

How to Submit a Quarterly Narrative Report (QNR) in WIPS

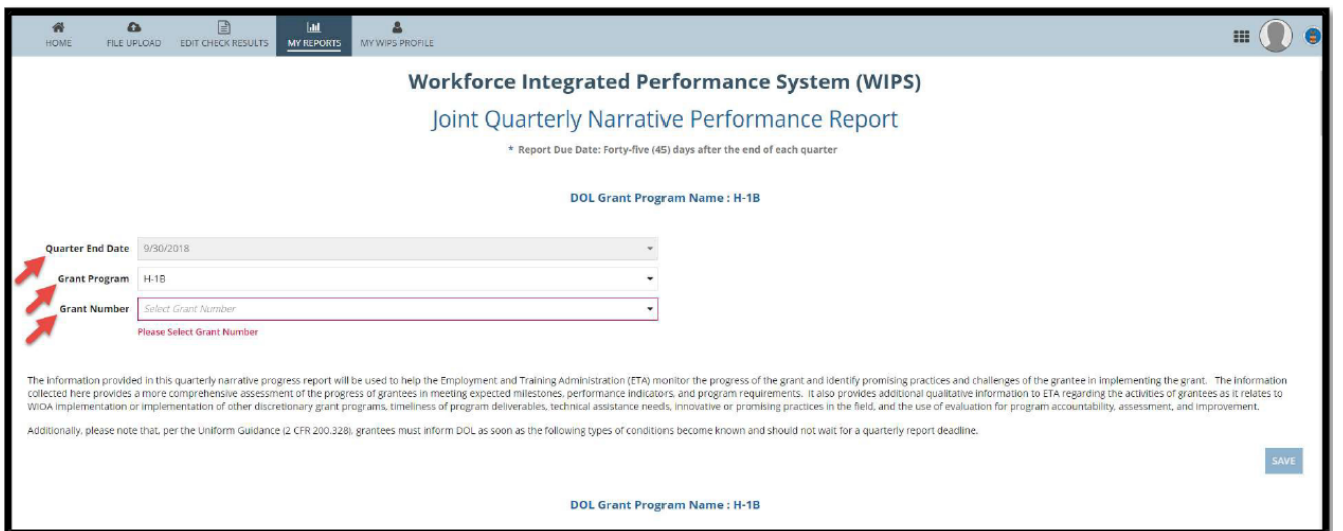
Click on the “My Reports” tab on the top menu and then select “Quarterly Narrative Reports”



The screenshot shows the 'Workforce Integrated Performance System (WIPS)' interface. The top navigation bar includes 'HOME', 'FILE UPLOAD', 'EDIT CHECK RESULTS', 'MY REPORTS' (highlighted), and 'MY WIPS PROFILE'. Below the navigation bar, the title 'Workforce Integrated Performance System (WIPS)' is displayed. Underneath, the section 'Reports Available' is shown, with a subtext: 'Select a Report Link below to display list of Quarterly or Annual Performance Reports.' A table lists three report types: 'Quarterly Performance Reports', 'Quarterly Narrative Reports', and 'Annual Performance Reports'. The 'Quarterly Narrative Reports' link is highlighted with a mouse cursor.

Enter your grant program information in the fields provided.

- Select “Quarter End Date” from drop down list.
- Select “Grant Program” name from drop down list.
- Select “Grant Number” from drop down list.



The screenshot shows the 'Workforce Integrated Performance System (WIPS)' interface for the 'Joint Quarterly Narrative Performance Report'. The top navigation bar is the same as the previous screenshot. The title 'Workforce Integrated Performance System (WIPS)' is displayed, followed by 'Joint Quarterly Narrative Performance Report'. Below the title, a note states: '* Report Due Date: Forty-five (45) days after the end of each quarter'. The 'DOL Grant Program Name : H-1B' is displayed. The form contains three dropdown menus: 'Quarter End Date' (set to 9/30/2018), 'Grant Program' (set to H-1B), and 'Grant Number' (set to 'Select Grant Number'). Red arrows point to the 'Grant Program' and 'Grant Number' dropdowns. Below the dropdowns, a red error message states: 'Please Select Grant Number'. At the bottom of the form, there is a 'SAVE' button and a note: '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.'

Continue to next Section or click on “Save” to return at a later time to complete the report.

If a grantee has never certified a Quarterly Performance Report (QPR) for this grant in the past, then the “No participants have been served grant to date” check box will be available.

Users should only check this box if participants have not been served during 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 QPR for certification and submission to the Department of Labor.

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

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.

This check box will appear if a Grantee has never certified a QPR form.

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

If a grantee selects the “No participants have been served grant to date” check box, in the “Program Dashboard” the “QPR Status will show “No participants,” indicating that a QPR will not be generated for this reporting quarter.

