



# OFFICE OF APPRENTICESHIP GRANTS

## PERFORMANCE REPORTING FREQUENTLY ASKED QUESTIONS (FAQs)

### PREPARED FOR:

- APPRENTICESHIP STATE EXPANSION (ASE) GRANTS
- STATE APPRENTICESHIP EXPANSION 2020 (SAE 2020) GRANTS
- YOUTH APPRENTICESHIP READINESS GRANTS (YARG)

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## Introduction

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The questions and answers in this document apply to topics related to performance accountability and reporting for the following Apprenticeship Grants:

- Apprenticeship State Expansion Grants (ASE);
- State Apprenticeship Expansion (SAE2020) Grants;
- Youth Apprenticeship Readiness Grants (YARG); and
- Office of Apprenticeship (OA) grants with period of performance starting on, or after July 1, 2019. These grants start with an identifier of 'AP' at the beginning of the 14-digit grant number.

Questions are organized by categories (i.e., General, PIRL Data Elements, WIPS, Quarterly Narrative Report, and Grant-Specific). Periodically, the Office of Apprenticeship (OA) will revise this document to update responses and to add new questions and answers. Please note the revision date as you utilize this resource. You will find this resource published on WorkforceGPS.

## General Questions

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1. How should Apprenticeship Grantees report on non-binary individuals who do not identify as male or female?

**Answer:** The Data Element Definition/Instructions for PIRL 201 (Sex) offers three options:

- Record 1 if the participant indicates that he is male;
- Record 2 if the participant indicates that she is female; and
- Record 9 if the participant did not self-identify their sex.

At this time, these are the only code values available for this data element. Therefore, ETA recommends that grantees draft their intake forms to reflect the two options available, and if the individual chooses to not identify, then record a 9.

2. If a participant receives a RTI service under one grant and a supportive service under another grant, should grantees submit two records in the PIRL, since there is only one grant number per line in PIRL 2920 (Apprenticeship Grant Number)?

**Answer:** Any grantee utilizing the Apprenticeship schema should contain the information for the service(s) received by each individual to be reported for a single grant which are provided by that grant or the other funding sources indicated in a data value selection. All individual records should contain the same grant number on any given file if you are using the Apprenticeship schema. Only State WIOA reporting agencies utilizing the full PIRL schema or State Integrated Records (SIR) schema can mix grants on a single upload file.

3. How do grantees handle differences between Registered Apprenticeship Partners Information Data System (RAPIDS) and Workforce Integrated Performance System (WIPS) demographic categories?

**Answer:** RAPIDS and WIPS are two systems built for different purposes. Per the ASE TEGL ([ETA-TEGL-17-18](#)), RAPIDS is not a source for grant-related reporting because of some of these differences. Additionally, RAPIDS is neither a case-management, a grants-management nor a reporting system. All future performance reporting for apprenticeship grants will be reporting via WIPS. Therefore, for the purpose of apprenticeship performance reporting, it is necessary for grantees to develop and/or procure a suitable grants-related system (MIS).

4. How do we handle differences between RAPIDS and WIPS demographic categories?

**Answer:** RAPIDS and WIPS are two systems built for different purposes. Per the ASE TEGL ([ETA-TEGL-17-18](#)), RAPIDS is not a source for grant-related reporting because of some of these differences. Additionally, RAPIDS is neither a case-management, a grants-management, nor a reporting system. All future performance reporting for apprenticeship grants will be reporting via WIPS. Therefore, for the purpose of apprenticeship performance reporting, it is necessary for grantees to develop and/or procure a suitable grants-related management information system (MIS).

5. Does it tell us what the "error" is, or do we have to hunt for it?

**Answer:** Yes. WIPS validates uploaded files for three types of edit checks: valid values, duplicate rules, and logical rules. Valid values errors will show in "Total Errors" and "Format Error;" duplicate errors will show in "Total Duplicates;" and logical rule errors will show in "Total Errors". These errors can be found on the "Edit Check Results Overview" page.

6. Could you clarify the difference between valid values and logical rules?

**Answer:** Valid Values verify data for format, length, and a valid value (specific value required from options provided). Logical Rules confirm data is accurately entered, including required fields.

