Quarterly Performance Reporting: States Reporting for Non-State Dislocated Worker Grants and Dislocated Worker Demonstration Grants

Overview

National Dislocated Worker Grant (DWG) and Dislocated Worker Demonstration Grant (DW Demo) grant recipients follow reporting requirements set forth in guidance from the U.S. Department of Labor (USDOL). In order to meet these requirements, some grant recipients that are not states may partner with State Workforce Agencies ("states") to submit and certify the Quarterly Performance Report (QPR) as states have reporting infrastructure in place to help grantees capture the required data, as well as experience with navigating reporting challenges during the data submission process. Non-state DWG or DW Demo recipients may include local workforce development boards, Native American tribes, community-based organizations, and educational institutions.

This document provides a framework for DWG and DW Demo recipients to initiate and implement the process for having a state report on behalf of a non-state entity in the Workforce Integrated Reporting System (WIPS).

Note: States are not required to assist with reporting for DWG and DW Demo recipients. All DWG and DW Demo recipients have the ability in WIPS to submit and certify the QPR on their own.

Implementing Reporting Partnership Agreements

If a DWG or DW Demo grant recipient chooses to partner with a state, the parties should agree to a process and terms under which the state will submit and certify the QPR. Partners are encouraged to take the following steps. Reporting arrangements must be communicated to the USDOL, including the grantee's Federal Project Officer (FPO), so that the WIPS reporting system is set up with the necessary reporting pathways.

- **DWG Grantee Initiates Outreach:** If interested in pursuing a reporting partnership, grantees should reach out to state partners early in the grant award to establish if a reporting relationship is possible and if so, review important logistics of the reporting partnership (e.g. MIS licenses, whether the state requires compensation, etc.)
- **Establish a Data Sharing Agreement**: A data sharing agreement must be in place between the non-state grantee and the state to conduct wage matching and, where appropriate, upload grant program data into WIPS on behalf of the grantee for QPR submissions. Participant wage and employment data reported by the state on behalf of the grantee must follow federal regulations as articulated under 20 CFR 603.10 and as referenced in TEGL 14-18, Attachment 6. Data sharing agreements between states and non-state entities may reflect terms spelled out in the State Wage Interchange System (SWIS) Data Sharing Agreement.
- **Identify the WIPS user who will submit and certify the QPR**: To set up WIPS for this reporting option, the grantee is responsible for communicating the name and email of the WIPS user(s) at the state who will submit a performance report on behalf of the non-state grantee. DOL provides an online questionnaire to capture this information. Once USDOL receives this information, the grant will then be added to the state WIPS user's individual profile to enable reporting.

QPR Submission Process

The state WIPS user will upload separate PIRL files for any state DWGs and the non-state entity's DWG or DW Demo grant. Each file will generate an associated QPR, and each QPR will then need to be certified separately. States reporting on behalf of more than one non-state DWG or DW Demo will have to complete a separate upload and certification for each grant. A summary of the upload and certification process is as follows:

- From the WIPS homepage, the individual from the state submitting and certifying on behalf of the non-state entity will navigate to the "FILE UPLOAD" tab in the menu at the top of the screen.
    1. Select Schema: States reporting for DWGs may select "State Integrated Reporting Schema (SIRS)" or "Full PIRL." States reporting for DW Demos must select "Demonstration" or "Full PIRL." Download the WIPS File Schema from the DOL WIPS webpage for the SIRS, Demonstration, and Full PIRL schemas.
    2. Select Target Program: "National Dislocated Worker Grants" or "Demonstration Grants"
    3. Under Grant(s) awarded to: Select the "Non-State Grantee" radio button
    4. Select appropriate grant number
    5. Select appropriate quarter end date
    6. Under the "Choose a File" tab click on the "UPLOAD" button and upload the file, either by selecting the file or dragging and dropping the file into the upload field.
    7. Click the "SUBMIT" button.
- Once the participant data file passes the edit check, WIPS will generate the QPR and the status will indicate it is ready for review and certification.
- The individual from the state will be asked to review and certify the QPR. As part of this process, they will attest to the following statement:

    By selecting "CERTIFY" you are indicating that, to the best of your knowledge, the data submitted are complete, true, and accurate, and that you are authorized to certify this report either as a representative of the grantee's organization or by way of a written and signed agreement between your organization and the grantee's organization.

- Individual WIPS account holders from the non-state entity will be able to view the QPR after it has been certified.

Locate a complete write-up of the technical instructions (with screenshots) for states submitting and certifying QPRs on behalf of non-state entities in Appendix A of the *Performance Reporting Reference Guide*. Separate versions of the *Performance Reporting Reference Guide* for DWGs and DW Demo Grants are available for download on WorkforceGPS.

References

- "What are the requirements for agreements?" 20 CFR 603.10: https://www.govinfo.gov/app/details/CFR-2012-title20-vol3/CFR-2012-title20-vol3-sec603-10/