H-1B One Workforce Grant Program
Quarterly Progress Reporting Guidelines
Interim Performance Reporting
for Quarter ending March 31, 2021 and June 30, 2021

U.S. Department of Labor, Employment and Training Administration
Office of Workforce Investments, Division of Strategic Investments

This document provides information on reporting guidance for H-1B One Workforce (OW) grantees:

(1) Interim reporting guidance starting February 1, 2021, for the quarters ending March 31, 2021 and June 30, 2021.

(2) Initial guidance on preparing to report for the quarter ending September 30, 2021 and all quarters thereafter.

Quarterly Progress Reporting Overview

H-1B One Workforce grantees are required, as outlined in the Funding Opportunity Announcement (FOA) and grant award, to collect participant level data on all individuals served using grant funds and to submit quarterly performance progress reports to the United States Department of Labor's, Employment and Training Administration (USDOL/ETA) to comply with the reporting and record keeping requirements of the grant.

Grantees are required to submit quarterly progress reports each quarter through the end of the grant's period of performance. Grantees will submit the quarterly progress reports into DOL's web-based reporting system, *Workforce Integrated Performance System* (WIPS). The quarterly progress reports consist of two parts each quarter: (1) a Quarterly Performance Report (QPR) generated through a comma-separate values (csv) data file upload of all participants served by the grant to date (cumulative, from the start of the grant program; and (2) a Quarterly Narrative Report (QNR) containing updates on the implementation and progress specified in each grant's Statement of Work (SOW). Both the QPR and QNR are OMB-approved documents for quarterly performance reporting.

Quarterly Progress Reporting Deadlines:

Quarter End Date	Progress Report Due Date	Report Activities Occurring Between
March 31	May 15	January 1 – March 31
June 30	August 14	April 1 – June 30
September 30	November 14	July 1 – September 30
December 31	February 14	October 1 – December 31

Performance Outcome Measures Reporting Guidance

Grantees are encouraged to review 1) [Training and Employment Guidance Letter (TEGL) 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL),](#) which aligns and streamlines performance indicators and requirements across 15 DOL Employment and Training Administration (ETA) programs (including H-1B grants with a start date of July 1, 2019 or later) to the Workforce Innovation and Opportunity Act (WIOA) performance indicators; and 2) [Training and Employment Guidance Letter (TEGL) 23-19: Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs](#), which provides information and guidance to use in developing procedures for ensuring the data submitted for performance reporting are valid and reliable.

Interim Performance Reporting Guidance
Quarters Ending March 31, 2021 and June 30, 2021

For the quarters ending March 31, 2021 and June 30 2021, One Workforce grantees will be required to follow an interim reporting process for submitting quarterly progress reports.

Reporting Guidance for the Quarter March 31, 2021

➢ **Grantees *will* submit a QNR to ETA for this quarter via WIPS due May 15, 2021.**

- This QNR covers activities from the start of the grant period, February 1, 2021 through March 31, 2021.

➢ **Grantees *will not* report participant-level data in WIPS for this quarter.**

- Grantees will not be required to submit a QPR.
- Grantees that start serving participants between February 1, 2021 and March 31, 2021 should report performance outcomes (see below) in aggregate in the QNR in Section XI.C. "Additional Information." **Participant information should be reported in the QNRs for both the quarters ending March 31, 2021 and June 30, 2021.**

1. Total participants served
2. Total participants enrolled in education/training activities
3. Total participants who complete education/training activities
4. Total participants who complete education/training activities and receive a degree, or other type of credential
5. Total number of unemployed and underemployed participants who complete education/training activities and obtain employment
6. Total number of incumbent worker participants who complete training activities and that advance into a new position

   You will not need to provide outcomes following measures as they will be collected on your behalf using the [Common Reporting Information System](#) (CRIS):

7. Employment Rate – 2nd Quarter After Exit
8. Employment Rate – 4nd Quarter After Exit

Reporting Guidance for the Quarter June 30, 2021

➢ **Grantees** _will_ **submit a QNR to ETA for this quarter via WIPS due August 14 2021.**

■ This QNR covers activities from April 1, 2021 through June 30, 2021.

