

Apprenticeships: Closing the Skills Gap Grantees Quarterly Progress Reporting Guidance Performance Reporting Process

Reporting Quarter Ending June 30, 2020
Reporting Deadline: August 14, 2020

This is the FINAL Performance Reporting Guidance for Apprenticeships: Closing the Skills Gap grantees, starting with the quarter ending June 30, 2020 and all quarters thereafter.

Quarterly Progress Reporting Overview

Apprenticeships: Closing the Skills Gap grantees are required, as outlined in the grant program's Funding Opportunity Announcement (FOA) and their grant award, to collect participant level data on all individuals they serve using grant funds and to submit quarterly performance progress reports to the United States Department of Labor's Employment and Training Administration (USDOL/ETA) to comply with the reporting and record keeping requirements of the grant.

Grantees are required to submit quarterly progress reports each quarter through the end of the grants period of performance. Submissions consist of two parts each quarter: (1) a Quarterly Performance Report (QPR) generated through a comma-separated values (csv) data file upload of all participants served by the grant to date (cumulative, from the start of the grant program); and (2) a Quarterly Narrative Report (QNR) containing updates on the implementation and progress specified in each grantee's Statement of Work (SOW). Both the QPR and QNR are OMB-approved documents.

Reporting Preparation Guidance – Quarter Ending June 30, 2020

Starting with the quarter ending **June 30, 2020**, Apprenticeships: Closing the Skills Gap (CSG) grantees will be responsible for submitting participant-level data to generate a Quarterly Performance Report (QPR), as well as a Quarterly Narrative Report (QNR), in the Workforce Integrated Performance System, or WIPS.

Submitting the Quarterly Narrative Report in WIPS

Grantees will submit their Quarterly Narrative Report in WIPS using entry fields for each section of the QNR Template.

- Grantees **will not** submit their QNRs as an attachment to their FPOs and the grant mailbox.

Submitting the Quarterly Performance Report in WIPS

Grantees will submit participant-level data of all participants served using a data file upload in WIPS to generate the Quarterly Performance Report.

- Grantees should report all participant outcomes for their grant project to date in the QPR.
 - ✓ *CSG grantees will report against the H-1B PIRL data elements in WIPS that reflects the **DOL PIRL for H-1B Grants** approved by the Office of Management and Budget (OMB) in 2018. Also referred to as the H-1B PIRL schema, this includes all of the data elements for which grantees must collect participant data and the WIPS validation rules for submission of the data.*
 - ✓ *Data files (csv format) should only include the H-1B PIRL data elements required for H-1B grants, **not** the full WIOA PIRL.*

Tracking and Collecting Participant Data

Grantees must track and collect participant-level data as it aligns with the required reporting elements for all participants served **as of the start of the grant award, March 1, 2020.**

- **In preparation for reporting participant-level data in WIPS, grantees should be prepared to track and collect participant-level data on demographic information, services and training received, credential outcomes, and employment and employment retention information.**
 - ✓ *This includes providing participant SSNs, which ETA will use to track and report long-term employment outcome measures (WIOA Common Measures.)*
 - ✓ *Please ensure you follow Personally Identifiable Information (PII) protocol.*
 - ✓ *Grantees will report cumulative data for all participants served starting with the quarter ending 3/31/2020.*

Access to WIPS

On **Monday, June 29, 2020**, the Authorized Representative for CSG grantees will receive WIPS access for submitting performance information for their grants. *At this time, DOL/ETA can only give access to the Authorized Representative, who has the responsibility to certify submitted data.*

Performance Reporting Policy Guidance

Grantees are encouraged to review [Training and Employment Guidance Letter \(TEGL\) 14-18](#), which aligns and streamlines performance indicators and requirements across 15 DOL Employment and Training Administration (ETA) programs (including H-1B grants with a start date of July 1, 2019 or later) to the Workforce Innovation and Opportunity Act (WIOA) performance indicators. It also rescinds and eliminates outdated performance guidance for these programs in addition to clarifying existing ETA performance accountability policies that changed due to WIOA.

Grantees should also review the **H-1B Grants Performance Reporting Handbook & Workforce Integrated Performance System (WIPS) Reporting Guidance for Apprenticeships: Closing the Skills Gap**

grants (H-1B Performance Handbook), which is the official performance policy guidance for H-1B performance reporting.

Performance Reporting Resources

Performance reporting technical assistance resources noted below are available on Workforce GPS using the following link: [Apprenticeships: Closing the Skills Gap Performance Orientation Webinar 1.0](#).

- **H-1B Grants Performance Reporting Handbook & Workforce Integrated Performance System (WIPS) Reporting Guidance for Apprenticeships: Closing the Skills Gap grants (H-1B Performance Handbook)**
- **Joint Quarterly Narrative Performance Report Template (ETA -9179)**
- **H-1B DOL PIRL for CSG Grantees**
- **H-1B CSG Performance Reporting Toolkit**

We will provide additional performance technical assistance in the upcoming months including:

- **H-1B CSG Sample Case Management and Data File**
- **WIPS Tips**

If you have any questions or concerns, please contact ClosingSkillsGap@dol.gov.