schema, Program(s), Quarter and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.

* PIRL Version: PIRL2018

* Schema Name: State Integrated Reporting Schema (SIRS)

Select the Target Program(s) to specify which Edit Checks and Reports will be processed for the uploaded file. Note that you may only select one grant related program as a Target Program.

* Target Program(s): National Dislocated Worker Grants

* Grant Number: DW29760, DW34667, DW56789, EM86489, MI31244, MI31245, EM83598, EM83556

* Quarter End Date: ☒ DW29760 ☒ DW34667

* Choose a File: ☒ EM20259 ☐ EM20477

The asterisk (*) indicates a required field.

*Note that for state users that also submit reports on behalf of non-state grantees, only the grant numbers associated with your selection in step 4 will be displayed here.

4. Select the “Quarter End Date” from the dropdown men

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[*] User Messages
Click to Expand

Upload Report
Select the applicable Schema, Program(s), Quarter, and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.

* Schema Name: State Integrated Reporting Schema (SIRS)

Select the Target Program(s) to specify which Edit Checks and Reports will be processed for the uploaded file. Note that you may only select one grant related program as a Target Program.

* Target Program(s): National Dislocated Worker Grants

* Quarter End Date: -- Select a Quarter End Date (Required) --
-- Select a Quarter End Date (Required) --

* Choose a File: 9/30/2018, 12/31/2018, 3/31/2019, 6/30/2019, 9/30/2019, 12/31/2019, 3/31/2020, 6/30/2020, 9/30/2020, 12/31/2020, 3/31/2021

The asterisk (*) indicates a required field.

[CANCEL](#)

5. 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.

Workforce Integrated Performance System (WIPS)

[Request WIPS Assistance](#)

[*] User Messages
Click to Expand

Upload Report
Select the applicable Schema, Program(s), Quarter, and File to upload. Note that the size of the file uploaded **must not** exceed 1GB.

* Schema Name: State Integrated Reporting Schema (SIRS)

Select the Target Program(s) to specify which Edit Checks and Reports will be processed for the uploaded file. Note that you may only select one grant related program as a Target Program.

* Target Program(s): National Dislocated Worker Grants

* Quarter End Date: 6/30/2019

* Choose a File: [UPLOAD](#) [Drop file here](#)

The asterisk (*) indicates a required field.

[CANCEL](#)

Open
Test file > Annual rpt for LRA rpt

Name	Date modified	Type
30795-SIRS-15-20195101544486_cleanv1	05/30/2019 8:03 AM	Microsoft Word
31242-SIRS-15-2019514183017424_cleanv2	05/30/2019 3:27 PM	Microsoft Word
31535-SIRS-15-2019515213311979_cleanv4	05/29/2019 6:07 PM	Microsoft Word

File name: All Files

[Open](#) [Cancel](#)

6. Once you have successfully attached your participant data file, click the blue “SUBMIT” button on the righthand side of the screen.
7. 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. Reupload the participant data file once you have corrected the errors. You may have to revise and submit participant data files multiple times until it passes the edit check.

8. 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.
9. The final step is to review and certify the QPR once it has been created. See [Appendix C](#) for instructions on checking the status of your participant data file. The status will indicate whether the QPR has been generated and whether it is ready for review and certification.
10. 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 on the part of the WIPS user/grantee). This data will not be available/viewable at the time you certify the QPR.

Return to [Uploading the Participant Data File and Certifying the QPR](#).

Continue to [Data Validation: Correcting Participant Data File Errors](#).

APPENDIX I: 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).

Workforce Integrated Performance System (WIPS)

Edit Check Results Overview

Click the value of Total Errors and Total Duplicates to view the error details of the file.

Quarter End Date: 3/31/2019

Uploaded By: Kaur, Harmanjit

File ID	File Name	Schema	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	Format Error	File Import Date
2830	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				7/8/2019 8:16 AM EDT
2821	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	23628	0	None	6/27/2019 9:28 AM EDT
2820	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				6/27/2019 9:47 AM EDT
2814	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	0		None	6/25/2019 2:34 PM EDT
2775	Full PIRL new 130.csv	State Integrated Reporting Schema (SIRS)	Wagner-Peyser	3/31/2019	Kaur, Harmanjit			Invalid Column #	6/6/2019 12:03 PM EDT

Note that files uploaded after 8/4/2017 will only return results for up to 225,000 valid value errors and terminate error checking. If there are no valid value errors, WIPS will only return results for up to 225,000 Logical Validation errors.

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

Workforce Integrated Performance System (WIPS)

Edit Check Results Overview

Click the value of Total Errors and Total Duplicates to view the error details of the file.

Quarter End Date: 3/31/2019

Uploaded By: Kaur, Harmanjit

File ID	File Name	Schema	Target Program(s)	Quarter End Date	Uploaded By	Total Errors	Total Duplicates	Format Error	File Import Date
2830	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				7/8/2019 8:16 AM EDT
2821	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	23628	0	None	6/27/2019 9:28 AM EDT
2820	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit				6/27/2019 9:47 AM EDT
2814	30358-SRS-15-201957191154763-PY18Q3_PIRL_V2_Scov.gz	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	0		None	6/25/2019 2:34 PM EDT
2775	Full PIRL new 130.csv	State Integrated Reporting Schema (SIRS)	Wagner-Peyser	3/31/2019	Kaur, Harmanjit			Invalid Column #	6/6/2019 12:03 PM EDT

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	30355-SIRS-15-201907191154763-PY18Q3_PIRL_V2_Scan-gt	State Integrated Reporting Schema (SIRS)	TAA	3/31/2019	Kaur, Harmanjit	23628	0	6/27/2019 9:28 AM EDT

Select EXPORT ERRORS to create Excel file of error list. Then select Download Link to save the Excel file. The maximum number of records per error type is 10,000.

