

# Workforce Opportunity for Rural Communities – Rounds 4 & 5

## Performance Accountability

### Introduction

The Workforce Opportunity for Rural Communities (WORC) initiative is a partnership with the U.S. Department of Labor's (DOL) Employment and Training Administration (ETA), the [Appalachian Regional Commission \(ARC\)](#), and the [Delta Regional Authority \(DRA\)](#). WORC enables impacted communities to develop local and regional workforce development solutions that promote new, sustainable job opportunities and long-term economic vitality in the Appalachian region (40 U.S.C. 14102(a)(1)) and the Lower Mississippi Delta (Delta) region (7 U.S.C. 2009aa(2)). WORC grants create economic mobility, address historic inequities for marginalized communities of color and other underserved and underrepresented communities, and produce high-quality employment for workers.

This Desk Reference provides an overview of the Performance Reporting requirements for WORC Rounds 4 and 5. Reporting requirements and instructions for WORC Rounds 1–3 have not changed and are described in the [WORC Performance Reporting Desk Reference](#).

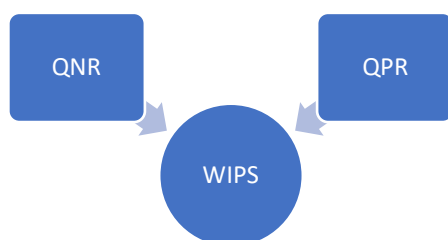
Quarterly Performance Reports and Quarterly Narrative Reports are due on the 15th day of the second month after the quarter end date, as shown in Table 1 below:

Table 1: Quarterly reporting due dates

Reporting Quarter	July–Sept.	Oct.–Dec.	Jan.– Mar.	Apr.–June
Report Due Date	November 15	February 15	May 15	August 15

### Quarterly Reporting: The QNR and QPR

WORC Rounds 4 and 5 grant recipients are responsible for submitting two quarterly reports: a **Quarterly Narrative Report (QNR) (ETA 9179)**, and a **Quarterly Performance Report (QPR) (ETA 9173)**. The QNR is a written update on grant progress, accomplishments, and technical assistance needs. The QPR contains aggregate information on participant demographics, services provided, and outcomes. Grantees use the [Workforce Integrated Performance System \(WIPS\)](#) to submit the QNR and QPR.



Grantees submit quarterly reports through WIPS, an online reporting platform.



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## THE WORKFORCE INTEGRATED PERFORMANCE SYSTEM (WIPS)

To get started, first create an account at <https://www.login.gov> and then access WIPS at <https://dol.appiancloud.com/suite/>. Grantees need a Login.gov and a WIPS account to access WIPS. On the WIPS login page, select “I am an external user – Login.gov” and proceed with Login.gov credentials.

Then, the account must be connected to the correct WORC grant. Select “Request WIPS Assistance” from the upper righthand corner of the WIPS homepage and “Add Program/State/Grant to Account” as the issue classification. See the [DOL WIPS resource page](#) for more information.

## QUARTERLY NARRATIVE REPORT (QNR)

The Quarterly Narrative Report (QNR) is a written report of grant program activities, highlights from the latest reporting quarter, and technical assistance needs. WORC grantees are required to submit QNRs through WIPS, but may view the template here: [ETA-9179 Joint Quarterly Narrative Report Template](#) (OMB Control No. 1205-0448). Grantees that prepare the report outside of WIPS are still required to enter responses directly into the text fields in WIPS. Grant recipients identify the performance measures they will collect and share as part of their proposed project in each application and will utilize the Quarterly Narrative Report to report on goals, outcomes, and outputs described in the approved grant proposal in WIPS. The final Quarterly Narrative Report summarizes accomplishments for the entire grant period.

## QUARTERLY PERFORMANCE REPORT (QPR)

The QPR contains aggregate information on the grant’s participant demographics, services provided, and on the primary indicators of performance: employment rate in the 2<sup>nd</sup> quarter after exit, employment in the 4<sup>th</sup> quarter after exit, median earnings, measurable skills gains, and credential attainment. For more on performance outcome definitions and reporting procedures, see the [Reporting Resources section for WORC](#) on WorkforceGPS.org.

Grantees submit performance reports on a quarterly basis by uploading a participant data file to WIPS. WORC 4 and 5 grant recipients are required to report on data elements specified for Demonstration Grants in the [Participant Individual Record Layout \(PIRL\)](#). Grantees must collect and track data using a management information system, case management system, or other reliable process to successfully complete a QPR.

### Note:

- Round 4 WORC grant recipients enter: “DEM1111” for data element 105, “WORC004” for data element 106.
- Round 5 WORC grant recipients enter: “DEM1111” for data element 105, “WORC005” for data element 106.

## Additional Resources

- ETA DWG Community of Practice: <https://dwg.workforcegps.org/resources/2022/05/18/13/44/DWG-Performance-Reporting-Resources>
- ETA WORC website: <https://www.dol.gov/agencies/eta/dislocated-workers/grants/workforce-opportunity>

