

Frequently Asked Questions (FAQs): Community Projects Grants Performance Reporting

NOTE: The information in this technical assistance resource is current as of August 2024. For those new to Community Projects (CP) performance reporting, please also review our Quarterly Performance Reporting Guidance, CP Demonstration Grant Participant Data File Tool, and other technical assistance items.

PURPOSE: This is a technical assistance tool to assist CP grantees who are required to submit performance progress reports to comply with the reporting, record-keeping and monitoring requirements of the grant through the end of the grant period of performance. Performance progress reports are due 45 days after the end of each quarter of the calendar year. Many of these questions come directly from CP grantees during technical assistance meetings and the CP mailbox at cpgrants.programoffice@dol.gov. As a reminder, reporting should reflect the work and impact your grant activities are having on the workforce.

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For further information, please contact the Community Projects Program Office Team at cpgrants.programoffice@dol.gov and your Federal Project Officer.

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(1) What website do I use to submit my Quarterly Performance Report (QPR) and Quarterly Narrative Report (QNR) for my CP Grant?

The Workforce Integrated Performance System (WIPS) link for State/Grantee user reporting is <https://entbpmp.dol.gov/suite/sites/wips?signin=login-gov>. Only approved Users with WIPS accounts and valid login.gov credentials may access the system. See the [Login.gov user guide](#) for more assistance with Login.gov.

Grantees can request staff access to WIPS by submitting their request using the online form, [WIPS Technical Assistance Request](#).

- 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.
- 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,” CP Grant recipients will check the “Demonstration Grant” box. (Demonstration Grant recipients will check the “Demonstration Grant” box.) This will cause a 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.
- Submit the form after filling out the required fields. You will receive an email notification when the account is active. This process may take two to four days.

(2) What members of my organization can submit performances reports in WIPS for our CP grant?

WIPS access is issued for up to three grant staff members, with the Grant Project Director and Authorized Official noted in the Notice of Award given priority access to submit and certify reports.

- The Authorized Official or the Program Director may assign one or two additional staff that are responsible for
 - 1) Submitting and certifying reports and
 - 2) Uploading and entering reports in WIPS. Grantees should request staff access to WIPS by submitting their request using the online form, [WIPS Technical Assistance Request](#).
- Provide your Name and Email Address (this should be the same email address used for www.login.gov for single sign-on purposes.)
- Provide your CP Grant Award Number and Your Grant Name.
- The type of access: 1) Submit and Certify Reports or 2) Upload and Enter Reports.

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- Include the grant's Authorized Official or Program Director listed on the Notice of Award, indicating their approval for this request in the comments field of the request form.
- FYI: Returning/existing WIPS users who receive a new CP grant need to add the new grant to their existing WIPS account. The individual WIPS users who will complete reporting for the new grant must request that the new grant number be added to their WIPS profile.

(3) How do I create 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 associated with the organization that was awarded the CP grant to set up a login.gov account.

- Open an internet browser and navigate to the Login.gov home page at <https://www.login.gov>.
- Click "Create an account."
- Review the information on the page and click "Create an account" at the bottom.
- 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."
- 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.
- The blue "Confirm email address" button will link back to Login.gov, where you will create a password and set up two-factor authentication.
- 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.
- You will receive an alphanumeric security code via text or phone call. Enter the code and click "Submit" to 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/>.

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(4) How do I Access WIPS once I have a Login.gov account and WIPS Accounts that are attached to my Community Projects Grant?

Users with [Login.gov](https://login.gov) and WIPS accounts may navigate to WIPS using the direct URL <https://entbpm.dol.gov/suite/sites/wips?signin=login-gov> or 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.

- Select “I am an external user – Login.gov.”
- Enter your Login.gov credentials and click “Sign In” to proceed to the WIPS homepage.

(5) Is my CP grant required to submit a WIPS Validated QPR, Grantee Validated QPR, or QNR?

- All Community Project grantees must submit the Quarterly Performance Report and the Quarterly Narrative Report in WIPS, as directed in previous performance reporting guidance. The Quarterly Narrative Report is available as a Word template: [Quarterly Narrative Report \(ETA 9179\)](#).
- WIPS Validated QPR: Grantees that are awarded \$500,001 in grant funds or more will submit the WIPS Validated QPR.
- Grantee Validated QPR: Grantees that are awarded \$500,000 in grant funds or less will submit the Grantee Validated QPR.
- Additional Information:
 - CP grantees that proposed a single, limited action project are not required to submit either QPR. A Single, Limited-action project is one for which grant funds are used for capacity-building projects and where the grantee does not plan to serve participants. A list of grantees that do not have to submit a QPR is in the CP reporting Guidance document.
 - Regions have flexibility to determine, based on meeting one or more of the conditions listed below, if there are grantees awarded \$500,001 or more that need to report using Grantee Validated QPR method. Please follow up with your Federal Project Officer (FPO) for more information.

