National Dislocated Worker Grants (DWGs), authorized by the Workforce Innovation and Opportunity Act (WIOA), provide employment and training for dislocated workers. Employment Recovery DWGs provide resources to states and other eligible applicants to respond to major economic dislocations, such as large, unexpected layoff events that cause significant job losses. Disaster Recovery DWGs provide disaster relief employment to minimize the employment impact of disasters, in addition to employment and training services. This reference guide highlights key areas of performance accountability and reporting requirements for all DWG grantees.

**WORKFORCE INTEGRATED PERFORMANCE SYSTEM (WIPS)**

To submit the required DWG performance reports, DWG grantees utilize the Workforce Integrated Performance Report System, known as WIPS. To login to WIPS go to: [https://dol.appiancloud.com/suite/](https://dol.appiancloud.com/suite/). The WIPS resource web page has the latest system updates and tools: [https://www.doleta.gov/performance/wips/](https://www.doleta.gov/performance/wips/). For WIPS technical support, contact: WIOA.Feedback@dol.gov.

**NARRATIVE REPORT**

DWG grantees are required to submit a quarterly narrative progress report, using the ETA 9179 “Quarterly Narrative Report Template” (OMB Control No. 1205-0448). The report template describes the required report components, and may be viewed here: [https://performancereporting.workforcegps.org/resources/2018/08/13/20/59/Quarterly-Narrative-Report-ETA-9179](https://performancereporting.workforcegps.org/resources/2018/08/13/20/59/Quarterly-Narrative-Report-ETA-9179). Grantees submit the Quarterly Narrative Report through WIPS. Grantees must contact the WIPS Helpdesk WIOA.Feedback@dol.gov to obtain access for each DWG before the report is due (45 days after the report quarter ends) with the subject line “QNR Permissions Request–DWG” and specify the DWG grant number.

Note: The requirement to submit the ETA 9179 report for DWG grantees begins with the quarter July 1, 2019-September 30, 2019. After grantees submit an ETA 9104 report for the quarter ending June 30, 2019, the ETA 9104 report is no longer required.

**PERFORMANCE REPORTING**

Grantees must submit an individual record file quarterly on all participants and exiters. The Participant Individual Record Layout, or PIRL, contains over 400 data elements, but not every element is required for each individual program.

Below is an explanation of certain PIRL data elements specifically required for DWG program participants. These descriptions are a summary of PIRL definitions. Grantees should refer to the approved PIRL, ETA 9172, for specific definitions. The PIRL is found here: [https://doleta.gov/performance/pfdocs/ETA_9172_DOL_PIRL_1.18.81.pdf](https://doleta.gov/performance/pfdocs/ETA_9172_DOL_PIRL_1.18.81.pdf).

Note that the data elements described here are not the only required data elements required for DWG:

- **National Dislocated Worker Grant (932)** – Grantees must complete data element 932 to track participants (code value 1) and reportable individuals (code value 2) in the DWG program.
• **DWG Grant Number (2003)** – In order to report grant performance, grantees must enter the first seven alphanumeric digits of the grant number (without dashes) in PIRL data element 2003. Grantees can find the ETA-assigned grant number for data element 2003 in grant award documentation. Grant numbers are also included in the DWG project descriptions found at [https://www.doleta.gov/DWGs/Grant-Awards/](https://www.doleta.gov/DWGs/Grant-Awards/). Note a full grant number may contain 13 or 14 characters, while the data element requires the first seven alphanumeric digits.

• **Received Services through a Disaster Recovery Dislocated Worker Grant (2004)** – This data element captures the types of services provided through a Disaster Recovery DWG. Different code values must be entered depending on the mix of service options the participant received:
  - Disaster Relief Employment Only
  - Disaster Relief Employment and Employment and Training Services
  - Employment and Training Services Only

• **Date of Program Entry (900)** – Grantees must enter the date in which the individual became a participant for any program service, in alignment with state co-enrollment and common exit strategies.

• **Date of Program Exit (901)** – Grantees must enter the date of exit, in alignment with the state’s common exit strategy.

• **Date of first DWG service (933)** – Grantees must record the date of the first DWG service.

• **Date of Completion of DWG Services (2001)** – Grantees must record the date of the last DWG service.

• **Employed at Completion of DWG Services (2002)** – Grantees must record PIRL data element 2002. This data element captures employment status at completion of the DWG-funded services, and is important to ensure there is a way to measure how effective the DWG funds are. In order to verify employment for this data element, DWG grantees may follow the supplemental data policies.

• **Rapid Response (908)** – If the DWG participant also participated in rapid response activities, grantees must indicate this in element 908.

• **Adult (903), Dislocated Worker (904)** – In cases where a DWG participant is co-enrolled in the Adult or Dislocated Worker programs, DWG grantees must include such participants in the applicable program of co-enrollment (in addition to element PIRL data 932).

• **TAA Petition Number (915)** – In cases where a DWG participant is co-enrolled in the TAA program, DWG grantees must record the TAA petition number of the certification which applies to the participants group (in addition to element PIRL data 932).

**PROGRAM PARTICIPANT**

A DWG program participant is an individual who is determined eligible and has received either an employment or training service or disaster relief employment, funded in whole or in part with DWG funds. Specific criteria for Employment Recovery and Disaster Recovery DWGs include the following:
For Employment Recovery DWGs, receipt of training services, individualized career services, and basic career services that are neither self-service nor information-only triggers inclusion as a participant.

For Disaster Recovery DWGs, the services above or receipt of Disaster Relief Employment triggers inclusion as a participant.

PROGRAM EXIT
DWG grantees are encouraged to participate in the state’s common exit policies: For DWG grantees included within a state’s common exit policy, the date of exit is determined after 90 days of no services have elapsed, either through the DWG or DOL-administered WIOA core or partner program, and there are no future services planned.

PERFORMANCE INDICATORS
DWG grantees report performance using the following performance indicators:

<table>
<thead>
<tr>
<th>Measure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employment Rate Second Quarter After Exit</td>
<td>Percentage of participants who are in unsubsidized employment during the second quarter after exit.</td>
</tr>
<tr>
<td>2. Employment Rate Fourth Quarter After Exit</td>
<td>Percentage of participants who are in unsubsidized employment during the fourth quarter after exit.</td>
</tr>
<tr>
<td>3. Median Earnings Second Quarter After Exit</td>
<td>Median earnings of participants who are in unsubsidized employment during the second quarter after exit.</td>
</tr>
<tr>
<td>4. Credential Attainment</td>
<td>Percentage of participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma during participation or within one year after exit.</td>
</tr>
<tr>
<td>5. Measurable Skill Gains</td>
<td>Percentage of participants during a program year who are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains.</td>
</tr>
<tr>
<td>6. Effectiveness in Serving Employers</td>
<td>Retention with the same employer in the 2nd and 4th quarter after exit.</td>
</tr>
</tbody>
</table>

RESOURCES

ETA’s Workforce GPS website includes performance reporting information, technical assistance, and e-learning modules: [https://performancereporting.workforcegps.org/](https://performancereporting.workforcegps.org/).