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 (WIOA) (PIRL 1604) = 9, THEN Industry Code of Employment 3rd Quarter After Exit Quarter (PIRL 1616) must = 999999	6395
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	B) If Employed 2nd Quarter After Exit Quarter (WIOA) (PIRL 1602) = 9, THEN Industry Code of Employment 2nd Quarter After Exit Quarter (PIRL 1615) must = 999999	6218
1617	Industry Code of Employment 4th Quarter After Exit Quarter	B) If Employed 4th Quarter After Exit Quarter (WIOA) (PIRL 1606) = 9, THEN Industry Code of Employment 4th Quarter After Exit Quarter (PIRL 1617) must = 999999	6032
0	OBS Number	B) Must be unique for each record.	4802
1615	Industry Code of Employment 2nd Quarter After Exit Quarter	A) If Employed 2nd Quarter After Exit Quarter (WIOA) (PIRL 1602) = 1, 2 OR 3, THEN Industry Code of Employment 2nd Quarter After Exit Quarter (PIRL 1615) must be valid NAICS code OR 999999	81
1614	Industry Code of Employment 1st Quarter After Exit Quarter	A) If Employed 1st Quarter After Exit Quarter (WIOA) (PIRL 1604) = 1, 2 OR 3, THEN Industry Code of	66

11 items

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

Workforce Integrated Performance System (WIPS)

Back to Selected File Details

Edit Check Error Details

Edit Check Error details for the selected Element. No Value Provided is displayed for empty or null value fields.

Error Message for Element No. 1616

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

Row Number	Unique Individual Identifier	Value Provided
23	1000479968JUT	721110
43	2201738466JUT	721110
49	1000310664JUT	6467110
50	2201802544JUT	561320
100	2200441368JUT	517311
109	2201775000JUT	6467190
127	2201404193JUT	811111
137	1000036974JUT	237310
142	2200923938JUT	561311
144	2201182091JUT	424690
147	2200423531JUT	452311
162	1000204462JUT	692110

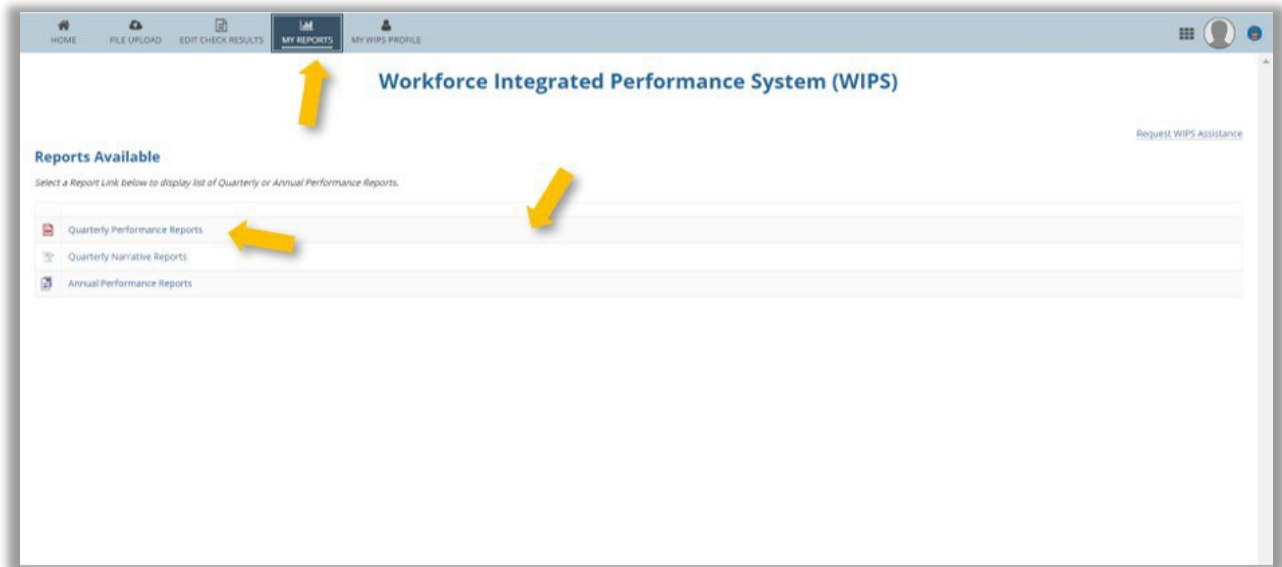
6. Reupload the revised participant data file, following the instructions in [Appendix A](#).

Return to [The Edit Check: Correcting Participant Data File Errors](#).

