

Performance Reporting Requirements

Quarterly Performance, Narrative, and Financial Reports

Grantees must submit quarterly performance, narrative, and fiscal reports during the Period of Performance (POP). Grantees will receive a grant data and performance handbook post award.

- **ETA 9173, Quarterly Performance Report (QPR):** The QPR is a quantitative summary of apprentice outcomes including participants and reportable individuals that are submitted through the Department’s Workforce Integrated Performance System (WIPS). Grantees will upload a data file to WIPS that aggregates individual level data including apprentice-level Registered Apprenticeship Partners Information Database System (RAPIDS) Identification (ID) codes and participant outcomes.
- **ETA 9179, Quarterly Narrative Report (QNR):** A qualitative summary of grant activities for each reporting quarter.
- **ETA 9130, Fiscal Report:** All financial data is required to be reported cumulatively from grant inception, through the end of each quarter. Expenditure data is required to be reported on an accrual basis. The ETA 9130 Fiscal Reports are submitted through the Payment Management System.

For the purpose of collecting additional information related to grant activities, the Department will work with grantees to receive additional information, including RAPIDS program IDs, related to the development and expansion of apprenticeship programs supported by the grant.

Performance Measure and Target Expansion Goal

States must provide a numeric target expansion goal for one performance measure as required by the TEG’s first core commitment. To account for the broad range of allowable capacity building activities under SAEF4, the Department recognizes that the Registered Apprenticeship expansion goal should not only include those Registered Apprentices enrolled using grant funds and should reflect broader state goals. States must set a Registered Apprenticeship expansion goal that includes all apprentices registered in the state by the end of the POP, not just those who are supported by the grant funding. OA will track state’s progression against this expansion goal using the “Apprentices by State” dashboard on apprenticeship.gov.

States are also encouraged to set other ambitious goals for apprenticeship growth, such as the number of programs developed or expanded using grant funds.⁴ States will not be penalized if the statewide expansion goal, or other ambitious goals, is not achieved by the end of the POP if states demonstrate their efforts and progress towards meeting these goals. The Department will coordinate with grantees post-award to determine a process to collect the below information from sponsors in states not utilizing

⁴ An expanded Registered Apprenticeship program can only be counted once during the grant’s POP, regardless of method. Any apprentice who does not directly receive a direct, grant-funded services but is enrolled in a Registered Apprenticeship program that is developed or expanded using grant funds are reportable individuals for this grant.

RAPIDS.

States may use the table below as an example to describe their performance goals and target outcomes.

Performance Measure	Reporting Mechanism
<u>Required</u> : Total Number of Apprentices Registered in the State by the End of the POP (Proposed by Applicant; as described in Attachment II Section A.1).	OA will track this through RAPIDS (as applicable). ⁵ Grantees do not need to report this information.
<u>Optional</u> : State specified performance measure and target goal to advance apprenticeship growth.	To be determined by the state upon grant award, with support from the Department as needed.

⁵ Grantees can see the count of apprentices in the state through the “Apprentices by Program Location” tab of the “Apprentices by State” dashboard on apprenticeship.gov at: <https://www.apprenticeship.gov/data-and-statistics/apprentices-by-state-dashboard>.