# Technical Performance Report Field Definitions Reference Guide

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## Purpose

Based on feedback from Homeless Veterans’ Reintegration Program (HVRP) grantees, the Veterans’ Employment and Training Service (VETS) created this guide as a quick reference for the field definitions embedded within the Technical Performance Report (TPR) workbook. It is intended as a resource for those who may prefer viewing this information in a Word document rather than hovering their cursors over fields with embedded definitions in the Excel workbook.

## Field Definitions

### Planned Goals

| Planned Goals Element Name | Definition |
| --- | --- |
| Program Year (PY) | Select the applicable Program Year for this report. |
| PY Funding Amount | Report current PY Year funds only. First year grantees will equal initial award amount. Second- and third-year grantees will equal amount of funding awarded for this PY. Carry-in funds from previous years within the PoP are not to be included. |
| Recipient Name | Enter the name of your agency or organization. |
| Grant Type | Select your grant type from the drop down.  HVRP - Homeless Veterans' Reintegration Program grantees serve all eligible population categories.  HWVHVWC - Homeless Women Veterans’ and Homeless Veterans’ with Children Reintegration Grant Program. Previously referred to as Homeless Female Veterans/Veterans with Families (HFVVWF), these grantees use 100 percent of their grant funding to serve homeless women veterans and homeless veterans with children.  IVTP - Incarcerated Veterans' Transition Program grantees use 100 percent of their grant funding to serve incarcerated veterans and/or veterans recently released from incarceration who are at risk of homelessness. |
| Lock Status | The form MUST BE LOCKED once the user has entered the planned values and verified the accuracy of these figures. Contact your GOTR to modify locked values. |
| Primary State | For First Year grantees, represents the primary state identified in Attachment A - Abstract of their grant application. For Second- and Third-year grantees, represents the primary state as assigned by the GOTR. |
| Planned Measures | N/A |
| # of Participants Enrolled | See definition in Tech Perf Report table |
| # of Exited Participants Placed into Employment | See definition in Tech Perf Report table |
| Average Hourly Wage at Placement | See definition in Tech Perf Report table |
| Placement Rate | See definition in Tech Perf Report table |
| # of Participants Exited | See definition in Tech Perf Report table |
| Employment Rate 2nd Qtr After Exit | See definition in Tech Perf Report table |
| Median Quarterly Earnings 2nd Qtr After Exit | See definition in Tech Perf Report table |
| Employment Rate in the 4th Qtr After Exit | See definition in Tech Perf Report table |
| Cost Per Placement (First Year grantees only) | Cost Per Placement quarterly and cumulative goals are the same number, applied to all three PYs. Cost Per Placement is calculated as follows: the total PoP funding amount divided by the total PoP planned number of participants placed into employment. |
| Placement Rate of Exiters who were Episodically Homeless (Second and Third year grantees only) | See definition in Tech Perf Report table |
| Percentage of Participants Trained | See definition in Tech Perf Report table |
| Direct Costs | All direct costs associated with the supervision and management of the program. Examples include: compensation of employees, cost of materials consumed or expended, travel, other allowable activities and items of expense incurred as allowable under 2 CFR Part 200.403.  Enter quarterly increments totaling to the amount shown in SF-424A Line i. Total Direct Charges. |
| Indirect Costs | A cost that is incurred for a common or joint purpose benefitting more than one cost objective. This cost is not readily assignable to the specific cost objective.  Enter quarterly increments totaling to the amount shown in SF-424A Line j. Indirect Charges.  You must have an agreement or claim de minimis to claim indirect costs. De minimis is only for grantees who have never had a negotiated indirect cost rate agreement. Indirect (F&A) costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. 2 CFR 200.414 |
| Total Planned Expenditures | See definition in Tech Perf Report table |

### Tech Perf Report

| Tech Perf Report Element Name | Definition |
| --- | --- |
| Short Grant Number | Enter your grant number. Grants awarded prior to 7/1/2023 will have 5-digit grant #s and must add a leading 0. FY23 and newer grants should enter the last 6 digits of the FAIN. |
| Current PY Funding Amount (auto-populated) | N/A |
| Reporting Period | Please select the quarter covered by this report. |
| Period of Performance (PoP) Year | If this TPR is for the 1st year of the grant's period of performance (PoP), select "First Year."  If this TPR is for the 2nd year of the grant's PoP, select "Second Year."  If this TPR is for the 3rd and final year of the grant's PoP, select "Third Year." |
| Primary State (auto-populated) | Represents the primary state as assigned by the GOTR, this is pulled from the Planned Goals sheet. |
| Recipient Name (auto-populated) | N/A |
| Actual Measures | N/A |
| TPN Action | For each TPN Action measure flagged with a:  • Red X - the grantee is failing to meet minimum performance expectations for this measure.  • Yellow ! - the grantee is meeting minimum performance expectations for this measure.  • Green 𐓡 - the grantee is meeting or exceeding performance expectations for this measure. |