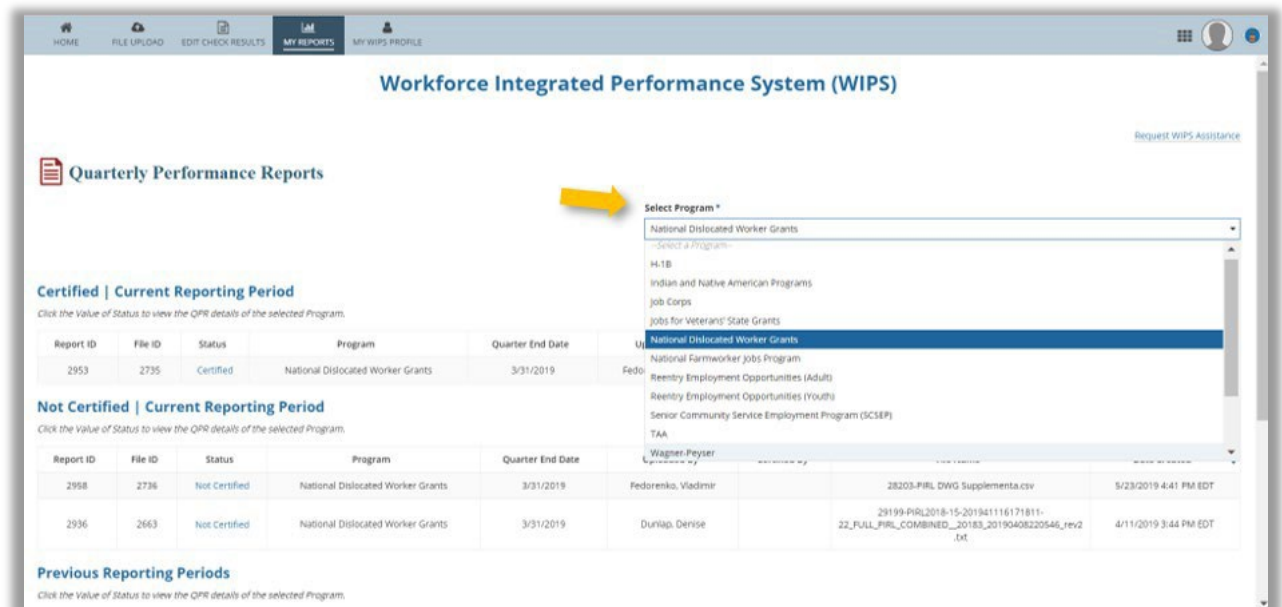
Continue to [Viewing QPRs in WIPS](#).

APPENDIX J: Viewing WIPS Validated 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 “ETA Community Project Grants” from the “Select Program” dropdown menu on the righthand side of the screen.



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

Quarterly Performance Reports

Select Program *
National Dislocated Worker Grants

You must select a Program to see the generated reports. The list of Programs is associated with your WPS user account. Contact WIOA.Feedback@dol.gov to update this list.

Certified | Current Reporting Period
Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
2953	2735	Certified	National Dislocated Worker Grants	3/31/2019	Fedorenko, Vladimir	Fedorenko, Vladimir	28203-PRL DWG Supplementa.csv	5/23/2019 4:31 PM EDT

Not Certified | Current Reporting Period
Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
2958	2736	Not Certified	National Dislocated Worker Grants	3/31/2019	Fedorenko, Vladimir		28203-PRL DWG Supplementa.csv	5/23/2019 4:41 PM EDT
2936	2663	Not Certified	National Dislocated Worker Grants	3/31/2019	Dunlap, Denise		29199-PRL(2018-15-201941116171811-22_FULL_PRL_COMBINED_20183_20190408220546_rev2).txt	4/11/2019 3:44 PM EDT

Previous Reporting Periods
Click the Value of Status to view the QPR details of the selected Program.

Report ID	File ID	Status	Program	Quarter End Date	Uploaded By	Certified By	File Name	Date Created
-----------	---------	--------	---------	------------------	-------------	--------------	-----------	--------------

<https://doltest.apiancloud.com/suite/sites/wips/page/reports#>

4. Review and/or print the QPR.

Back to Quarterly Reports
OMB Control Number: 1205-0527
Expiration Date: 06-30-2021

PY 2018 Qtr 3/31/2019 Performance Report for National Dislocated Worker Grants

State: Virginia
Time Period *
☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date

Certified in WIPS: 5/23/2019 6:01 PM EDT
Reporting Period Covered: 1/1/2019-3/31/2019

DWG GRANTEE REPORT [Print](#)

A. SUMMARY INFORMATION

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
1. Total Exits (Cohort Period: 10/1/2018-12/31/2018)	0	0	12		12	0
2. Total Participants Served (Cohort Period: 1/1/2019-3/31/2019)	0	0	16		16	14
3. Total Reportable Individuals (Cohort Period: 1/1/2019-3/31/2019)					0	0

B. PARTICIPANT SUMMARY AND SERVICE INFORMATION (Cohort Period:1/1/2019-3/31/2019)

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
Sex						

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

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WPS PROFILE

2. Employment Rate (Q4) (Cohort Period: 7/1/2017-9/30/2017)		78.6%	88.9%	84.4%	79.5%
3. Median Earnings (Cohort Period: 1/1/2018-3/31/2018)	\$0	\$3,142	\$6,844	\$5,628	\$6,420
4. Credential Rate (Cohort Period: 7/1/2017-9/30/2017)			2.8%	2.8%	0.0%
5. Measurable Skill Gains (Cohort Period: 1/1/2019-3/31/2019)			0.0%	0.0%	0.0%

E. VETERANS' PRIORITY OF SERVICE (Cohort Period: 1/1/2019-3/31/2019)

Performance Items	Adults	Total Covered Entrants	Percent Served Current Period	Percent Served Previous Period
1. Covered Entrants Who Reached the End of the Entry Period		0		
2. Covered Entrants Who Received a Service During the Entry Period		0		
3. Covered Entrants Who Received a Staff-Assisted Service During the Entry Period		0		

Common Exit Programs: Please indicate by checking the box below each program below that utilizes a common exit policy with this program in this state.