(6) Where can I locate other key reporting resources?

- The [DOL Performance Reporting site](#) houses general reporting information related to all ETA grants, including CP grant reporting.
- [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.

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- [TEGL 23-19, Change 2](#): Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs
- ETA's [Performance Reporting Community of Practice](#) website includes performance reporting information, technical assistance, and e-learning modules.
- ETA Community Projects Community of Practice for organizations that have been designated as recipients of Community Projects/Congressionally-Directed grant funds. This includes performance reporting information, technical assistance, and e-learning modules.
- The CP Grant Participant Data File Tool contains detailed information on the participant data file, including the data elements in the PIRL required for CP grantees and the Demonstration Grant schema/participant data file template.
- The 2021 PIRL is downloadable through the [WIOA Performance Reporting](#) website. Scroll down to the "Reporting Requirements: OMB Control No. 1205-0521" header and click on the 2021 PIRL 9172. Scroll right to column X, "Demonstration Grants," to view the required data elements for CP Grants.
- The Demonstration Grant Schema is downloadable through the [DOL WIPS informational website](#). Click the "PIRL 2021 WIPS File Schema" link under the "WIPS Schema" header to view the Demonstration Grant Schema. It is linked from the bottom of the green PIRL 2021 table within the file.
- [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.

(7) When must performance reports be submitted by in WIPS?

Grantees submit QPRs and QNRs through WIPS on the 15th day of the second month after the quarter end date, as shown in table below. Reports not submitted by the due date are considered late and not in compliance with grant requirements. If you have issues with reporting or believe you will need additional time, please reach out to your CP Federal Project Officer.

- Select the ***My Reports tab*** at the top of the page.

Quarter End Date	Reporting Due Date
September 30	November 15
December 31	February 15
March 31	May 15

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June 30	August 15
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(8) Where and how do I submit my QNR in WIPS?

- Select the ***My Reports tab*** at the top of the page.
- Select the ***Quarterly Narrative Reports hyperlink*** under the Quarterly Reports heading. This will take you to the QNR Dashboard.
- Click the ***“ADD NEW” button on the right side of the page.*** The QNR page should appear with your grant program information.
- Enter your grant program information in the three drop-down fields provided. (Quarter End Date”, “Grant Program”, “Grant Number”.)
- If you have not previously certified a QPR associated with this grant, there will be a check box on the right-hand 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, a QPR will not be recorded for this quarter.
- Review the contact information in the fields provided for “Section I. Contact Information.” Complete all fields. These fields should be pre-populated for some grants. (“DOL Grant FOA”, “Grant Recipient Name”, “Grant Project Name”, “Grant Project Address”, “Start Date” and “End Date”, “Full Name”, “Phone Number”, “Email”.)
- Grantees must enter their quarterly activities in each section of the [Quarterly Narrative Report \(ETA 9179\)](#) template. 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.
- At the bottom left of the screen, you may also 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).
 - If necessary, CP Grantees should upload their Grantee Validated QPR here.
- As a supplement, grantees may also upload a Word or PDF copy of their QNR, along with any other documents to support activities that occurred within the reporting quarter.
- When satisfied with your responses, and attachments, you may submit the QNR by clicking the “CERTIFY” button at the bottom right of the screen.

(9) How do I check the status of my QNR submission in WIPS?

- To check the status of a QNR, select “Quarterly Narrative Reports” from within the “My Reports” tab. This will take you to the QNR Dashboard.

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- The second column from the left indicates the status of a report. “In Progress” indicates that a QNR was initiated in WIPS but has not been submitted. “Certified” indicates that a QNR for the quarter has been successfully submitted.
- To review activity associated with a QNR, on the dashboard select the status of the QNR to be taken to the report. click “History” on the right side of the page. This will display past activity.

(10) How do I make changes to my QNR in WIPS?

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 right-hand portion of the page. Edit responses as needed, save the changes, and recertify the QNR by clicking the blue “Certify” button in the lower right-hand portion of the page.