7. Must a support service be used in conjunction with another grant-funded service in order to count as a participant? For example, if funding is used for support service only, the individual cannot be counted as a participant?

**Answer:** If a participant is (1) determined eligible to participant in the grant program, (2) is enrolled in a registered apprenticeship program where non grant funds support the education and training component, and (3) their supportive services are paid for with grant funds, this individual can be reported as a participant under the grant. Grant-funded supportive services cannot be provided to individuals that are not determined eligible and not enrolled in education and training activities.

8. We use State Wage Interchange System (SWIS) wages that would include out of state wage records to calculate Apprenticeship outcomes? Where should grantees direct questions about SWIS?

**Answer:** Send SWIS-related questions to [SWIS@dol.gov](mailto:SWIS@dol.gov) or [swis@cds2.com](mailto:swis@cds2.com).

9. Must state grantees using Unemployment Insurance (UI) data to inform data elements in their quarterly report file, include the Social Security Number (SSN) of the apprentice?

**Answer:** Yes. The SSN is required to calculate outcomes for the WIOA primary indicators of performance using the CRIS agreement;

10. What if a participant chooses not disclose certain information?

**Answer:** The expectation of ETA is that grantees have a process in place and request all necessary information from program participants. The individual is not required to respond. When that happens, follow the reporting instructions in the schema for the specific element, whether to use a blank, “did not self-identify”, etc.

Apprenticeship grantees are required to request the SSN from prospective participants, and provide the reasons why SSN disclosure is vital (see reference guide for sample language); however, if a participant refuses to disclose their SSN they cannot be denied services for that reason only. That then requires the grantees to follow-up 2 and 4 quarters after exit for employment outcomes. If an SSN is provided, it is recorded in PIRL 2700, or if the participant refuses that information is recorded in PIRL 935.

11. Are participants (apprentices) registered both in Wagner-Peyser and WIOA?

**Answer:** Registered apprentices are not required to be co-enrolled in Wagner-Peyser and/or WIOA. Participants should only be registered in Wagner-Peyser and/or WIOA if they are receiving services funded by those particular programs.

12. Explain the concept of “exit”. If grantees do not provide a grant funded service for 90 days, the participant should be exited, although not if they are enrolled in a registered apprenticeship program?

**Answer:** Correct. The trigger for participation is a grant-funded service. However, to remain a participant they only need to be active in the program. And for purposes of apprenticeship programs, they are considered active in the program if they are still participating in an apprenticeship since they would still be participating in RTI or OJL, which are services grantees must report.

13. If a participant does not qualify for WIOA services, how do we input that data? Are they left blank?

**Answer:** Participation in WIOA programs may be reflected in several data elements: PIRL 903 (Adult), PIRL 904 (Dislocated Worker), and PIRL 905 (Youth), for example. If the grant participant does not qualify for a WIOA service, the data element may either be coded with 0 = No (the participant did not receive services under the condition described above), or the data element may be left blank.

Participants of the apprenticeship grant program must have required apprenticeship data elements completed regardless of whether they are eligible for or enrolled in WIOA. Data elements that have WIOA in their name are not exclusive to WIOA programs, but are shared by many programs across ETA. To determine which data elements apply to the apprenticeship grant program look to the Apprenticeship schema, or to the Apprenticeship column in the full PIRL to those data elements indicated by the letter ‘R’.

## Data Element Questions

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1. What is the OBS number? Do grantees generate this number? Is recording 000000000 appropriate?

**Answer:** The OBS (Observation) number is analogous to an auto-generated ID number, which the grantee assigns to each line reported in the file submitted. It can change with every file and serves to help identify errors during the edit check process. The value is 'IN 9', so it must be 9 integers long and non-duplicated in each file.

2. Since the OBS number is system generated, what do states do where one system, like the WIOA system, uses an OBS number and the system that operates apprenticeship uses that same number?

**Answer:** WIPS does not compare OBS numbers between separate submitted data files, so if the OBS number is the same for the same individual being tracked separately in both a WIOA schema and the Apprenticeship schema, the system will not generate an error.

3. PIRL 100 (Unique Individual Identifier): Do grantees generate this number?

**Answer:** The Unique Individual Identifier is a 12-digit number generated by the grantee and assigned to each participant, much like a KEY-ID. This number should remain the same for any participant across each quarter that the participant is reported. Grantees should ensure that the Unique Individual Identifier has a different value for each participant. There is currently no logic rule preventing grantees from uploading the same unique identifier for multiple participants.