Program	Wagner-Peyser	Adults, Dislocated Workers, Youth	TAA	Job Corps	National Farmworker Jobs Program (NFJP)	Indian and Native American Program (INA)	Reentry Employment Opportunities (Adult)	Reentry Employment Opportunities (Youth)	YouthBuild	H-1B	SCSEP
Common Exit?	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

ADDITIONAL COMMENTS
Report Comments: hadi bakalim

CANCEL

SAVE
CERTIFY

Thursday, June 06, 2019

6. You may also view all QPRs associated with a grant. To do so, click the “CP GRANTEE REPORT” button on the righthand side of the page.

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WPS PROFILE

Back to Quarterly Reports
OMB Control Number: 1205-0521
Expiration Date: 06-30-2021

PY 2018 Qtr 3/31/2019 Performance Report for National Dislocated Worker Grants

State: Virginia

Certified in WPS: 5/23/2019 6:01 PM EDT

Reporting Period Covered: 1/1/2018-3/31/2019

Time Period*
☒ Quarterly ☐ Rolling 4 Quarters ☐ Program to Date

DWG GRANTEE REPORT

Print

View All Sections View By Section

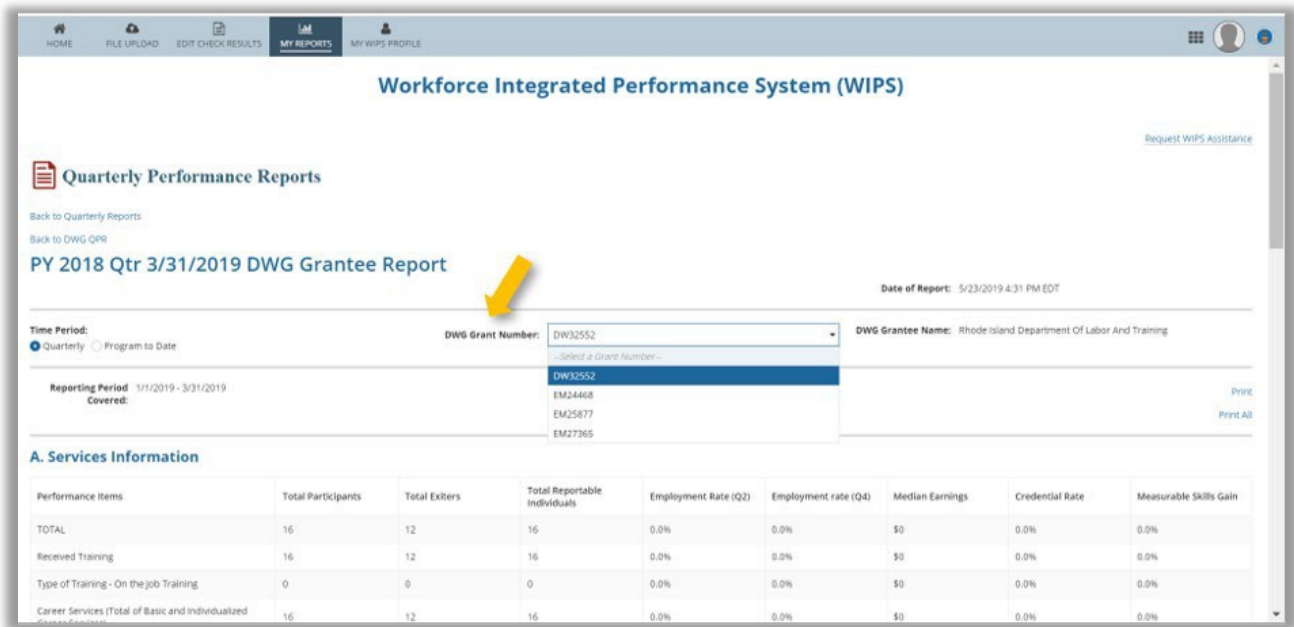
A. SUMMARY INFORMATION

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
1. Total Exits (Cohort Period: 10/1/2018-12/31/2018)	0	0	12	12	0	
2. Total Participants Served (Cohort Period: 1/1/2019-3/31/2019)	0	0	16	16	14	
3. Total Reportable Individuals (Cohort Period: 1/1/2019-3/31/2019)				0	0	

B. PARTICIPANT SUMMARY AND SERVICE INFORMATION (Cohort Period: 1/1/2019-3/31/2019)

Performance Items	Adults	Basic Career Services (other than self service)	Individualized Career Services	Training Services	Total Current Period	Total Previous Period
Sex						

7. Select a Grant Number from the dropdown menu to view the associated QPR data.



Workforce Integrated Performance System (WIPS)

Quarterly Performance Reports

Back to Quarterly Reports
Back to DWG QPR

PY 2018 Qtr 3/31/2019 DWG Grantee Report

Date of Report: 5/23/2019 4:31 PM EDT

Time Period: ☒ Quarterly ☐ Program to Date

DWG Grant Number: DW32552 Select a Grant Number...

DWG Grantee Name: Rhode Island Department Of Labor And Training

Reporting Period: 1/1/2019 - 3/31/2019
Covered:

Print
Print All

A. Services Information

Performance Items	Total Participants	Total Exiters	Total Reportable Individuals	Employment Rate (Q2)	Employment rate (Q4)	Median Earnings	Credential Rate	Measurable Skills Gain
TOTAL	16	12	16	0.0%	0.0%	\$0	0.0%	0.0%
Received Training	16	12	16	0.0%	0.0%	\$0	0.0%	0.0%
Type of Training - On the Job Training	0	0	0	0.0%	0.0%	\$0	0.0%	0.0%
Career Services (Total of Basic and Individualized Career Guidance)	16	12	16	0.0%	0.0%	\$0	0.0%	0.0%