| # of Participants Enrolled | An eligible individual that is not a carryover participant that receives a service funded by the program.  • Re-enrollment: an individual participant may be enrolled in the program more than once throughout the grant’s period of performance under the following conditions:  a) more than 90 days have passed since the participant's last exit date; and  b) the participant is still eligible to receive HVRP services. This is considered a new enrollment.  • Re-opening: Participants that exit and return for services within 90 days of exit retain their original enrollment/eligibility status. This is not a new enrollment as the participant received services within 90 days of exit. |
| # of Carryover Participants from Prior PY | An HVRP participant whose enrollment continued or "carried over" into the following program year. Any individual who is showing as not exiting the grantee’s program by the last day of the program year must continue to receive services to be (1) carried over to the next program year; or (2) exited from the grantee’s program. |
| # of Participants Co-Enrolled in AJC Services | Enrollment in American Job Center (AJC) services, for the purposes of competitive grants reporting, occurs when the homeless veterans program participant receives a Wagner-Peyser Act-funded Employment Service (ES), a Jobs for Veterans State Grant (JVSG)-funded Disabled Veterans Outreach Program service or another WIOA title I-funded service, such as WIOA title I services for adults or dislocated workers. Please note that homeless veterans program grantees must enroll their participants into ES, JVSG or WIOA title I-funded services according to the service strategy and timeline outlined in each individual service plan.  Enrollment of the homeless veterans program participant into an ES, JVSG or WIOA service must occur during the active period of performance outlined in the VETS’ competitive grant award. |
| # of Exited Participants Placed into Employment (cannot be greater than # exits) | Participants who secure or obtain employment during the period of participation. Grantees are allowed to report and take credit for one placement per enrollment per program year.  Please note that each placed participant must also be exited in order to obtain credit when computing performance on the placement rate indicator.  Also, while each grantee may report only one countable placement per enrolled eligible participant per program year within the official reporting tools, you may track and report total placement transactions (when a participant is placed into employment multiple times) within your narrative reports. |
| Average Hourly Wage at Placement | The average or mean hourly wage (dollars/hour) at placement for those participants reported as placed into employment during the reporting period.  The average hourly wage at placement is calculated by dividing the sum total of hourly wages for all placements by the total number of participants reported as placed in employment during the same period.  In instances where a participant is placed into employment multiple times (e.g., when a participant is placed into two part-time jobs, or when a participant exits and returns within 90 days, and is subsequently placed again into employment), the grantee, using its discretion, must select a single hourly wage to represent that participant in the calculation of average hourly wage at placement. |
| Placement Rate | The placement rate is calculated by dividing the total number of participants employed in one or more jobs in the reporting period by the total number of exiters during the same period. Each placed participant must also be exited in order to obtain credit on this indicator. |
| # of Participants Exited | A participant who is placed or dropped during a quarter and is not scheduled to receive future homeless veterans program services for the next 90 or more days is considered an exiter. Follow-up services do not count as “future services”. Note: Training costs are considered "future services” and may only be provided/expended while the participant is an active participant of the program. Once a participant becomes an exiter, the sequence for tracking outcomes is determined by the exit quarter. Those participants experiencing a gap in service of 90 days or more due to condition, and/or temporary departure from the area such as for National Guard/Reserve duty may be temporarily exempted from being exited for a portion of the grant recipient’s period of performance. |
| # of Participants Enrolled who were At-Risk of Homelessness | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for definition of "At Risk of Homelessness". This number also includes participants enrolled as "Veterans Transitioning from Incarceration" and "Recently Released from Incarceration". |
| % of Participants Enrolled who were At-Risk of Homelessness | N/A |
| # of Participants Enrolled who were Episodically Homeless | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for the definition of "Episodic Homeless” |
| # of Exited Participants who were Episodically Homeless | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for the definition of "Episodic Homeless” |
| # of Exited Participants who were Episodically Homeless Placed into Employment | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for the definition of "Episodic Homeless” |