4. Should anything be entered for PIRL 105 (Special Project ID – 1) for apprenticeship?

**Answer:** Current grantees using the Apprenticeship schema should leave this data element blank. This data element is included as a place-holder for possible use in future apprenticeship grants.

5. How should grantees report on non-binary individuals who do not identify as male or female?

**Answer:** The Data Element Definition/Instructions for PIRL 201 (Sex) offers three options:

- Record 1 if the participant indicates that he is male;
- Record 2 if the participant indicates that she is female; and
- Record 9 if the participant did not self-identify their sex.

At this time, these are the only code values available for this data element. Therefore, ETA recommends that grantees draft their intake forms to reflect the two options available, and if the individual chooses to not identify, then record a 9.

6. If the participant did not answer the race related data elements, PIRL 211 - PIRL 215, there is no overarching category for "did not identify." Would you select code value 9 "did not identify" for each data element PIRL 211 - PIRL 215?

**Answer:** Yes. If the participant did not provide information on PIRL 211-215 then each data element should be recorded with code value 9 = Participant did not self-identify.

7. PIRL 300 (Veterans Status), PIRL 301 (Eligible Veterans Status), and PIRL 303 (Disabled Veterans): Are these data elements applicable for Youth apprenticeship grants? If PIRL 300 is 'yes', PIRL 301 and PIRL 303 do not have a 'did not self-identify'?

**Answer:** Yes, given the age range served, youth may have served in the military. If a participant does not provide additional information, leave element 301 blank. For element 303, if person does not self-identify as a disabled veteran, or does not meet those conditions, where you would enter the 0, leave blank for "data not available".

8. PIRL 802 (Low Income Status at Program Entry): How does ETA recommend gathering this information given that some participants may not know the answer to this question as they enter the program?

**Answer:** Participant self identifies as to status immediately prior to enrollment as a participant. If an individual does not know, or does not self-identify low income status at program entry, this data element should be left blank.

9. PIRL 905 (Youth) and PIRL 913 (Indian and Native American Programs): How does ETA recommend gathering this information given that most of our participants will not know the answer?

**Answer:** If this information is not known, Apprenticeship grantees may leave this field blank.

10. PIRL 935 (Accountability Exit Status): What does this data element mean?

**Answer:** This data element is only required if PIRL 2700 (Social Security Number) is left blank, to indicate the reason why the Social Security Number is not included. The logic rule

for this data elements is: *If Social Security Number (PIRL 2700) is blank, THEN Accountability Exit Status (PIRL 935) is mandatory AND must be 1 or 2.*

11. PIRL 1307 (Training Completed #1) and PIRL 1333 (Received Training from Program(s) Operated by the Private Sector): What constitutes ‘completed training’?

**Answer:** Completed training is when the training element identified in PIRL 1300 and PIRL 1303 has been completed, according to the structure of the training itself.

12. PIRL 1300 thru PIRL 1318. For each indicated service, we are specify the Type of Training. It is our assumption that both OJT and RTI training services for pre or registered apprenticeships are to be reported under the above data element. Currently, there are 12 different code values for the type of training, ranging from 01 (OJT) to 12 (Job Readiness Training in conjunction with other training.)

**Answer:** Pre-apprenticeship is considered a program service, but not a training service, and is captured in PIRL 2901-PIRL 2906, as applicable. When reporting “Type of Training Service” #1, #2 and #3 (PIRL 1303, 1310 and 1315, respectively) grantees should use the following codes as appropriate:

- For OJL/OJT enter code value 1.
- For RTI enter code value 9.

13. PIRL 1328 (Distance Learning): What does training include? CTE courses? OJT/OJL training? Would remote work or high school classes count?

**Answer:** Any of the training models noted may potentially reported as distance learning in PIRL 1328. It is up to the grantee to determine if the training model utilized is considered “distance learning.”

14. PIRL 1332 (Participated in Postsecondary Education During Program Participation): Are both RTI and OJL considered to be post-secondary education for the purposes of PIRL 1332? So, anyone who is in a registered apprenticeship would be marked as a ‘1’?