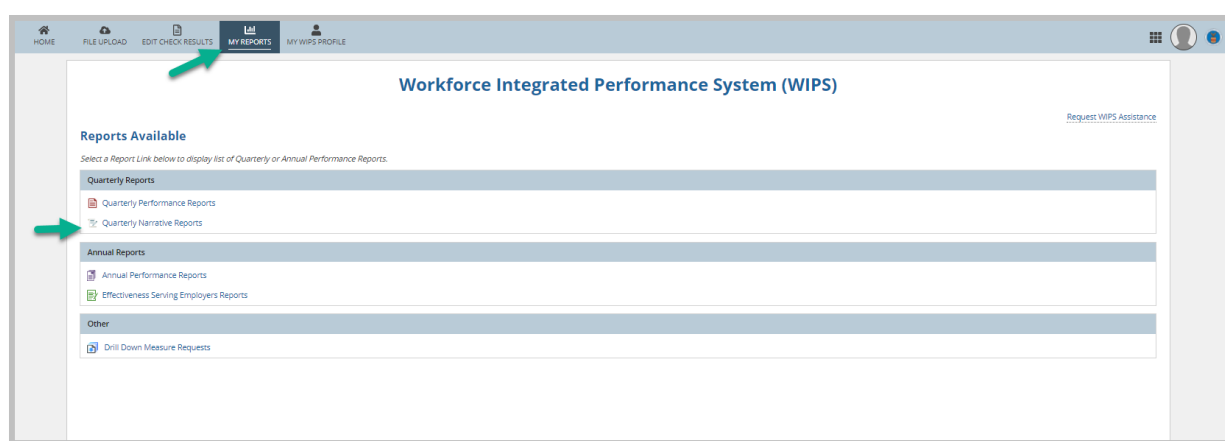
Return to [Viewing QPRs in WIPS](#).

APPENDIX K: Submitting a Quarterly Narrative Report in WIPS

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

Completing a QNR in WIPS

1. Log in to WIPS.
2. Click on the "My Reports" tab and then select "Quarterly Narrative Reports."



3. Click the "ADD NEW" button.



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

Workforce Integrated Performance System (WIPS)

Back to Quarterly Narrative Report

Request WIPS Assistance

Joint Quarterly Narrative Performance Report

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

DOL Grant Program Name : National Dislocated Worker Grants

* Quarter End Date: 12/31/2021

* Grant Program: National Dislocated Worker Grants

* Grant Number: DW-2975-16-60A-10

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.

5. If you have not previously certified a QPR associated with this grant, there will be a check box on the righthand side of the screen labeled “No participants have been served grant to date.” Check this box only if the grant has not served any participants. If no participants have been served, there will not be a QPR recorded for this quarter.

Workforce Integrated Performance System (WIPS)

Back to Quarterly Narrative Report

Joint Quarterly Narrative Performance Report

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

DOL Grant Program Name : H-1B

Quarter End Date: 9/30/2018

Grant Program: H-1B

Grant Number: [Redacted]

☐ 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.

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 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 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 DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline.

SAVE

6. Click the blue “SAVE” button on the righthand 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, simply 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 system activity. Save regularly to avoid losing data!**

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

- a. Enter “DOL Grant FOA”*
- b. Enter “Grant Recipient Name”*
- c. Enter “Grant Project Name”*
- d. Enter “Grant Project Address”*
- e. Enter Grant “Start Date” and “End Date”*
- f. Enter “Full Name”
- g. Enter “Phone Number”
- h. Enter “Email” address

*May be pre-populated for some grants

Section I. Contact Information

DOL Grant Program Name : H-18

DOL Grant FOA (optional)

Grant Recipient Name *

Grant Project Name *

Grant Project Address *

Grant Period of Performance *

Start Date

End Date

Point of Contact

Full Name *

Phone Number *

Email *

The asterisk (*) indicates a required field.

SAVE

8. Make sure to save your progress using the blue button on the righthand side of the page before advancing to the next section.

9. For Sections II through XI, enter the information as needed in the provided fields. Each field allows up to 6,000 characters. Save your progress as you work.

10. 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. Files must be in one of the following formats: .docx (Word), .pdf, .txt, .zip, or .jpg (image).

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.

Choose a file

- User messages.docx - 22.72 KB
- qnr attachment types.zip - 2.02 MB
- cosmos.txt - 9.61 KB
- atami-mondal-1341551-unsplash.jpg - 1.46 MB
- Screenshots for Natiaoni Quarterly Report - Published b...docx - 679.49 KB

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

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.

11. When you are 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. If 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 to the best of your knowledge the data submitted is complete, true, and accurate.

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** *Drag files here*

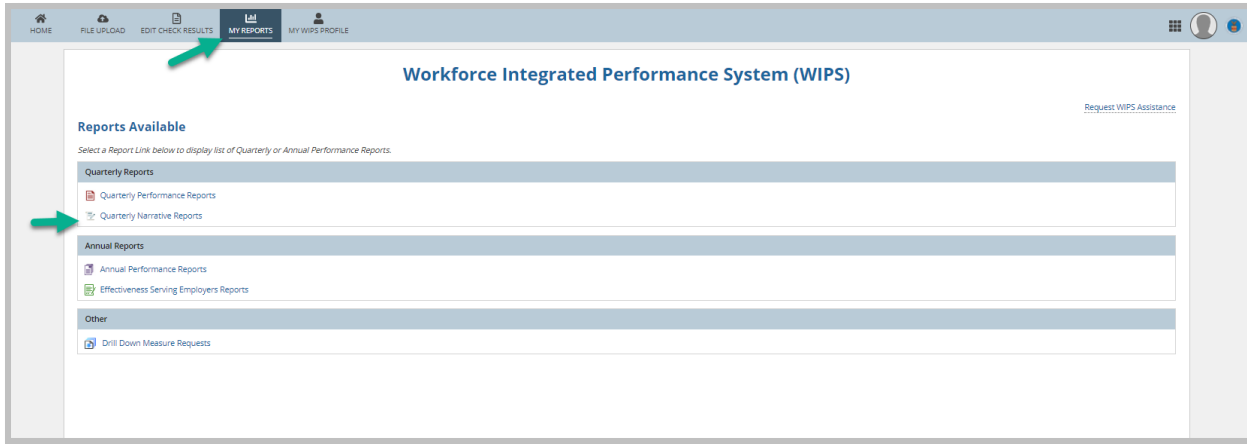
You cannot upload more than 5 files.