➢ **Grantees** _will not_ **report participant-level data in WIPS for this quarter.**

■ Grantees will not be required to submit a QPR.
■ Grantees that start serving participants between April 1, 2021 and June 30, 2021 should report performance outcomes (see below) in aggregate in the QNR for the quarter ending June 30, 2021 in Section XI.C. "Additional Information."

1. Total participants served
2. Total participants enrolled in education/training activities
3. Total participants who complete education/training activities
4. Total participants who complete education/training activities and receive a degree, or other type of credential
5. Total number of unemployed and underemployed participants who complete education/training activities and obtain employment
6. Total number of incumbent worker participants who complete training activities and that advance into a new position

   You will not need to provide outcomes following measures as they will be collected on your behalf using the Common Reporting Information System (CRIS):

7. Employment Rate – 2nd Quarter After Exit
8. Employment Rate – 4nd Quarter After Exit

When grantees begin submitting participant-level data for the quarter ending September 30, 2021, all participants served since the start of the grant on February 1, 2021 will be reported in the QPR as per the guidance that follows.

Performance Reporting Guidance –
Quarter Ending September 30, 2021 and Beyond

Starting with this quarter, the interim reporting process will terminate and the reporting process established by the FOA will be required for the remainder of the grant period of performance. **Grantees will be responsible for submitting both a QNR and a participant-level data file in WIPS to generate a QPR.**

Tracking and Collecting Participant Data

Grantees must track and collect participant-level data for all participants served **as of the start of the grant, February 1, 2021**.

- **In preparation for reporting participant-level data in WIPS, grantees should be prepared to track and collect participant-level data, such as demographic information, services and training received, credential outcomes, and employment and employment retention information.**

    - ✓ *This includes collecting participant SSNs, which will be used by ETA to track and report long-term employment outcome measures (ETA Common Measures.)*
    - ✓ *Please ensure you follow the Personally Identifiable Information (PII) protocol.*

Reporting for the Quarter Ending September 30, 2021

- **Grantees should report all participant outcomes in the first QPR from the start of the grant February 1, 2021 through the quarter ending September 30, 2021.**

    - ✓ *Data files (.csv format) should only include the H-1B PIRL data elements required for H-1B grants, **not** the full WIOA PIRL.*
    - ✓ ***Grantees will report against the H-1B PIRL data elements in WIPS that reflects the DOL PIRL for H-1B Grants approved by the Office of Management and Budget (OMB) in 2021, which will be released to One Workforce grantees in the Summer of 2021.***
        1. *The first Quarterly Progress Report for which participant-level data is required is due on **November 14, 2021**.*

H-1B Performance Reporting Technical Assistance Resources

We will be providing performance technical assistance over the next few months to One Workforce grantees to assist your effects with reporting.

Please review the table below for important dates pertaining to performance reporting for your grant, including our expected calendar of performance reporting technical assistance for the coming year.

Important! Performance Dates to Note

First Quarter Ends	**March 31, 2021**
Deadline to Send WIPS Level 2 Upload Account User Name to Grant Mailbox	**April 9, 2021**
WIPS Passwords Sent Out	**Week of April 12**
TA Event: Performance Reporting Webinar 1.0	**April 13, 2021**
TA Resource Available: Joint Quarterly Narrative Report Template Word Document and Upload Instructions	**April 13, 2021**
TA Resource Available: List of H-1B PIRL Data Elements & WIPS Reporting & Technical User Guide	**April/May 2021**
First QNR Due	**May 15, 2021**
Second Quarter Ends	**June 30, 2021**
TA Event: Performance Reporting Webinar 2.0	**July 2021**
TA Resource Available: DOL PIRL Schema for H-1B Grants	**July 2021**
TA Resource Available: Performance Reporting Handbook	**July 2021**
Second QNR Due	**August 15, 2021**
TA Event: Performance Reporting Webinar 3.0	**Mid-August 2021**
TA Resource Available: Sample Case Management and Data File	**Mid-August 2021**
Third Quarter Ends	**September 30, 2021**
TA Event: Office Hours	**Late October/ Early November 2021**
Third QNR + first data file/QPR due	**November 14, 2021**

If you have any questions or concerns, please email OneWorkforce@dol.gov.

Joint Quarterly Narrative Performance Report Template
* Report Due Date: Forty-five (45) days after the end of each quarter

DOL GRANT PROGRAM NAME: _____

Program Year: _____
Quarter End Date: _____
Date Report Submitted: _____

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

(1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.