| Placement Rate of Exiters who were Episodically Homeless (PoP Year 2 and Year 3 grantees only) | The Placement Rate of Exiters who were Episodically Homeless is calculated by dividing the total Number of Exited Participants who were Episodically Homeless Placed into Employment in the reporting period by the total Number of Exited Participants who were Episodically Homeless during the same period. Each placed participant must also be exited in order to obtain credit on this indicator.  The indicator only applies to grantees with periods of performance beginning on or before July 1, 2022. |
| Cost Per Placement (PoP Year 1 grantees only) | This cost per placement measure is calculated by dividing the total cumulative expenditures for the reporting period by the total number of participants placed into employment during the reporting period.  This measure only applies to grantees with a period of performance beginning on or after July 1, 2023. |
| Homeless Women Veteran - # Enrolled | N/A |
| Homeless Women Veteran - # Exited | N/A |
| Homeless Women Veteran - # Placed into Employment | N/A |
| Placement Rate of Exiters who were Homeless Women Veterans | N/A |
| Homeless Veteran with Children - # Enrolled | Homeless veterans with children means homeless veterans with dependents. For the definition of “dependents,” VETS uses the definition of “child” at 38 USC 101(4). |
| Homeless Veteran with Children - # Exited | Homeless veterans with children means homeless veterans with dependents. For the definition of “dependents,” VETS uses the definition of “child” at 38 USC 101(4). |
| Homeless Veteran with Children - # Placed into Employment | Homeless veterans with children means homeless veterans with dependents. For the definition of “dependents,” VETS uses the definition of “child” at 38 USC 101(4). |
| Placement Rate of Exiters who were Homeless Veterans with Children | Homeless veterans with children means homeless veterans with dependents. For the definition of “dependents,” VETS uses the definition of “child” at 38 USC 101(4).  The Placement Rate of Exiters who were Homeless with Children is calculated by dividing the total Number of Exited Participants who were Homeless with Children in the reporting period by the total Number of Exited Participants who were Homeless with Children during the same period. Each placed participant must also be exited in order to obtain credit on this indicator. |
| At Risk Veteran Recently Released or Transitioning from Incarceration - # Enrolled | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for the definition of "Veterans Transitioning from Incarceration" and "Recently Released from Incarceration" |
| At Risk Veteran Recently Released or Transitioning from Incarceration - # Exited | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for the definition of "Veterans Transitioning from Incarceration" and "Recently Released from Incarceration" |
| At Risk Veteran Recently Released or Transitioning from Incarceration - # Placed into Employment | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for the definition of "Veterans Transitioning from Incarceration" and "Recently Released from Incarceration" |
| Placement Rate of Exiters At Risk of Homelessness who were Recently Released or Transitioning from Incarceration | Refer to VPL 02-23 Homeless Veterans’ Reintegration Program Participant Eligibility Attachment 1 for the definition of "Veterans Transitioning from Incarceration" and "Recently Released from Incarceration."  The Placement Rate of Exiters At Risk of Homelessness who were Recently Released or Transitioning from Incarceration is calculated by dividing the total Number of Exited Participants who were At Risk Veterans Recently Released or Transitioning from Incarceration in the reporting period by the total Number of Exited Participants who were At Risk Veterans Recently Released or Transitioning from Incarceration during the same period. Each placed participant must also be exited in order to obtain credit on this indicator. |
| # of Exiters who Earned Wages 2nd Qtr After Exit | The number of exited participants for the reporting period who were in unsubsidized employment (earning wages) in the second quarter after the participant exited from the program.  For example, if a participant exited on September 15th, their exit quarter is Q1. The grantee will follow up with the participant two quarters later in Q3 (January - March) to record whether or not the participant is earning wages. |
| Employment Rate in the 2nd Qtr After Exit | The percentage of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program. The rate is computed by dividing the number of exiters employed in the 2nd quarter after exit by the total number of exiters for the reporting period. |
| Median Earnings 2nd Qtr After Exit | The median earnings of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program. Earnings are calculated based on one quarter’s worth of wages (a quarter is 13 weeks). The median is found by listing all of the exited participants’ earnings in the 2nd quarter after exit from lowest value to highest value and picking the middle value. If there are two values in the middle, the median is the average of those two values. |
| # of Exiters who Earned Wages 4th Qtr After Exit | The number of exited participants for the reporting period who were in unsubsidized employment (earning wages) in the fourth quarter after the participant exited from the program.  For example, if a participant exited on September 15th, their exit quarter is Q1. The grantee will follow up with the participant four quarters later in Q5 (July - September) to record whether or not the participant is earning wages. |