HOME PROGRAM DASHBOARD STATE STATUS DASHBO... REPORTS DATA EXPORT

Select View Reports Linked to States to view reports generated by users that are associated to State(s) in WIPS. Select View Reports Linked to Grants to view reports generated by users that are associated to Grant(s) in WIPS.

View Reports Linked to States or Grants *

Report Type: ☒ Quarterly ☐ Annual

Quarter End Date: 9/30/2018

Uploaded By Date: 10/22/2018

Region: Select Region

Program: [Redacted]

Status: Select Status

Select Add, enter a filter name, and select Save to create a new Stored Filter. Close removes the Enter a Filter Name input box from display. Update existing filter with Edit, delete existing filter with Remove, and return Program Dashboard to default values with Clear All Filters.

Stored Filters | Add |

No Filter Added

Grant Type	Grant Number	Grantee Name	Region	Quarter End Date	Program	QPR Status	User Full Name	User Email	Report ID	File ID	Uploaded Date	QNR Status	QNR Status date
			Region 4	9/30/2018		No participants						In Progress	10/22/2018
			Region 5	9/30/2018								In Progress	10/22/2018
			Region 6	9/30/2018								Certified	10/21/2018
			Region 2	9/30/2018		No participants						Certified	10/22/2018
			Region 4	9/30/2018		Certification Overwritten			10000090	3442	10/16/2018 5:12 PM EDT		
			Region 1	9/30/2018		Certified			10000089	3440	10/16/2018 4:20 PM EDT		
			Region 4	9/30/2018		Certification Overwritten			10000088	3439	10/16/2018 3:58 PM EDT		
			Region 1	9/30/2018		Certification Overwritten			10000087	3438	10/16/2018 3:58 PM EDT		
			Region 1	9/30/2018		Certified			10000086	3434	10/12/2018 5:49		

For “Section I. Contact Information” enter contact information in the fields provided.

Complete the following fields:

- DOL Grant FOA*
- Grant Recipient Name*

- Grant Project Name*
- Grant Project Address*
- Grant Start Date and Grant End Date*
- Full Name
- Phone Number
- Email address

* Note: May be pre-populated for some grants.

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

DOL Grant Program Name : H-1B

Section I. Contact Information

DOL Grant FOA (optional)

Grant Recipient Name*

Grant Project Name*

Point of Contact

Full Name*

Phone Number*

Email*

Grant Project Address*

Grant Period of Performance*

Start Date

End Date

The asterisk (*) indicates a required field.

SAVE

Continue to next Section or click on Save to return at a later time to complete the report.

To complete the QNR, enter information as needed for each of the following sections in the fields provided:

- Section II. Summary of Grant Progress
- Section III.
- Section IV.
- Section V.
- Section VI.
- Section VII.
- Section VIII.
- Section IX.
- Section X.
- Section XI.

Each field allows up to 2000 characters. 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 adding “No information to report this quarter” or “Not applicable,” as appropriate.

Users have the option to upload supplemental files to their QNR. To upload a file, select, “Choose a file” and indicate the file you want to upload. You may upload up to 5 files. Files must be in one of the following formats:

- Word
- PDF
- TXT
- ZIP
- Images

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

DOL Grant Program Name :

Paperwork Reduction Act Disclosure Statement

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

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

Choose a file **UPLOAD** Drop files here

You cannot upload more than 5 files.

SAVE

After completing the QNR, you may submit it by clicking on the “Certify” button. By selecting “Certify,” the grantee’s authorized representative is indicating that, to the best of their knowledge, the data submitted is complete, true, and accurate.

HOME FILE UPLOAD EDIT CHECK RESULTS MY REPORTS MY WIPS PROFILE

DOL Grant Program Name :

Paperwork Reduction Act Disclosure Statement

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

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

Choose a file **UPLOAD** Drop files here

You cannot upload more than 5 files.

CANCEL **CERTIFY**

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

Program Dashboard – QNR Status:

- “In Progress” indicates that a QNR has been initiated in WIPS, but has not been submitted to the Department of Labor.
- “Certified” indicates that a QNR for the quarter has been successfully submitted through WIPS to the Department of Labor.

The screenshot shows the WIPS dashboard with a navigation bar at the top containing links for HOME, FILE UPLOAD, EDIT CHECK RESULTS, MY REPORTS (active), and MY WIPS PROFILE. The main heading is "Workforce Integrated Performance System (WIPS) Joint Quarterly Narrative Performance Report" with a note: "* Report Due Date: Forty-five (45) days after the end of each quarter". An "ADD NEW" button is in the top right. Below the heading is the section "Quarterly Narrative Report" followed by a table of report data.

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