(2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Section I. Contact Information.

DOL Grant FOA *(optional)*:	
Grant Number:	
Grant Recipient Name:	
Grant Project Name:	

Grant Project Address:	
Grant Period of Performance:	
Point of Contact (Name, Phone Number, and Email):	

Section II. Summary of Grant Progress.

A. This section is an executive summary of grant activities, including planned and actual progress. Grant activities should be aligned with the goals and objectives outlined in your grant Statement of Work (SOW) and ETA approved work plan/timeline. For the current quarter, please include a description of all:

- services supported by the grant;
- key activities completed, including partnership development and coordination;
- performance improvement efforts being undertaken to meet goals for the performance year if projected goals for the quarter are not currently being met; and
- additional activities performed by both the grantee and any sub-grantees, if applicable.

B. This update may include additional information about service and training activities and outcomes to supplement the data submitted on the Quarterly Performance Report.

C. In accordance with the funding opportunity under which the grant was awarded, grantees that are providing supportive services and specialized participant services, should include:

- a description of the type(s) of services offered in the quarter,
- how they were delivered, and
- how they contributed to a participant's ability to fully participate in grant-funded activities.

D. Those grantees who have no changes to report on the above items relative to previous reports should indicate so, in addition to indicating the reason for their lack of changes.

Section III. Progress of Grant Timeline.

A. Provide any updates for the progress of the ETA approved grant timeline/work plan, including program activities, key deliverables and products available this quarter and in future quarters for broad dissemination to the workforce system, if applicable. This includes identifying products and deliverables available for broad distribution via ETA-hosted web sites and other communication vehicles.

B. Utilize the timeline in the grant's SOW to identify all major program activities and training for the reporting quarter. The timeline will paint a picture of project flow that includes start and end dates, schedule of activities, and projected outcomes. It is

important that the timeline be updated each quarter noting the actual date of each activity's completion as accomplished.

C.   The following items will be assessed during the progress of the grant: project goals, benchmarks, milestones, special events, important deadlines, and deliverables.

D.   Include any challenges or concerns the project has encountered that may have affected or slowed grant progress of the timeline/work plan and how the project intends to resolve them.

E.   Describe the next steps or key areas of emphases planned for the project in the next quarter.

F.   Also use this section to collect additional information that details the status of capacity building activities and/or the development of deliverables occurring under the grant (if applicable), highlighting those that have been completed, and assessing how well the capacity building strategies of the program are meeting the training needs of the targeted industries through previously identified impact measures. Grantees who have nothing to report should indicate so.

Section IV. Development and Implementation of Effective Practices and Program Model Strategies.

A.   Describe how your program model is working towards/has realized the program's intended purpose as well as the goals/objectives and activities outlined in your grant application and work plan. Examples may include developing and implementing an outreach campaign, designing education and training programs, identifying industry sectors and engaging employers, aligning policies and programs, measuring systems change and performance, developing new or enhancing existing curriculum or industry training, and creating new career assistance tools and resources.

B.   Grantees may also describe any lessons learned and how those lessons learned will be integrated into ongoing grant activities.

Section V. Status Update on Match and/or Leveraged Resources *(if applicable)*.

Please use this section of the narrative to provide an update on the status of all match and/or leveraged resources.

A.   Identify any funding needs and sources, and report the cumulative amount of any match and/or leveraged resources provided by the grantee and partners each quarter. Match resources are required resources, from non-Federal funds, that support the allowable grant activities. Leveraged resources are those additional resources the grantee and its partners may be providing to support the implementation of the grants. Leveraged resources may take the form of cash or in-kind donations. Please indicate any new leveraged resources that may be used to sustain the project after the life of the grant, if applicable.

B. The update may include:

- organizations that contributed the resources;
- ways in which the resources were used during the current quarter;
- cumulative amount of match and/or leveraged resources; and
- type of match and leveraged resources contributed to the project.

C. Please note that both match and leveraged resources must also be reported on the Financial Status Report (ETA-9130) quarterly, if applicable.

Section VI. Status Update on Strategic Partnership Activities *(if applicable)*.