| Employment Rate in the 4th Qtr After Exit | The percentage of program participants who are in unsubsidized employment during the 4th quarter after exit from the program. The rate is computed by dividing the number of exiters employed in the 4th quarter after exit by the total number of exiters for the reporting period. |
| Unduplicated Count of Enrollments Trained | An unduplicated count of the number of enrollments who received training. Each enrollment may take more than one type of training. Carryover participants are not included this count. |
| % of Enrollments Trained | Percentage of enrollments who received some type of training service whether provided directly by the grantee or referred to and provided by another training provider. The VETS goal for the percentage of enrollments who receive training services is 80%. This goal applies to all grantees regardless of funding amount or number of enrollments. Performance on this indicator is calculated by dividing the unduplicated count of enrollments trained by the total number of participants enrolled in the grant program, cumulative to the reporting quarter. |
| Training Types by Quarter Last Received | N/A |
| Apprenticeship Training | N/A |
| Career Technical Training | Career Technical Training is any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills through courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training. |
| Customized Training | A training program designed to meet the requirements of an employer who has entered into an agreement with a local workforce development area to hire individuals trained to the employer’s specifications. The training may occur at the employer’s site or may be provided by a training vendor to meet the employer’s requirements. Such training usually requires a commitment from the employer to hire a specific number of trainees who satisfactorily complete the training. |
| Entrepreneurial Training | Training that provides an individual with the knowledge and skills to start and grow a business. |
| Occupational Skills Training | Occupational Skills Training includes both: 1) Vocational education that provides individuals with the technical skills and information required to perform a specific job or group of jobs; AND 2) On-the-job training |
| On-the-Job Training | OJT is training by an employer that is provided to a paid participant and (a) provides knowledge or skills essential to performance of the job; and/or (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant. This includes costs of providing the training and additional supervision related to the participant and takes into account the content of the training, the prior work experience of the participant, and the service strategy of the participant. In the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful completion of the training. |
| Other Training | Other Training refers to any type of relevant employment-based training service NOT listed above. |
| Services by Quarter Last Received | N/A |
| # of Participants Receiving Services (Unduplicated) | The unduplicated count of participants who received services by quarter last received. Each participant may receive more than one service. Carryover participants are included this count. |
| Accommodations for Persons with Disabilities | N/A |
| Child/Dependent Care | If HVRP funds were used to provide childcare services, the participant must meet the definition of homeless veterans with children, in accordance with 38 U.S.C. § 2021A, to expedite the reintegration of homeless women veterans and homeless veterans with children into the labor force. For the purposes of defining child or dependent, DOL/VETS uses the definition of “child” at 38 U.S.C. §101(4)(A). The use of grant funds for childcare services (allowable only to participants that meet the definition of a homeless veteran with children) is limited to 45 days, and the amount of assistance must be reasonable considering the average cost of childcare within the local community.  Grant recipients must have the use of funds for childcare services for these eligible participants in their budget narrative and must identify how they will exhaust other resources before identifying grant funds for this purpose. A grant recipient must provide proof of co-enrollment with the American Job Center (AJC) and refer homeless veterans with children participants to AJC partners, such as the Temporary Assistance for Needy Families (TANF) program or other federal benefit services, for childcare services. If a veteran with children can obtain funding for childcare services by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such childcare costs.  A grant recipient must have a standard operating procedure (SOP) in place to ensure this process is implemented and executed consistently and equitably. |
| Drug & Alcohol Counseling | N/A |
| Educational Supplies & Fees | N/A |
| Employment Adjustment Services | Services designed to help a newly-employed veteran adjust to his or her new job and are considered part of the veteran employment plan. A career counselor or job coach typically provides these services during the first month or so of employment. He or she offers guidance on any issues the newly employed individual encounters, including areas such as the following:   * Counseling to help the newly hired veteran adjust to new routines, schedules, and work environments; * Building relationships with co-workers; * Enhancing customer service skills; * Understanding and adapting to the company’s culture; and * Counseling to help the newly-employed veteran work through the job situations that she or he finds most troublesome. |
