

Appendix VIII: Reporting Requirements

Community Project recipients must meet the Department's reporting requirements, specifically, by submitting the reports and documents provided below. Applicants must ensure that they have the necessary processes, systems, and internal controls in place to capture, manage, and track participant-level data in accordance with performance reporting guidance

A. Quarterly Financial Reports

The ETA Financial Report (ETA-9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due approximately 45 days after the end of each calendar year quarter. On the final Financial Report, grantees must include any subaward amounts so that ETA can calculate final indirect costs, if applicable. Grantees must submit the ETA 9130 through the Federal [Payment Management System](#).¹⁶ When submitting the ETA 9130, it is required to have segregation of duties with one person preparing the report and another certifying the report in PMS. Additional instructions will be provided upon grant award. For other guidance on ETA financial reporting, reference [Payment Information | U.S. Department of Labor \(dol.gov\)](#)¹⁷ and [Financial Reporting | U.S. Department of Labor \(dol.gov\)](#).¹⁸

B. Quarterly Performance Progress Report

Community Project recipients are required to submit quarterly performance progress reports to comply with the reporting, record-keeping, and monitoring requirements of the grant. [TEGL No. 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor \(DOL\)](#),¹⁹ and any subsequent future changes, provide performance reporting guidance for the Department's Core Programs, and Non-core Programs. Community Project Grants are classified as non-core programs and referenced as Demonstration Grants.

Performance progress reports are due 45 days after the end of each quarter of the calendar year. ETA's Workforce Integrated Performance System (WIPS) must be used to submit performance progress reports. The Quarterly Performance Progress Report is comprised of the Quarterly Narrative Performance Report (QNR) (ETA-9179) and the Quarterly Performance Report (QPR) (ETA-9173).

Quarterly Narrative Performance Report (QNR)(ETA-9179): All Community Project recipients must submit the QNR to provide an update on the project's implementation status to date, including program and participant success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.

Quarterly Performance Report (QPR) (ETA-9173): All Community Project grantees are required to submit the QPR using individual performance records according to the WIOA Participant Individual Record Layout (PIRL) (ETA-9172). The QPR is used to report outcomes for participants who receive grant-funded training and employment services, along with other supportive services.

¹⁶ <https://pms.psc.gov/>

¹⁷ <https://www.dol.gov/agencies/eta/grants/management/payment-information>

¹⁸ <https://www.dol.gov/agencies/eta/grants/management/reporting>

¹⁹ <https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-14-18>

C. Guidance for Collecting and Reporting Participant Data

ETA grantees, including Community Projects, **must establish processes and procedures** for the collection and reporting of participant data per **TEGL 14-18**. Additional guidance directs grantees to request and collect participants' SSNs for the Department to obtain participant information for ETA's Primary Indicators of Performance: employment status in the second and fourth quarters after exit; median earnings in the second quarter after exit; and on post-exit employment status for participants who attain secondary school diplomas or their recognized equivalent for the primary indicator of performance for credential attainment. Matching a participant's SSN against quarterly wage record information is, where a wage match is available, the most efficient method for determining employment status and earnings for a program participant. Please note, however, that while grantees must request participants' SSNs, participants cannot be denied services if they choose not to disclose.

DOL will ensure appropriate security within the data collection system to protect SSNs and any other personally identifiable information (PII) collected and transmitted to DOL.

Grantees must follow appropriate practices in collecting, storing, handling, and transmitting PII, as described in [Appendix VI](#) of this TEGL. Technical assistance on data collection and performance reporting submission requirements will be provided upon grant award.

D. Proposed Performance Measures and Target Outcome Goals

To provide a robust account of the project's success, applicants are required to propose qualitative and/or quantitative performance measures and target outcome goals.