The purpose of this section is to describe how the partnership is working together to implement the project and to communicate the dynamic growth and development of the strategic partnership, including cross-agency partnerships. This section is not intended to be a list of every partner meeting or communication, but rather should reflect the results and outcomes from such interactions and their impact on the project. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions among grantees on partnership development and management.

A. Report the critical aspects of the grant partnership activities, including establishing and maintaining strategic partnerships, during the reporting period.

B. This section may:
- discuss how partners have been engaged during the current phase of the project;
- outline specific roles and contributions of each partner during this quarter;
- identify any challenges encountered/resolved in the development and management of the partnership; and
- report new partners that may have been brought into the project or identify any previous partners that may have left the project. Grantees who have nothing to report should indicate so.

Section VII. Status Update on Employer Engagement Strategies.

A key element of the Workforce Innovation and Opportunity Act, affiliated workforce programs and H-1B funded projects is to strengthen employer engagement in the workforce system and to ensure employers have an active role in workforce system activities. The purpose of this section is to share information related to promising practices and strategies that have strengthened existing employer partnerships.

A. Report the efforts that have been undertaken to receive feedback from local area employers to identify their employee pipeline needs and engage local employers to interview, assess, train, and/or hire program participants. Examples may include:
- increased employer involvement including employers serving as mentors,
- program staff and employers identifying ways to encourage continuous improvement to hire program participants;
- new employer partnerships (e.g., increased number of employers); and
- positive employment outcomes for program participants (e.g., employers support the hiring and advancement of program participants).

Section VIII. Key Issues and Technical Assistance Needs.

A. Summarize significant opportunities, issues, or challenges (such as under-enrollment) encountered during the quarter and any resolution of issues and challenges identified in previous quarters. Furthermore, describe actions taken or plans to address issues,

B. Describe questions you have for ETA, as well any technical assistance needs.

C. Additionally, for SCSEP grantees, this section should include information on recruitment of eligible applicants, meeting the most in need goal, and over/under enrollment challenges.

D. Grantees who have nothing to report should indicate so.

Section IX. Significant Activities, Accomplishments, and Success Stories.

This section is intended to provide additional, more in-depth information than the summary section about promising approaches, new processes, and/or lessons learned.

A. Report on any other significant activities and accomplishments.

B. Describe in detail promising approaches, innovative processes, lessons learned, and grant- and participant-level success stories in this section each quarter, as appropriate.

C. Additionally, if appropriate, please highlight one or two grant- or participant-level "success stories" from the grant per quarter, with the participant's express permission (if providing a participant success story).

    • In documenting success stories, please describe:
        o background, problem, issue, or concern prior to project involvement;
        o response or intervention provided by the project;
        o results and outcomes, including who benefited and what changed or improved; and
        o evidence of the success, including how the data was obtained and the methods used to measure success.

D. Grantees can also include promising practices and success stories as additional documents for upload.

E. Grantees who have nothing to report should indicate so.

Section X. Evidence and Evaluation.

This section is intended to provide information to DOL on how evidence and evaluations are being developed and applied. This information may help DOL to plan for future evaluation needs.

A. Describe how the grantee is using or planning to use data, evidence, and evaluation findings to make improvements to programs and strategies? In this explanation, please include a discussion on accomplishments, strategies being implemented, and any barriers to success.

B. Please provide an update on participation and status of any evaluations required as part of the funding announcement or award. Please include any requests for technical assistance related to these requirements.

C. Please include information if the grantee is participating in any studies or evaluations not required as part of the grant award, including any internal evaluations? Please describe the study, any data sources, and whether a third party is managing this project.

D. As part of the evaluations described above, or as a separate stand-alone data analysis project, is the grant using, or does it have plans or a desire to use, administrative data to better understand the grant program or the population it serves? If so, what data sources has the grant been able to use or planned/desired to use? If so, what research or management questions do/can these data help the grant answer?

Section XI. Additional Information *(if applicable)*.

A. Provide other grant-specific information considered to be important yet not captured in other sections of the quarterly narrative report. For example, the specific outcomes included in the SOW that are not reflected in the quarterly performance report.

B. Grantees are asked to report any outcomes in this section that may or may not be reflective of outcomes that are reflected in the Quarterly Performance Report form.

Paperwork Reduction Act Disclosure Statement