| Financial Counseling | Financial counseling may include:  (i) supporting the ability of participants to create  household budgets, initiate savings plans, and make  informed financial decisions;  (ii) supporting the ability to manage spending,  credit, and debt, including credit card debt, effectively;  (iii) increasing awareness of the availability, usage and  significance of credit reports and scores in  obtaining credit, and their effect on credit terms;  (iv) supporting the ability to understand, evaluate,  and compare financial products, services, and  opportunities; and  (v) supporting activities that address the particular  financial literacy needs of non-English speakers,  including providing the support through the development and distribution of multilingual financial literacy and education materials. |
| Health Care Service | N/A |
| Job Readiness Training | Job Readiness Training prepares participants to seek or obtain employment, and to keep a job once hired. Training/instruction could be: Preparing a cover or thank you letter; Work-focused career exploration; Training in effective job seeking; or, Instruction in soft skills and workplace expectations, such as: Behavior on the job; Getting along with co-workers/boss; Being reliable and on-time; Filling out paperwork (for example, timesheets); Appropriate attire. |
| Job Search Assistance | An activity focusing on building practical skills, identifying and initiating employer contact, and conducting successful interviews with employers. Various approaches may include job club participation, identifying personal strengths and goals, résumé application preparation, interviewing techniques, and receiving labor market information. Job search assistance is often self-service activities where individuals obtain information about job openings. |
| Legal Aid Service | N/A |
| Temporary Shelter/Housing Assistance | If HVRP funds were used to provide Temporary Shelter or Housing Assistance, grant recipients must have the use of funds for housing assistance for these eligible participants in their budget narrative (an allowable cost only for recently released incarcerated veterans) and must identify how they will exhaust other housing options such as those offered by penal institutions, community-based housing providers, or other housing assistance options before identifying grant funds for this purpose.  The use of grant funds for housing assistance is limited to 90 days, and the amount of assistance must meet the test of rent reasonableness.  To meet this test and to be able to pay a landlord up to 90 days of reasonable rent, the applicant must secure at least three (3) samples of rent for housing units located in the specific community and zip code of the desired housing that meet the needs of eligible, recently released incarcerated veterans.  If a veteran recently released from incarceration can obtain housing by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such housing assistance.  A grant recipient must have a standard operating procedure (SOP) in place to ensure this process is implemented and executed consistently and equitably. Temporary shelter is defined as a person living in a supervised public or privately operated shelter designed to provide temporary living arrangements. |
| Transitional Job | Refers to a vocational rehabilitation program that places people with barriers to employment, in paid entry-level job in competitive working surroundings to attain the abilities and experience required to, at some point, attain a lasting job in the community workforce. |
| Transportation | N/A |
| Work Attire/Tools/ Equipment | N/A |
| Other Supportive Service | Any other type of relevant supportive service NOT listed above. |
| Expenditures & Obligations | N/A |
| Direct Costs | All direct costs associated with the supervision and management of the program. Examples include: compensation of employees, cost of materials consumed or expended, travel, other allowable activities and items of expense incurred as allowable under 2 CFR Part 200.403.  Carry-in funds from previous years within the PoP are not to be included. Report expenditures and obligations of previous PY funds in that Year's TPR. |
| Indirect Costs | A cost that is incurred for a common or joint purpose benefitting more than one cost objective. This cost is not readily assignable to the specific cost objective.  Carry-in funds from previous years within the PoP are not to be included. Report expenditures and obligations of previous PY funds in that Year's TPR.  You must have an agreement or claim de minimis to claim indirect costs. De minimis is only for grantees who have never had a negotiated indirect cost rate agreement. Indirect (F&A) costs mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived. 2 CFR 200.414 |
| Total Actual Expenditures and Obligations - Current PY Funds | Carry-in funds from previous years within the PoP are not to be included. Report expenditures and obligations of previous PY funds in that Year's TPR. |
| Unobligated Balance of Current PY Funds | N/A |

### New Enrollment Entry

VETS created the New Enrollment Entry form to provide grantees an optional, alternative method for entering participant data into the form fields in the Participant Information, Enrollment Information, Training, and Services sections of the Participant Info form. See the [Participant Info](#_Participant_Info) table below for element names and definitions.