- Select “Quarterly Narrative Reports” from within the “My Reports” tab. This will take you to the QNR Dashboard.
- Select the QNR that you want to edit. Open it by clicking the blue hyperlinked text in the “Status” column, second from the left. Hyperlinked text will either read “Certified” or “In Progress.” “In Progress” indicates that a QNR was initiated in WIPS but has not been submitted. “Certified” indicates that a QNR for the quarter has been successfully submitted.
- Click the “EDIT” button on the upper right-hand side of the page.
- After clicking “EDIT,” you may make changes to the QNR. Click the “SAVE” button after making changes to a QNR section. When you are finished editing, make sure to recertify by clicking the “CERTIFY” button in the lower right-hand portion of the page.

(11) Should I prepare my QNR inside of WIPS or 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.
- Preparing the QNR in a Word document prior to entering responses in WIPS is particularly helpful because when filling out a QNR, as 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 right-hand side of the page to save progress.

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(12) Can you explain the Grantee Validated QPR must include in more detail?

The Grantee Validated QPR is recorded by grant staff and provides aggregate data of all participants served for the performance measures on the QPR. Grantees are required to report on four performance measures for the Grantee Validated QPR:

1. Total Participants Served
 2. Received Education/Job Training Activities
 3. Completed Education/Job Training Activities
 4. Received Supportive Services
- 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.
 - This QPR is validated by the grantee using their own internal case management and tracking system to align with the number of participants reported 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 attachment in the QNR section of WIPS.

The QNR template in WIPS allows users to upload a supplemental file including a Grantee Validated QPR. 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 complete responses in the appropriate fields. This Grantee Validated QPR is validated by the grantee using their own internal case management and tracking system to align with the number of participants reported on the QPR. There are no data files that are uploaded in WIPS to generate a Grantee Validated QPR form. The QPR is uploaded as a separate attachment using the [Demonstration Grants Quarterly Performance Report \(ETA 9173\)](#), in the QNR section of WIPS .

(13) Where do I submit my Grantee Validated QPR?

- Select the ***My Reports tab*** at the top of the page.
- Select the ***Quarterly Narrative Reports*** hyperlink under the Quarterly Reports heading. This will take you to the QNR Dashboard.
- Click the “ADD NEW” button on the right side of the page. The QNR page should appear with your grant program information.
- Enter your grant program information in the three drop-down fields provided. (Quarter End Date”, “Grant Program”, “Grant Number”.)
- Review the contact information in the fields provided for “Section I. Contact Information.” Complete all fields. These fields should be pre-populated for some grants. (“DOL Grant FOA”, “Grant Recipient Name”, “Grant Project Name”, “Grant Project Address”, “Start Date” and “End Date”, “Full Name”, “Phone Number”, “Email”.)

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- To go along with the Grantee Validated QPR, grantees must enter their quarterly activities in each section of the [Quarterly Narrative Report \(ETA 9179\)](#) template. 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.
- At the bottom left of the screen, you may also upload up to five supplemental attachments. 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).
 - **CP Grantees should upload their Grantee Validated QPR here.**
- As a supplement, grantees may also upload a Word or PDF copy of their QNR, along with any other documents to support activities that occurred within the reporting quarter.
- When satisfied with your 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.

(14) How do I make changes to my Grantee Validated QPR?

QNRs may be updated after certification, which includes the Grantee Validated QPR that is attached to the QNR. To make changes, select a previously certified QNR from the “My Reports” tab. Click on the “Edit” button on the upper right-hand portion of the page. Edit the Grantee Validated QPR attached to the QNR as needed, save the changes, and recertify the QNR by clicking the blue “Certify” button in the lower right-hand portion of the page.

- Select “Quarterly Narrative Reports” from within the “My Reports” tab. This will take you to the QNR Dashboard.
- Select the QNR with the Grantee Validated QPR attached that you want to edit. Open the QNR by clicking the blue hyperlinked text in the “Status” column, second from the left.
 - Hyperlinked text will either read “Certified” or “In Progress.” “In Progress” indicates that a QNR was initiated in WIPS but has not been submitted. “Certified” indicates that a QNR for the quarter has been successfully submitted.
- Click the “EDIT” button on the upper right-hand side of the page.
- After clicking “EDIT,” you may make changes to the QNR including removing and adding attachments such Grantee Validated QPR.
- When you are finished updating your Grantee Validated QPR, make sure to recertify the entire by clicking the “CERTIFY” button in the lower right-hand portion of the page.