**Answer:** This data element relates to PIRL 1811 (Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment). Only record code value 1, "Yes, Participated in Postsecondary Education" if participant was enrolled in a postsecondary education program that is expected to lead to a recognized credential. If a participant is enrolled in a training that is not expected to lead to a recognized credential, the code value "0" should be used.

15. For PIRL 1608 (Employment Related to Training – 2<sup>nd</sup> Quarter After Exit): If there was no employment, then this data element may be left blank. Is this true only if there was employment would you enter 1 or 0 accordingly?

**Answer:** How PIRL 1608 (Employment Related to Training – 2nd Quarter After Exit) is completed is dependent on data in PIRL 1300 (Received Training) and 1602 (Employed in 2nd Quarter After Exit Quarter (WIOA)) :

- If PIRL 1300 (Received Training) = 1 Yes (the participant received training services) and PIRL 1602 (Employed in 2nd Quarter After Exit Quarter (WIOA)) is:

1 = Yes

2 = Yes, Registered Apprenticeship, or

3 = Yes, Military

Then Employment Related to Training (2nd Quarter After Exit) (WIOA) (PIRL 1608) is a mandatory field and must be completed.

- If PIRL 1300 (Received Training (WIOA)) = 1 Yes (the participant received training services) and PIRL 1602 (Employed in 2nd Quarter After Exit Quarter (WIOA)) is = 0 No (the participant was not employed in the second quarter after the quarter of exit.), then PIRL 1608 (Employment Related to Training (2nd Quarter After Exit) (WIOA)) must = 0 (the participant received training services and did not obtain employment directly related to the training services received).
- IF PIRL 1300 (Received Training (WIOA)) = 0, then PIRL 1608 (Employment Related to Training (2nd Quarter After Exit) (WIOA)) must be BLANK.

16. PIRL 1807 (Date of Most Recent Measurable Skills Gains = Postsecondary Transcript/Report Card): Please clarify how grantees should utilize the report card or transcript to determine whether the participant is meeting the State's academic standards? What are the standards? Where are they published? How can grantees verify if a participant is meeting them?

**Answer:** For participants that meet this criteria (participants who complete a minimum of 12 hours per semester, or for part time students a total of at least 12 credit hours over the course of two completed semesters during the same 12 month period), grantees should report only those who are “meeting the State unit's academic standards.” Grantees will need to determine what the academic standards are based on the training offered and the guidelines of the state where the training is occurring.

17. PIRL 1810 (Date of Most Recent Measurable Skill Gain – Skills progression): Can a registered apprenticeship program’s measures of occupation-specific competency attainment and progression count as the basis of evidence for this question?

**Answer:** Yes.

18. PIRL 1806 (Date of Most Recent Measurable Skill Gains – EFL): Can an EFL gain be recorded when a student completes high school credits? How many credits need to be completed to constitute an EFL gain?

**Answer:** Yes. EFL gain can be recorded when a student completes high school credits if it meets one of the following criteria:

- 1) by comparing a participant’s initial EFL as measured by a pre-test with the participant’s EFL as measured by a participant’s post-test; or
- 2) for States that offer secondary school programs that lead to a secondary school diploma or its recognized equivalent, an EFL gain may be measured through the awarding of credits or Carnegie units; or
- 3) States may report an EFL gain for participants who exit the program and enroll in postsecondary education or training during the program year.

19. PIRL 1900 (Youth 2<sup>nd</sup> Quarter Placement) and 1901 (Youth 4<sup>th</sup> Quarter Placement): Does 2<sup>nd</sup> and 4<sup>th</sup> quarter refer to after exit?

**Answer:** Yes. The data elements reflect placement of youth into occupational skills training, postsecondary education, or secondary education in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit, respectively.

20. PIRL 2414 (Date Released from Incarceration): If “leave blank” implies the participant is currently incarcerated, what should grantees record to indicate that this does not apply because the participant was never incarcerated?

**Answer:** DOL would only expect to see this data element utilized for Apprenticeship grants if the participant is incarcerated at the time of participation as indicated with a ‘1’ code value in PIRL 2413. All others should record a ‘0’ in PIRL 2413, and leave PIRL 2414 blank throughout the individual’s participation.