### Participant Info

Any fields left blank will be considered a "No" or “Not Applicable” for that participant.

| Participant Info Element Name | Definition |
| --- | --- |
| Participant Information | **N/A** |
| Participant ID | A unique ID auto-generated from grant#, name fields, age, and military enlistment date. If all fields are not populated, this cell will appear red. |
| OPTIONAL  Grantee Participant ID *Enter organizational or system identifier* | N/A |
| Participant Last Name | Enter only the first four letters of the participant's last name. If less than four letters, use "x" as a placeholder as needed until reaching four characters. |
| Participant First Initial | N/A |
| Participant Middle Initial | Enter "X" if no middle initial. |
| Date of Birth | Please input the participant's date of birth. |
| Highest Education Level  At Enrollment | Enter the Highest Education Level at the time of enrollment:  • Attained secondary school diploma   • Attained a secondary school equivalency   • Completed one of more years of postsecondary education   • Attained a postsecondary technical or vocational certificate (non-degree)   • Attained an Associate's degree   • Attained a Bachelor's degree   • Attained a degree beyond a Bachelor's degree   • No Educational Level Completed |
| Sex (Assigned at Birth) | Please indicate the participant's sex assigned at birth (e.g., what is listed on the participant's birth certificate). |
| Gender Identity | • Select Male if the participant identifies as male. • Select Female if the participant identifies as female. • Select Non-Binary if the participant identifies as a gender that is not male or female, a gender outside the binary, no gender, more than one gender, a culturally specific gender, or a gender that changes over time (e.g., non-binary, genderfluid, agender). • Select Transgender if the participant identifies with a transgender history, experience, or identity. • Select Another Gender Identity if the participant is unsure, exploring, or may not relate to or identify with a gender identity at this time. • Select Participant Did Not Identify if the participant opted not to identify a gender. |
| Sexual Orientation | • Select Straight/Heterosexual if the participant identifies as straight/heterosexual. • Select Gay or Lesbian if the participant identifies as gay, lesbian, or homosexual. • Select Bisexual if the participant identifies as bisexual. • Select Another Sexual Orientation if the participant identifies as another sexual orientation not described above or is questioning or unsure. • Select Participant Did Not Identify if the participant opted not to identify a sexual orientation. |
| Ethnicity | Select Hispanic or Latino if the participant self-identifies as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. |
| American Indian or Alaska Native | Enter Yes if the participant self-identifies with any of the original peoples of North, Central, and South America (including Central America). It includes people who identify as “American Indian” or “Alaska Native”. |
| Asian | Enter Yes if the participant self-identifies as having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. |
| Black or African American | Enter Yes if the participant self-identifies as a person that is Black or African American, having origins in any of the Black racial groups of Africa. |
| Native Hawaiian or Pacific Islander | Enter Yes if the participant self-identifies as a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| White | Enter Yes if the participant self-identifies as a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| Disability Status | Select Special Disabled if the participant is (A) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary for a disability rated at 30 percent or more, or (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 3106 of this title to have a serious employment handicap; or (B) a person who was discharged or released from active duty because of service-connected disability.​  Select Disabled if the participant is (A) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or (B) a person who was discharged or released from active duty because of a service-connected disability.​  Select “No” or leave blank if the participant does not meet any one of the conditions described above. |
| Last Branch of Military Service | Enter the Last Branch of Military Service. |
| Military Entry Date | The date the veteran entered military service as indicated in the DD214. |
| Military Discharge Date | The date the veteran was discharged from military service as indicated in the DD214. |
| Military Discharge Status | Select the participant's military discharge status. The DD 214 must have a Service Characterization of anything other than dishonorable to be considered a veteran. Value options include:   * Honorable or “Under honorable conditions" * General under Honorable Conditions * Other than Honorable (OTH) * Bad Conduct (BCD) * Entry Level (ELS) or Non-Characterized |