(15) How do I upload the Participant Data File and Certify my WIPS Validated 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. When it passes the edit check, WIPS pulls information from the participant data file to generate the WIPS Validated QPR. Users review and certify the WIPS Validated QPR.

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- From the WIPS homepage, click on the “FILE UPLOAD” tab from the menu at the top of the screen.
 - Select the “Quarter End Date” from the dropdown menu.
 - Select the “PIRL version” from the dropdown menu.
 - Choose the appropriate schema from the dropdown menu. CP grantees select “Demonstration.”
 - 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.
 - Select the “Quarter End Date” from the dropdown menu.
- 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.
- Once you have successfully attached your participant data file, click the blue “SUBMIT” button on the right-hand side of the screen.
- WIPS will automatically run a series of [edit checks](#) (scroll to the bottom of this linked page for the edit check PDF) on the submitted file. The results of the edit checks are viewable within WIPS.
- Reupload the participant data file once you have corrected the errors. You may have to revise and submit the participant data file multiple times until it passes the edit check.
- 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.
- The final step is to review and certify the QPR once it has been created. The status will indicate whether the QPR has been generated and whether it is ready for review and certification.
- FYI, 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 when you certify the QPR.

(16) How do I view my Error Reports for my WIPS Validated QPR?

WIPS runs a series of edit checks on a participant data file that is uploaded to the platform. These checks ensure 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.

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- From the WIPS homepage, select “EDIT CHECK RESULTS” from among the tabs at the top of the page.
- Select the appropriate “Quarter End Date” from the dropdown menu (the same quarter end date you entered while uploading the participant data file).
- View errors by selecting numeric hyperlinks under Total Errors (fourth column from the right).
- 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.
- Review the Edit Check Error Details for select elements and resolve them as appropriate.
- Reupload the revised participant data file, following the instructions in the upload the Participant Data File and Certify my WIPS Validated QPR question.

(17) How do I view and ensure my WIPS Validated QPR has been certified?

Grantees may check the status of WIPS Validated 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.

- From the WIPS homepage, select the “MY REPORTS” tab at the top of the screen. Then click on “Quarterly Performance Reports.”
- Select “Demonstration Grant” from the “Select Program” dropdown menu on the right-hand side of the screen.
- Certified QPRs can be viewed and downloaded by clicking “Certified” under “Status.” To view QPRs that still need certification, click the hyperlinked “Not Certified” text.
- Review and/or print the QPR.
- QPRs that have not yet been certified will have a blue “CERTIFY” button at the bottom right-hand side of the page.

(18) What are the basics to edit checks and correcting participant data file errors for WIPS Validated QPRs?

WIPS runs a series of edit checks on a participant data file that is uploaded to the platform. These checks ensure 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 in WIPS.

- Grantees correct the errors in the error report and then reupload the participant data file. WIPS runs an edit check whenever a participant data file is uploaded to the platform.

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- Correcting errors is an iterative process, and grantees may have to reupload the participant data file several times.
- To allow adequate time for correcting errors, grantees should attempt to upload the participant data file at least 14 days before the submission date.
- For additional information on edit checks, see ETA's [WIPS Resources](#) webpage.
 - Scroll to the bottom of this linked page for the edit check PDF/Excel spreadsheet).

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 data field 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

(19) For my WIPS validated QPR, I submitted a CSV file for reporting and received a notice saying "An incorrect number of columns were detected in ExampleWIPSQPRDataFile.csv using the Demonstration Grant layout. Please check that you have the correct number of columns for the layout selected and submit again." What can I do to correct this?

- Be sure to review the CP Demonstration Grant Participant Data File Tool for a WIPS Validated QPR data file example.
- A data file that is uploaded for a WIPS Validated QPR for a CP grantee must have 136 columns. This means the last column in the spreadsheet version of the file should end with PIRL 2700- Social Security Numbers, which is column EF.