These target goals should be attainable and achievable based on the funding amount, the proposed program design, and the delivery of activities that the grant will support within the period of performance. Proposed performance measures and outcome goals must align with the project budget and reflect a reasonable and achievable level of effort based on the resources allocated. Recipients should propose performance measures that include, but not limited to:

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Category	What to Include	Examples	Where It's Reported	Notes/Purpose
Participation	Number of individuals served	150 participants receive grant-funded services	QPR (ETA-9173)	Measures reach of the program
Training Start	Participants who begin training	120 participants begin training	QPR (ETA-9173)	Tracks program engagement
Training Completion	Participants who complete training	100 participants complete training	QPR (ETA-9173)	Indicates program retention/success
Credential Attainment	Participants earning credentials	85 participants earn industry-recognized credentials	QPR (ETA-9173)	Measures skill/qualification outcomes
Employment Outcomes	Participants entering employment	70 participants enter employment after training	QPR (ETA-9173)	Measures job placement success
Additional Measures	Any other relevant qualitative or quantitative metrics	Participant satisfaction, employer feedback, service quality	QNR (ETA-9179)	Use when not captured in QPR
Quantitative Reporting	Numeric data and targets	All measurable outcomes listed above	QPR (ETA-9173)	Standardized federal reporting
Qualitative Reporting	Narrative or non-standard metrics	Success stories, program improvements	QNR (ETA-9179)	Adds context beyond numbers
Use of Data	How performance data is used	Monitoring, compliance, technical assistance	Both QPR & QNR	Used throughout grant lifecycle
End-of-Grant Evaluation	Final assessment benchmark	Comparison of targets vs. actual outcomes	Both QPR & QNR	Determines overall project success

Community Project recipients are not required to propose ETA's Primary Indicators of Performance. Quantitative performance measures and target outcomes are reported in the QPR (ETA-9173). Qualitative performance measures, including quantitative measures that cannot be reported using the QPR, are reported in the QNR (ETA-9179). The Department will use these reports as a benchmark for monitoring, compliance assistance, and programmatic technical assistance through the grant period of performance. It will also be used as the baseline to assess the project's success at the end of the grant.

For projects focused primarily on equipment purchases, applicants should include both immediate (present) and projected (future) outcome measures that demonstrate how the equipment will enhance training capacity, improve program quality, and contribute to long-term workforce outcomes.

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Category	What to Include	Examples	Where It's Reported	Notes/Purpose
Equipment Utilization (Present Impact)	Number of individuals trained using grant-funded equipment	75 participants trained using newly purchased equipment	QPR (ETA-9173) or QNR (ETA-9179)	Demonstrates immediate use and integration of equipment into training activities
Training Capacity Expansion (Present Impact)	Increase in training slots or cohorts enabled by equipment	Training capacity increased from 50 to 100 participants annually due to new equipment	QNR (ETA-9179) Narrative Reporting	Shows how equipment enhances program capacity and access
Program Enhancement (Present Impact)	New or improved training programs enabled by equipment	Launch of advanced manufacturing training using new lab equipment	QNR (ETA-9179) Narrative Reporting	Reflects improvement in quality and relevance of training
Projected Participant Reach (Future Impact)	Estimated number of individuals to be served annually using equipment beyond grant period	Equipment expected to support 200 participants annually after grant period	QNR (ETA-9179) Narrative Reporting	Demonstrates sustainability and long-term impact
Employment Outcomes (Future Impact)	Anticipated employment or placement outcomes linked to equipment-supported training	70% of future participants expected to enter employment in related field	QNR (ETA-9179) Narrative Reporting	Connects equipment investment to workforce outcomes
Employer Engagement (Future Impact)	Number of employers engaged or benefiting from improved training capacity	10 employers commit to hiring program graduates trained on new equipment	QNR (ETA-9179) Narrative Reporting	Shows alignment with industry needs and demand
Workforce Impact (Future Impact)	Broader impact on local/regional workforce	Improved pipeline of skilled workers in high-demand industry (e.g., healthcare, construction, IT)	QNR (ETA-9179) Narrative Reporting	Demonstrates community and economic benefit