| Period of Military Service | Select the era that best represents when the participant served in the Armed Forces. • Gulf War Era II (Sep 2001 - present)  • Gulf War Era I (Aug 1990 - Aug 2001)  • Other Service Period: after Vietnam Era & before Gulf War Era I (May 1975 - Jul 1990)  • Vietnam Era (Aug 1964 - Apr 1975)  • Other Service Period: after Korean War & before Vietnam Era (Feb 1955 - Jul 1964)  • Korean War (Jul 1950 - Jan 1955)  • Other Service Period: after WWII & before Korean War (Jan 1947 - Jun 1950)  • World War II (Dec 1941 - Dec 1946) |
| Enrollment Information |  |
| Service Start Date | This is the oldest (first) date amongst the service/training date fields. It represents the date the participant first received qualified (i.e., not self-service, informational, or follow-up) grant-funded services or benefits. If a carry-over, enter the first date served (prior to current Program Year). |
| Co-Enrolled in American Job Center (AJC) | The participant is co-enrolled in Wagner-Peyser Act, Jobs for Veterans State Grant, and/or Workforce Innovation and Opportunity Act services via an American Job Center (AJC).   If the participant refused to be co-enrolled in AJC program, the participant's case file must include documentation of when the grantee offered to co-enroll the participant and why the participant rejected AJC services. |
| Date Received First Service with American Job Center (AJC) | Enter the date the Participant first received a Wagner-Peyser Employment Service, a Jobs for Veterans State Grant (JVSG) Disabled Veterans Outreach Program (DVOP) service, and/or any other Workforce Innovation and Opportunity Act (WIOA) service at the American Job Center (AJC). The date of first service must be within the grant's period of performance. |
| Co-Enrolled in FEMA | N/A |
| Co-Enrolled in VA's Grant and Per Diem (GPD) | N/A |
| Co-Enrolled in Supportive Services for Veteran Families (SSVF) | N/A |
| Co-Enrolled in SSVF-Shallow Subsidy | N/A |
| Co-Enrolled in Native American Housing Assistance & Self-Determination Act (NAHASDA) | N/A |
| Co-Enrolled in Veterans Affairs Supportive Housing (VASH) | Received a VA supported housing voucher through Veterans Affairs Supportive Housing (VASH) program. |
| At Risk of Homelessness | An individual may be either at risk for homelessness or homeless, but not both at once.  Select Yes if the participant, who at program entry, is at risk of homelessness within the next 60 days and meets the following criteria:   * has income below 30 percent of the median income for the geographic area; * has insufficient resources immediately available to attain housing stability; and   + has moved frequently because of economic reasons;   + is living in the home of another because of economic hardship;   + has been notified that their right to occupy their current housing or living situation will be terminated;   + lives in a hotel or motel;   + lives in severely overcrowded housing;   + is exiting an institution; or   + otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.   This also includes participants enrolled as "Veterans Transitioning from Incarceration" and "Recently Released from Incarceration".  Refer to the HVRP Participant Eligibility VPL for the full definition of "At Risk of Homelessness". |
| Homeless | Select "Yes" if the participant is homeless (to include those who found housing during the 60-day period preceding the date of enrollment). A veteran is homeless when:  • They lack fixed, regular, and adequate nighttime residence;   • They have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus, or train station, airport, or camping ground;  • They live in a supervised public or privately operated shelter designed to provide temporary living arrangements;  • They resided in a shelter or place not meant for human habitation and who is exiting an institution where they temporarily resided;  • They will imminently lose their housing, has no subsequent residence identified, and who lacks the resources or support network needed to obtain other permanent housing (see additional requirements);  • They have homeless families with children and youth defined as homeless under other federal statutes who have experienced a long period without permanent housing; have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment;   • They are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support network to obtain other permanent housing.  Refer to the HVRP Participant Eligibility VPL for the full definition of "Homelessness". |
| Episodic Homelessness | Select Yes if the veteran is homeless (not At Risk of Homelessness) and has been homeless continuously for at least one year or has experienced at least four episodes of homelessness in the last 3 years with a combined length of time homeless of at least 12 months.   Refer to the HVRP Participant Eligibility VPL for the full definition of "Episodic Homeless" |