21. PIRL 2700 (Social Security Number): Given the sensitivity of collecting and regularly transmitting this information, is this data element required?

**Answer:** Yes. All grantees must request the Social Security Number (SSN) from all participants. However, participants who decline to provide an SSN may not be denied grant

services. If a participant declines to provide a SSN, it must be noted in PIRL 935 (Accountability Exit Status).

When reporting SSNs grantees must taking all precautions to safeguard the information as required by the terms of the grant agreement. The upload process into WIPS is a secure transaction. Transmission of this type of information through unsecured methods is prohibited. The onus is on all grantee and partner staff to ensure the security of all participant PII.

22. What should grantees enter for PIRL 2900 (RAPIDS Number)? Will ETA validate it?

**Answer:** The 'Data Element Definitions/Instructions' state, "PIRL 2900 is a required element for every participant Registered in an OA State or SAA State which utilizes RAPIDS". The published 'Field Length' currently showing on the WIPS page is erroneous at 'AN 10'. Through a non-material change, ETA has requested that the 'Field Length' for this data element be expanded to 12 characters (i.e., 'AN 12') and the change has been completed in WIPS. ETA recommends that grantees request this number from the participant during intake, as all registered apprentices have a copy of their apprenticeship agreement. ETA will conduct random validations throughout a program's period of performance, and at the request of FPO's in relation to grant monitoring.

23. PIRL 2920 (Apprenticeship Grant Number) If a grantee has multiple grants, do they have to submit a file for each grant? If so, what is PIRL 2920 used for?

**Answer:** Yes, a file must be submitted for each grant. This element ties the participant to a particular grant funding stream.

24. Can you please further define "after exit" that is used in the data elements after PIRL 1600? Is this after the exit the RAP? If so, and a RAP does not end until after the grant ends. What is the expectation that we collect this information?

**Answer:** The definition of exit is when a participant has not received services for 90 days (either grant-funded or partner program services) and there are no future services scheduled.

- Date of exit is applied retroactively to last date of service
- Does not include self-service, information only service, or follow-up service
- Includes both successful completion of program and dropping out of program
- Apprenticeship activities (i.e., OJL and RTI) are considered services and exit should not occur for Apprenticeship grant participants while participants are still in their Apprenticeship.

If participants are still in their Registered Apprenticeship after the grant ends it is not necessary for the grantee to collect the post-exit participant information on participants still in their Registered Apprenticeship.

25. If a participant receives an RTI service under one grant and a supportive service under another grant, should grantees submit two records in the PIRL, since there is only one grant number per line in PIRL 2920 (Apprenticeship Grant Number)?

**Answer:** Any grantee utilizing the Apprenticeship schema should contain the information for the service(s) received by each individual to be reported for a single grant which are provided by that grant or the other funding sources indicated in a data value selection. All individual records should contain the same grant number on any given file if you are using the Apprenticeship schema. Only State WIOA reporting agencies utilizing the full PIRL schema or SIRS schema can mix grants on a single upload file.

26. Will ETA make it clear to grantees which data elements may be left blank and will grantees be able to do so without causing an upload error?

**Answer:** The ‘Comment’ column of the Apprenticeship Schema file (Tab 2) indicates which data elements may be left blank. Leaving those blank will not result in a file upload error.

27. How should grantee handle PIRL data elements with code values that have leading 0s?

**Answer:** Leading zeros are truncated and will not appear unless formatted properly. PIRL Data Elements 923, 1303, 1310, and 1315 have code values selections that contain leading 0s. Data Elements related to individual data for PIRL 100 (Unique Individual Identifier), PIRL 102 (FIPS County Code of Residence), PIRL 103 (Zip Code of Residence) and PIRL 2700 (Social Security Number) may also contain leading 0s.

Grantees should ensure that leading 0s for these data elements are formatted correctly in the participant data tracking system to ensure that they are not truncated when converting to a .CSV file.

If using Excel, grantees should format these cells as text cells for the leading zeroes to appear when the file is saved as a .CSV file.

## Workforce Integrated Performance System (WIPS) Questions

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1. Must Apprenticeship Grantees designate a WIPS certifier and two submitters if they are also part of the WIOA reporting team? Do representatives who already have WIPS access have to submit a separate letter requesting access to the apprenticeship reporting?

