

Strengthening Community Colleges Training Grants
Quarterly Progress Reporting Guidelines
Interim Performance Reporting

Reporting Quarter Ending September 30, 2021

Reporting Deadline: November 14, 2021

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

We are happy to provide you with this performance reporting policy guidance that will support you for the quarter ending September 30, 2021; and all futures reporting quarters:

- (1) Performance reporting guidance for the quarter ending September 30, 2021;
- (2) Reporting Customized Outcomes using suggested template;
- (3) Access to WIPS and submitting Quarterly Progress Reports in WIPS; and
- (4) Save the Date! Performance Orientation Webinar on Thursday, September 23, 2021.

1) Performance Reporting Guidance

Starting with the Quarter Ending September 30, 2021, all Strengthening Community College grantees will submit their Quarterly Progress Reports using DOL's Workforce Integrated Performance System (WIPS). This includes the Quarterly Narrative Report and the Customized Outcomes Report. Technical assistance will be provided to all SCC grantees to learn more about this reporting process later in September.

Starting with the Quarter Ending December 30, 2021, Single Institution grantees will report participant-level data in WIPS, to allow for an additional quarter for grantees to start serving participants and enrolling cohorts into training. Robust technical assistance will be provided to Single Institution grantees later this Fall.

2) Reporting Customized Outcomes

SCC grantees who received awards beginning February 1, 2021 are required to provide performance targets for Customized Outcomes and provide a quarterly report on the status of capacity-building performance outcomes (single institution grantees) and for systems change performance outcomes (consortium grantees).

The National Program Office has developed a suggested customized outcomes report (COR) template that grantees can use to report their quarterly progress in meeting their capacity building or systems change goals. The suggested COR template provides a framework for grantees to report quantitative numbers to show progress for the qualitative capacity-building or systems change performance measure outcomes. In a separate email, the Program Office will provide the performance policy guidance on

reporting Customized Outcomes, and each grantee will receive a COR template, which is an Excel spreadsheet that the Program Office has populated on each grantee's behalf.

3) WIPS Access: Receiving Passwords and Requesting an Additional Account

SCC grantees will receive access and passwords to the Workforce Integrated Performance System (WIPS). The Authorized Representative for your grant will receive a mandatory **Level 1 Certification Account** password. This user account has access to perform all WIPS functions to submit the Quarterly Narrative Report (QNR), upload the Customized Outcomes Report, and for Single Institution Grantees, the Quarterly Performance Report (QPR).

Grantees may also request a Level 2 Upload Account password for one staff member on your team.

This optional WIPS user account can perform reporting functions such as entering QNR information, uploading the Customized Outcomes Report, and for Single Institution grantees, uploading participant level data files, reviewing and resolving errors, and viewing the QPR and QNR. Please note that Level 2 Upload Account users cannot certify either the QNR or the QPR, as only the Authorized Representative can officially submit and certify that the progress reports are accurate for a quarter.

Action Requested: The grant's Authorized Representative must send an email request to SCC [grant](#) mailbox by **Friday, September 24**, to identify one grant staff member, along with their email address, that will receive WIPS Level 2 access.

4) Performance Orientation Webinar

Save the Date! The SCC Performance Reporting Orientation Webinar will be held on Thursday, September 23, 2021, from 3:00 p.m. – 4:30 p.m. ET. This webinar will orient SCC grantees with performance reporting policies and procedures, including technical assistance on submitting quarterly progress reports in WIPS. Grantees will receive an Outlook Hold with additional information and the registration link to attend this event.

For Performance Reporting Technical Assistance, please send an email to the SCC grant mailbox, SCC@dol.gov, with a cc to your Federal Project Officer.