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- To ensure that column EF is the last column with data, clear 10-20 columns to the right of column EF to ensure that there are no errant characters past column EF. (clear do not delete!)
 - Columns to the right of EF should be visible and not deleted grayed out sections.
- Clear 10-20 rows below your last participant to ensure that there are no errant characters in those rows with no participants.
- Save your spreadsheet as an Excel file to be able to easily return to the file for additional corrections.
- Then save a version of the spreadsheet as a CSV file.
 - Open the CSV file in notepad.
 - Ensure that there are no commas after PIRL 2700- Social Security Numbers in any row. Commas to the right of an SSN will indicate that errant characters are in columns to the right of the SSN in your spreadsheet.
 - Ensure that there are no commas below the last participant row. Commas below the last participant row will indicate that errant characters are still in empty participant rows.
 - If there are no errant commas, resubmit your CSV file in WIPs. If there are commas, clear the necessary columns to the right and below your data in the spreadsheet Excel file.

(20) I have 0 errors when submitting my WIPS Validated QPR, but the QPR report is not generating due to the 494 duplicates that are beyond my control. How should I proceed?

Duplicate Rules ensure the validity of multiple records on the same individual. Duplicate errors are displayed in WIPS in the Total Duplicates column in the EDIT CHECK RESULTS tab.

- For additional information on duplicate rules, see ETA's [WIPS Resources](#) webpage.
 - Scroll to the bottom of this linked page for the duplicate rules PDF/Excel spreadsheet).
 - Correct the duplicate errors message that is presented by following the detection logic in the duplicate rules PDF/Excel spreadsheet.
- In the case where multiple participants have the same date of birth (PIRL 900), and program entry date (PIRL 901), and use the dummy SSN code (PIRL 2700), please change the program entry date by 1 day to avoid the WIPS error you are currently receiving.
 - Seen as duplicate error: "For records that have the Social Security Number (PIRL 2700) of 999999999, then none of those records can have the same Date of Birth (WIOA) (PIRL 200) and Date of Program Entry (WIOA) (PIRL 900)."

Frequently Asked Questions (FAQs): Community Projects Grants Performance Reporting

(21) I received a valid value error that states “This element must contain exactly X characters.” I provided the requested characters for each participant? What could be wrong?

Valid Values verify the input of each field of data entered for format, length and in some cases value input. Valid Value errors are displayed in WIPS in the Total Errors column in the EDIT CHECK RESULTS tab. Example: “This element may contain both letters and numeric characters. This element must contain exactly 12 characters.”

- Often for PIRL data element 0 (OBS Number), PIRL 100 (Unique Individual Identifier (WIOA) Unique Individual Identifier (WIOA)) and PIRL 2700 (Social Security Number) when first character is a leading 0, these data elements can be dropped from the data, leaving less than sufficient characters. Options to rectify this issue are:
 - Format those columns as Text: Select your data range and press Ctrl+1 to launch the Format > Cells dialog.
 - Use the apostrophe character You can type an apostrophe (') in front of the number, and Excel will treat it as text.
 - Use a different leading number, and do not lead with a 0 if that is an option (Not an option for SSN, PIRL 2700)
- For additional information on valid values rules, see ETA’s [WIPS Resources](#) webpage.
 - Scroll to the bottom of this linked page for the valid values rules PDF/Excel spreadsheet).

(22) Upon submitting my CSV file for my WIPS Validated QPR, I received many more errors than appear in initial errors? What may cause this?

- Once the file is in the correct format it can be submitted into WIPS. When a PIRL file is submitted in the correct schema format (Demonstration), WIPS runs the file through a series of edit checks that fall into three categories: Valid Value, Duplicate Records, and Logical Value Edit Checks.
 - A file must pass all applicable edit checks in order to generate a report that can be certified. Submitted files pass through edit checks in sequence.
 - First valid value checks must be passed, then duplicate check and logical checks. Duplicate and logical checks will not be processed until the file passes valid value checks.
- Edit checks may appear in waves as there are limits to how many edit checks can appear in one submission.
 - Also, once correcting edit checks, this may cause unintended errors to appear from those corrections that must now be fixed.
- For additional information on edit checks, see ETA’s [WIPS Resources](#) webpage.
 - Scroll to the bottom of this linked page for edit check rules PDF/Excel spreadsheet).

Frequently Asked Questions (FAQs): Community Projects Grants Performance Reporting

(23) Why are all of my exiters not appearing in my WIPS Validated QPR?

A participant's Date of Program Exit (PIRL 901), as defined for the purpose of performance calculations, is the point after which a participant who has received services through any program meets the following criteria:

- The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self-service, information-only services, activities, or follow-up services. This also requires that there are no plans to provide the participant with future services. A participant's **program exit date** is the last date upon which the participant received grant-funded services.
 - However, a participant does not officially become an exiter until 90 days have elapsed since the individual last received grant-funded services. Once 90 days have elapsed, if no future services are scheduled for the individual, the grantee may record the individual as having exited (with the last date of grant-funded service as their exit date).
- In other words, an individual is officially 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.
- If a participant's exit date is during the current reporting quarter, then they will not appear as an exiter until the next reporting quarter's WIPS Validated QPR.