**Answer:** Yes. Apprenticeship Grantees must designate a certifier and two submitters even if those are the same individuals who currently submit reports for WIOA titles I and III.

2. If we already have WIPS access to work on other programs such as WP, will we need a separate logon to get to the RA WIPS pages? Or can they be incorporated under our existing logon?

**Answer:** The logon will be the same. The WIPS team will add the Apprenticeship schema to your profile, once we have submitted the request.

3. Is WIPS a system we log into and where is the access?

**Answer:** Yes. The access page can be found at: <https://dol.appiancloud.com/suite/sites/wips>.

4. When do we start submitting apprenticeship QPRs via WIPS instead of email?

**Answer:** ASE grantees will upload their first PIRL file for quarter ending 12/31/2020, no later than 2/14/2021. SAE2020 and YARG grantees will upload their first PIRL files for quarter ending 3/31/2021, no later than 5/15/2021.

5. Can you provide an estimate as to when WIPS will be ready to receive PIRL 2020 Apprenticeship schema files?

**Answer:** It is available now.

6. If states are utilizing the WIOA performance staff to submit their Apprenticeship Schema, when access is requested from the Authorized Representative, this will not impact existing accesses for other WIPS authorized programs, correct? This is just an addition to existing access based on request for submitter or certifier access in WIPS for RA?

**Answer:** Correct. This access will not impact any other access. Each is approved separately.

7. If the WIOA reporting staff will also be reporting for apprenticeship grants, does the designation letter still need to indicate a certifier and a submitter?

**Answer:** Yes. The designation letter needs to indicate a certifier and a submitter. If the WIOA reporting staff will also be reporting for apprenticeship grants, does the designation letter still need to indicate a certifier and a submitter?

All apprenticeship grants utilize the same designation method of a letter that indicates the certifier and up to two submitters. Current WIOA reporting staff cannot have the apprenticeship program added to their account in the same way they might for other programs, but must be indicated within the letter.

8. Will ETA send grantees a configured schema for their WIPS upload for apprenticeship grants?

**Answer:** Yes. ETA will be sending the configured schema for the WIPS upload.

9. If a state grantee is uploading the PIRL into WIPS, should that grantee use the PIRL with only 131 elements?

**Answer:** State grantees have the option of submitting the SIRS schema, the full PIRL schema. Also for reporting on the ASE grants, states are to use the SIRS PIRL 2020 with 344 elements and not the APP schema with 131 elements.

States which are not partnering with their WIOA reporting teams for reporting should use the Apprenticeship schema with 131 elements. States partnering with their WIOA reporting teams for reporting purposes should use whichever of the three schemas has been agreed upon, typically either the one the reporting entity is already using but may also be the Apprenticeship schema.

10. The WIPS schema says "OA." Does that apply to State Apprenticeship Agency Grants (SAA), as well?

**Answer:** Yes. There is one approved WIPS schema for all Office of Apprenticeship grantees.

11. As grantees are in the process of building the systems and processes to gather data according to the apprenticeship PIRL schema, will ETA be removing data elements?

**Answer:** The point in which we will know the data elements that will be removed is the point when the ICR will be finalized—anticipated June 30, 2021.

12. Can ETA supply header rows for the Full PIRL and SIRS schemas that include apprenticeship-required data elements?

**Answer:** The Excel version of the Full PIRL and SIRS schemas are located on ETA's Performance website at <https://www.dol.gov/agencies/eta/performance/wips>. The direct link for the Excel document is [https://www.dol.gov/sites/dolgov/files/ETA/Performance/pdfs/WIPS\\_File\\_Schema.xlsx](https://www.dol.gov/sites/dolgov/files/ETA/Performance/pdfs/WIPS_File_Schema.xlsx). For further reference, the Apprenticeship schema is located on WorkforceGPS.

13. Is full data needed for pre-apprentice participants?

**Answer:** Full data is needed for all participants who receive a grant-funded service, including pre-apprenticeship participants. Please note that many of the data elements cannot be reported on until a participant enters Registered Apprenticeship (i.e., all of the training-related data elements in the 1300 series).

