Performance Reporting Requirements

Grantees are required to submit two reports each quarter to document their program activities and participant performance. These two reports will be submitted using the Department's Workforce Integrated Performance System (WIPS):

- **Quarterly Performance Report (QPR)**
  - A quantitative summary of participant outcomes
  - Compiled from an uploaded data file on all participants
- **Quarterly Narrative Report (QNR)**
  - A qualitative summary of grant activities for that reporting quarter

Training Fund grantees will use the Demonstration Grant ("Demo") Participant Individual Record Layout (PIRL) schema to report participant outcomes to the Department. The Demo PIRL schema is a comprehensive list of data elements that grantees will be required to collect and report on participants. Successful applicants for this grant must be prepared to collect sufficient data from employers to report on a subset of data elements from the Demo PIRL schema that will be provided after award. The data collected from employers must be consolidated into one master participant data file for your grant before submission to the Department. Grantees will use their own internal management information system or database to track and submit the data from employers through WIPS.

Applicants are strongly encouraged to review the Demo PIRL schema, which may be viewed at https://www.dol.gov/agencies/eta/performance/wips.

The data submitted in the data file populates the QPR each quarter to show participant progress toward participant-level performance indicators and outcomes, specifically those listed in **Attachment I. Section III. Expected Performance Outcomes**. Grantees will use their QNR to report each quarter on the number of participating employers.

Successful applicants will receive additional guidance and training on performance reporting after award.