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.
 - a. “In Progress” indicates that a QNR was initiated in WIPS but has not been submitted.
 - b. “Certified” indicates that a QNR for the quarter has been successfully submitted.

The screenshot shows the 'Joint Quarterly Narrative Performance Report' dashboard in the WIPS system. The page title is 'Workforce Integrated Performance System (WIPS)' and the subtitle is 'Joint Quarterly Narrative Performance Report'. Below the subtitle, there is a note: '* Report Due Date: Forty-five (45) days after the end of each quarter'. There is an 'ADD NEW' button in the top right corner. The main section is titled 'Quarterly Narrative Report' and contains a table with the following columns: Report ID, Status, Status Date, Grant Type, Grant ID, Grant Number, Grantee Name, Region, Quarter End Date, Grant Program Name, and User Name. The table contains 7 items.

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	

7 items

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



Workforce Integrated Performance System (WIPS)

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: 9/1/79
Expiration Date: 05/31/2024

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

DOL Grant Program Name : National Dislocated Worker Grants

* Quarter End Date: 12/31/2021

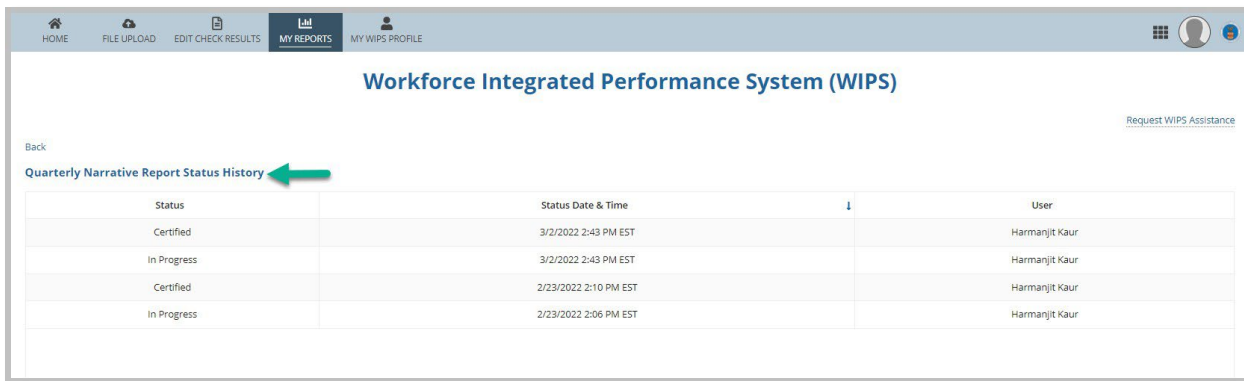
Grant Program: National Dislocated Worker Grants

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

☒ 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.



Workforce Integrated Performance System (WIPS)

Back

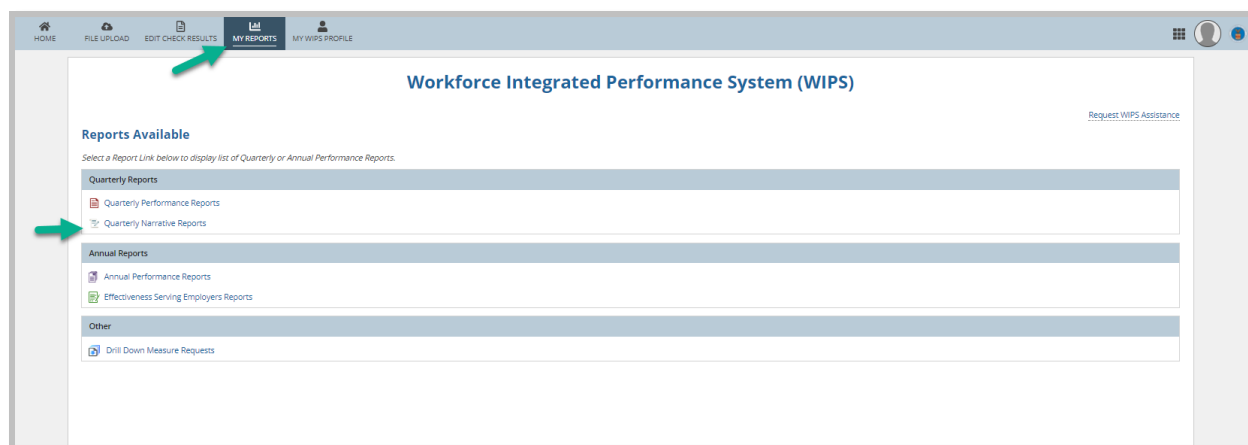
Quarterly Narrative Report Status History

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

Return to [QNRs: Preparation and Submission in WIPS](#).

APPENDIX L: Making Changes to QNRs

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



1. [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.”