14. Does WIPS do data validation for us or are we are required to track it in our internal case management system?

**Answer:** WIPS has internal 'edit checks' to ensure that the submitted data conforms to the standards outlined in the PIRL. There are three types of edit checks: 1) Valid Values, 2) Logical Rules, and 3) Duplicate Rules. WIPS does not, however, maintain records in any way to satisfy data validation and primary documentation requirements for monitoring purposes. For additional information on data validation refer to [TEGL 23-19](#) and the Core Monitoring Guide (available at a link at <https://www.dol.gov/agencies/eta/grants/resources>).

## Quarterly Narrative Report (QNR) Questions

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1. When will apprenticeship grantees be able to submit an electronic version of the QNR? If so, what content will be required?

**Answer:** The Office of Apprenticeship (OA) is currently being approved to use the Joint Quarterly Narrative Performance Report (ETA-9179). The template of this document is published at <https://ase.workforcegps.org/resources/2020/08/03/15/44/Interim-Reporting>. Grantees will be able to submit this report via WIPS soon.

## Grant-Specific Questions

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1. The July 31st annual report due date does not correlate to due dates for WIPS data files. Is there a reason this data is due prior to 4th quarter data upload date?

**Answer:** The ASE TEGL requires an annual report. It is due 30 days after the end of the completed year. That date was selected so that it would not interfere with WIPS and QNR reporting 45 days after the end of the quarter. The annual report does not follow a template. Grantees have flexibility in the design and content, although it must contain an executive summary, page numbers, a table of contents, and maximum of 25 pages.

2. With regard to "other individuals served" for ASE grantees, are these apprentices who have been registered but do not receive an actual service to offset costs?

**Answer:** The 'other individuals served' outlined in the ASE Grant Officer letter of June 2020 are only those individuals who join a program developed with ASE funds, thereby receiving a 'macro' service instead of an individual service. This approach is still in effect with ASE grants. Additionally, this applies only to those who would otherwise be considered participants under this 'umbrella' service methodology and not the general statewide population of registered apprentices.

For other program specific performance policy questions, please send to your program mailbox:

- ASE/SAE2020: [apprenticeship.grants@dol.gov](mailto:apprenticeship.grants@dol.gov)
- YARG: [youthasready.grants@dol.gov](mailto:youthasready.grants@dol.gov)

For technical questions, submit inquiries to WIPS Technical Assistance via the help button within the WIPS system or via the technical assistance request form here:

[https://www.doleta.gov/performance/wips/WIPS\\_Technical\\_Assistance\\_Request.cfm](https://www.doleta.gov/performance/wips/WIPS_Technical_Assistance_Request.cfm)

3. What is the responsibility of SAE2020 grantees that were awarded only the 2020 Tier I IT Grant (\$450K) to report when there are no individual participants under the grants?

**Answer:** Tier I SAE2020 grants will report into WIPS ONLY where they have proposed participants. If those grantees have not proposed participants, then they should submit only a financial and narrative report.

4. Where should the WIPS designation letter be sent to for the YARG grantees?

**Answer:** All apprenticeship grantees, including YARG should submit their WIPS designation letters to the appropriate program mailbox **and** copy their Federal Project Officer (FPO):

- ASE/SAE2020: [apprenticeship.grants@dol.gov](mailto:apprenticeship.grants@dol.gov)
- YARG: [youthasready.grants@dol.gov](mailto:youthasready.grants@dol.gov)

5. Will you clarify when YARG grantees will gain access to enter data into WIPS? Are we responsible for QPR WIPS reporting in Q2 or Q3?

**Answer:** YARG grantees are responsible for submitting a file in WIPS and generating a QPR in WIPS beginning with the quarter of January 1, 2021 – March 31, 2021. That report (and WIPS file) is due on May 15, 2021. YARG grantees will gain access to WIPS well in advance of the May 15, 2021 due date.

6. If a youth is recruited, assessed and interviewed for an apprenticeship position and then doesn't ultimately get placed in one, are they considered a participant?

**Answer:** An individual is a participant if they receive a grant-funded program service. If they have received a service funded by the program they are a participant regardless of whether they do or don't get placed in an apprenticeship position they apply for.

7. If Job Corps a student is enrolled in a YARG program, should the grantee use the center or the student's hometown as the locality to report?

**Answer:** The grantee or participant can choose which locality to report, DOL does not have a specific requirement for this.