(24) For my WIPS Validated QPR, why are the WIOA Primary Indicators of Performance not appearing?

Grantees should expect a delay of up to the 2nd and 4th reporting quarter for the WIOA Primary Indicators of Performance outcomes to appear on the QPR. The calculation to generate these outcomes are dependent on the date in which specific outcomes occur for a cohort of exiters, when the information is reported that will be used to calculate the data and the time required to collect the data.

Their QPR will contain the most recently available data for each Primary Indicator of Performance, which represent groups of individuals from different time frames (aka different cohorts)..

- The [first tool](#) is Appendix V of Training and Employment Guidance Letter (TEGL) 14-18, which provides a color-coded static look at how the different cohorts fit together to comprise different quarterly and annual performance reports on page 1 and a specific example on page 2.
- The [second tool](#) is an interactive tool that allows the user to select a specific report quarter end date from a drop down and then the tool will update to clarify which cohorts are in that quarterly report.
- Both tools align to the text version of the date ranges that are in the ETA-9169 on the [WIOA Performance Reporting webpage](#).

Frequently Asked Questions (FAQs): Community Projects Grants Performance Reporting

(25) For my WIPS Validated QPR, I am seeking clarification regarding information that is required for PIRL reports versus participant files for Community Partner grants. There are only 68 data elements that Community Project recipients are required to complete for the PIRL to function in WIPS. That is great and appreciated. However, I thought I heard mention at one of the workshops that there needs to be an answer for all data elements in a participant's file. Is this true or did I mishear?

Please review the CP Demonstration Grant Participant Data File Tool which provides more details on required data elements. Before a file can be submitted in WIPS, it must be formatted correctly. This means that the file must have the correct number of columns, based on the appropriate schema ([PIRL 2021 WIPS File Schema](#)) (Program=Demonstration) for your program.

- The Demonstration Schema requires 136 data elements that must have a column for each data element in your submitted data file. Within those 136 data elements, there are 68 data elements that the Community Projects Team has outlined as required for CP performance reporting, to lessen the reporting burden on grantees of requiring all 136. Please ensure that these 68 CP required data elements have been completed, and/or reviewed and left blank if that is an option within the edit check rules.
- For the other 68 data elements that have not been designated as required for CP reporting, these data elements may still be completed when the data is available, or an edit check error requires completion, but may also be left blank if outlined in the CP Demonstration Grant Participant Data File Tool.

(26) For WIPS Validated QPRs, what do I input for PIRL data element 2700 Social Security Number (SSN), if my CP grant was unable to obtain an SSN?

- If your grant is unable to obtain an SSN, please record PIRL 2700, as 999999999 for the dummy value, in its place. As a reminder, SSNs are not required to be submitted by CP participants, which is when the dummy value is used in its place. While CP grantees are required to request participants' SSNs, participants cannot be denied services if they choose to not disclose their SSN.
- SSNs are collected for the purpose of reporting on primary indicators of performance for employment status in the second and fourth quarters after exit, on the primary indicator of performance for 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. SSNs may also be collected for the purpose of reporting on the approach to measuring one of the three effectiveness in serving employers indicators.

Frequently Asked Questions (FAQs): Community Projects Grants Performance Reporting

(27) For WIPS validated QPRs, is PIRL data element 101 (OBS Number) and PIRL data element 101 (Unique Individual Identifiers) something CP grantees assign to participants?

- Yes, CP grantees assign these data elements to participants.
 - PIRL 0, OBS Numbers must only contain numeric characters. This element must contain exactly 9 characters.
 - PIRL 100, Unique Individual Identifiers may contain both letters and numeric characters. This element must contain exactly 12 characters.

(28) For WIPS Validated QPR reporting, what input is required for PIRL data element 106, Special Project ID – 2?

- **Fiscal Year 2022** CP grantees must input CP1FY22 for PIRL 106 Special Project ID – 2.
- **Fiscal Year 2023** CP grantees must input CP2FY23 for PIRL 106 Special Project ID – 2.
- **Fiscal Year 2024** CP grantees must input CP3FY24 for PIRL 106 Special Project ID – 2.