The screenshot shows the 'Joint Quarterly Narrative Performance Report' page. The top navigation bar is the same as the previous image. The main content area is titled 'Joint Quarterly Narrative Performance Report' and includes a note: '* Report Due Date: Forty-five (45) days after the end of each quarter'. There is an 'ADD NEW' button in the top right corner. Below the title is a table with the following 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. A green arrow points to the 'In Progress' status link in the 'Status' column of the row with Report ID 317.

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	TechHire	16	HG-29346-16-60-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	
321	In Progress	12/29/2020 10:09 AM EST	TechHire	3	HG-29336-16-60-A-54	BridgeValley Community & Technical College	3	9/30/2020	H-1B	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 Mechints Joint Training Committee	6	9/30/2020	H-1B	Kaur, Harmanjit	Kaur, Harmanjit
312	Certified	9/26/2020 10:13 PM EDT	Reemployment & System Integration Dislocated Worker Grants	111	DW-29775-16-60-A-10	State Of Delaware	2	6/30/2020	National Dislocated Worker Grants	Kaur, Harmanjit	Kaur, Harmanjit
300	Certified	8/25/2020 2:16 PM EDT	Reemployment & System Integration Dislocated Worker Grants	108	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	kooni, asha kiran	kooni, asha kiran
297	Certified	6/24/2020 4:44 PM EDT	TechHire	16	HG293491660A18	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	HG301271760A10	Delaware Technical Community College	2	3/31/2020	H-1B	Kaur, Harmanjit	

- Click the “EDIT” button on the upper righthand side of the page.

Workforce Integrated Performance System (WIPS)

Back to Quarterly Narrative Report

Joint Quarterly Narrative Performance Report

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

[Request WIPS Assistance](#)

EDIT

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 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 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 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 I. Contact Information

DOL Grant FOA (optional):
5D Grants

Grant Recipient Name *:
Aerospace Machinist Joint Training Committee

Grant Project Name *:
Infinite dimensions

Grant Project Address *:
6770 E Marginal Way S, Seattle, WA, 98108-3405

Grant Period of Performance *:
Start Date *:
Mar 1, 2020
End Date *:
Feb 29, 2024

- 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 righthand portion of the page.

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

updated

5992 / 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 1205-0448. 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: Drop file here

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

Upload documents

Doc name	
clara-ho-1335806-unsplash	✗
catrina-farrell-428043-unsplash	✗
cole-keister-514046-unsplash	✗
blair-connelly-2953-unsplash	✗
david-brooke-martin-1311462-unsplash	✗

CANCEL

SAVE

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.

Return to [Making Changes to QNRs](#).

APPENDIX M: WIPS QNR TIPS

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 to be system activity. When entering your responses into WIPS, use the blue “SAVE” buttons on the righthand 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 with QNR responses in lieu of supplying full responses in the appropriate fields.

Making Changes to QNRs

QNRs may be updated after certification. To make changes, select a previously certified QNR from the “My Reports” tab. Click on the “Edit” button on the upper righthand portion of the page. Edit responses as needed, save the changes, and recertify the QNR by clicking the blue “Certify” button in the lower righthand portion of the page. See [Appendix L](#) for screenshots.

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. These instructions (with screenshots) are included in [Appendix K](#).

Final QNR Submission

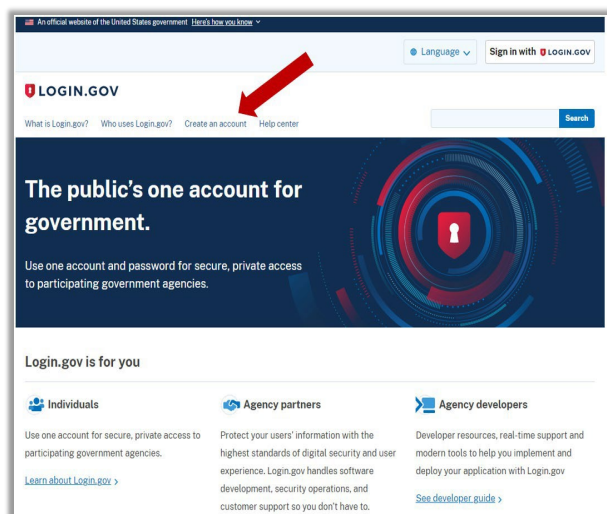
The final QNR that grantees submit should summarize highlights from the entire grant period. This differs from other QNRs in that the final report encompasses the entire grant period instead of focusing on the most recent quarter. Grantees should provide a summative retrospective of grant activities.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

APPENDIX N: Creating a Login.gov Account

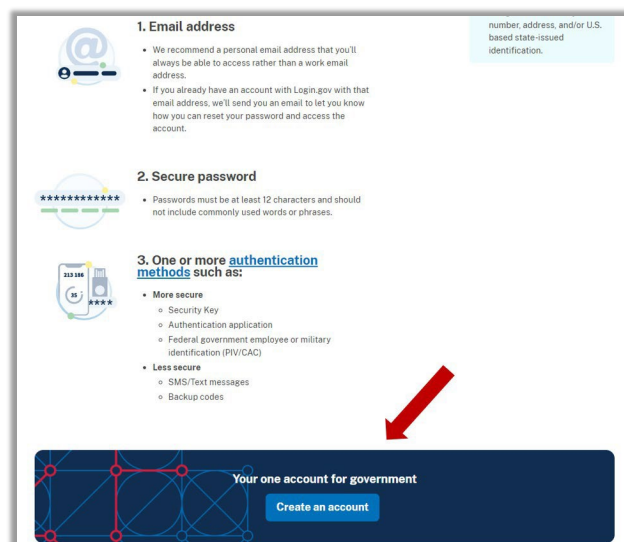
The following instructions explain how to set up a Login.gov account. Users must have a Login.gov account to access WIPS. Please note that creation of a Login.gov account requires setting up two-factor authentication. Two-factor authentication options include using a security key, an authenticator app 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 that is associated with the organization that was awarded the CP to set up a login.gov account.

Instructions for Creating a Login.gov Account

1. Open an internet browser and navigate to the Login.gov home page at <https://www.login.gov>.
2. Click “Create an account.”



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



LOGIN.GOV

✓ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

☐ Show password

Continue

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."

5. Login.gov will then send a verification email to your email account. The email will come from Login.gov (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.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

[Confirm email address](#)

Please do not reply to this message. If you need help, visit [login.gov/help/](#)

[About Login.gov](#) | [Privacy policy](#)

Sent at 2023-07-26T17:08:29.049090Z

6. The blue “Confirm email address” button will link back to Login.gov, where you will create a password and set up two factor authentication.

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

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.

8. You will receive an alphanumeric security code via text or phone call. Enter the code and click “Submit” to complete your Login.gov account setup.

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

Return to [Login.gov Account Setup](#).

Proceed directly to WIPS: <https://entbpmp.dol.gov/suite/sites/wips?signin=login-gov>

Continue to [WIPS Account Setup](#).

APPENDIX O: WIPSAccount Setup

1. Navigate to the ETA WIPS webpage at <https://www.dol.gov/agencies/eta/performance/wips>. Select WIPS Technical Assistance Request to open a new form.



2. Fill out the fields in the WIPS Technical Assistance Request form. The email address should match that used for Login.gov.
 - Under “WIPS User Role,” select “Grantee.”
 - For “Program Related to this WIPS Inquiry,” ETA Community Project Grant recipients will check the “CP” box. (Demonstration Grant recipients will check the “Demonstration Grant” box.) This will cause a CP Grant # field to appear below the Program options. Use this field to enter the grant number(s) associated with the new account.
 - Enter “Account Creation” in the Issue Classification field.

WIPS Technical Assistance Request

• Name

First Last

• WIPS Email Address

• WIPS User Role

• Program Related to this WIPS Inquiry

☐ WIOA Adult

Turn to [WIPS Account Setup](#).

Continue to [Accessing WIPS \(for Users with Login.gov and WIPS Accounts\)](#).

Resources

ETA Reporting Guidance

- ▶ [TEGL 14-18](#): Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor.
- ▶ [TEGL 23-19 Change 1](#): Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs contains guidance around data validation practices and source documentation.
- ▶ ETA's [Performance Reporting webpage](#) houses information related to performance data.
- ▶ ETA's [Performance Reporting Community of Practice](#) website includes performance reporting information, technical assistance, and e-learning modules.

PIRL

- ▶ The CP Participant Data File Tool contains detailed information on the participant data file, including the data elements in the PIRL that are required for CP grantees.
- ▶ The [PIRL is also downloadable through the ETA website](#). Click the "PIRL 2021 WIPS File Schema" link under the "PIRL 2021 Implementation Resources" header.
- ▶ [PIRL Reporting Online Resource](#) on the Performance Reporting Community of Practice.
- ▶ ETA's [WIPS Resources webpage](#).
- ▶ [TEN 19-22 Change 1](#): Reporting Training in the U.S. Department of Labor's (DOL) Participant Individual Record Layout (PIRL) contains information about allowable training types in the PIRL.
- ▶ [TEGL 21-22](#): Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs contains information about training and other services.
- ▶ [TEGL 10-23](#): Reducing Administrative Barriers to Improve Customer Experience in Grant Programs Administered by the Employment and Training Administration

Quarterly Reporting Checklist

- ☐ **Understand the basic reporting requirements.** You must submit a QNR and a QPR through WIPS.
- ☐ **Know the due dates.** QNRs and QPRs are due on November 15, February 15, May 15, and August 15. See [CP Report Due Dates](#) for more information.
- ☐ **Make sure you can access WIPS.** This entails [creating a Login.gov account](#) and [creating a WIPS account](#).
- ☐ **Bookmark WIPS:** <https://entbpmp.dol.gov/suite/sites/wips?signin=login-gov>.
- ☐ **Start data collection immediately.** Grantees are responsible for collecting and tracking all information required by the PIRL.
- ☐ **Understand the QNR process:**
 - a. **[Request QNR access \(if applicable\)](#).** Ensure that new staff members can report on all grants they are responsible for and that existing WIPS accounts are configured to report on new grants. A response to your ServiceNow ticket may take several days. Put the request in early to ensure adequate response time ahead of the due date.
 - b. **Prepare your responses outside of WIPS.** Use the [downloadable QNR form](#) for reference.
 - c. **Complete the QNR in WIPS.** You must enter your complete responses into the text fields within WIPS. Please do not attach a separate document in lieu of filling out the text fields completely.
- ☐ **Understand the QPR process:**
 - a. **Download the CP Participant Data File Tool.** Use it to identify which data elements to include in your participant data file and to obtain a template for your file.
 - b. **Plan for data file creation.** Grantees may [create participant data files](#) by exporting required fields from an MIS or case management software. Alternatively, they may generate and populate a participant data file manually.
 - c. **Plan for data file submission.** Establish a WIPS user who will upload the data file and address errors identified in the edit check. Some non-state grantees may choose to partner with a state agency on participant data file preparation and submission.
 - d. **Start working on the participant data file early.** Attempt to submit the participant data file to WIPS at least 14 days ahead of the due date to ensure there is time to correct errors identified in the edit check.