| Homeless With Children | Select Yes if the veteran is homeless (not At Risk of Homelessness) and has children. VETS uses the definition of “child” at 38 USC 101(4). |
| Eligible Incarcerated Veteran | Select Yes if the veteran is At Risk of Homeless due to recent release from incarceration or transitioning from incarceration.  Refer to the HVRP Participant Eligibility VPL for the definition of "Veterans Transitioning from Incarceration" and "Recently Released from Incarceration" |
| Service Delivery Area (SDA) Exception | Is the participant receiving services under a Service Delivery Area (SDA) exception?  If providing services in a Federally Declared Major Disaster Area outside the grant's SDA, you must enter "SDA Exception" = Yes and comply with requirements found in VPL 05-19 Exception for the Provision of Emergency Services by HVRP Grantees Outside of their Approved SDA. |
| Service Delivery State | Select the State/Territory most applicable to the Participant at the time of enrollment. Select only those states/territories from the approved SDA for this grant unless an SDA exception is specified. |
| Service Delivery County | Enter the name of the County most applicable to the Participant at the time of enrollment. Grant Recipients may only provide services in their grant-approved SDA counties unless an SDA exception is specified. |
| Service Delivery City | Enter the name of the City most applicable to the Participant at the time of enrollment. |
| Service Delivery Zip Code  5 Digits | Input the participant's 5-digit zip code at the time of enrollment. |
| Housing Status at Enrollment | Select the participant's housing status as of the date of enrollment.  • **Unsheltered Homeless:** living in a place not designed or ordinarily used as a regular sleeping accommodation for humans.  • **Sheltered Homeless/Temporary Supportive Housing:** living in emergency shelters and transitional housing projects. Temporary Supportive Housing or Transitional Housing provides interim stability and support to successfully move to and maintain permanent housing.  • **Permanent Supportive Housing:** living in subsidized housing with supportive services for the residents to enable them to live as independently as is practicable throughout the duration of their residence. Includes HUD VASH Rapid Re-housing program.  • **Permanent Housing:** participant is the tenant on a lease for a term of at least one year that is renewable and is terminable only for cause. The lease must be renewable for terms that are a minimum of one month long. |
| Employment History: # of Weeks (non-consecutive) Unemployed within the Past 6 Months (0-26) | Enter the approximate number of weeks, within the past six months from the date of enrollment, that the participant was unemployed.   Entries must be between 1 (7 days) to a maximum of 26 (182 days). Unemployed means If the participant was unemployed for a period of less than 7 days, or not unemployed at all, enter 0. |
| Service Delivery County Living Wage - Hourly Rate (use Living Wage Calculator) | Use the [Living Wage Calculator](https://livingwage.mit.edu/) (https://livingwage.mit.edu/) to find the living wage for the participant's service delivery county. Input the living wage hourly rate shown for the county based on 1 adult and the participant's number of dependent children (min=0 to max=3).  The calculator shows the hourly rate that an individual in a household must earn to support his or herself and their family. The assumption is the sole provider is working full-time (2080 hours per year). |
| Employment History at Enrollment: # of Weeks (non-consecutive) Employed Below County Living Wage within the Past 6 Months (0-26) | Enter the approximate number of weeks, within the past six months from the date of enrollment, that the participant was earning an hourly wage below the living wage for the participant’s service delivery county.   Entries must be between 1 (7 days) to a maximum of 26 (182 days). If the participant was earning an hourly wage below the county living wage for a period of less than 7 days, or not at all, enter 0. |
| Training |  |
| Date of First Training | Enter the date the individual first received training. |
| Apprenticeship: Date Last Provided | Enter the date the Participant last received Apprenticeship training. |
| Apprenticeship: # of Hours Provided this Quarter | Select the range of Apprenticeship training hours the Participant received in this reporting quarter. Round to the nearest whole hour. |
| Career Technical Training: Date Last Provided | Enter the date the Participant last received Career Technical training.  Career Technical Training is any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills through courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training. |
| Career Technical Training: # of Hours Provided this Quarter | Select the range of Career Technical training hours the Participant received in this reporting quarter. Round to the nearest whole hour. |
| Customized Training: Date Last Provided | Enter the date the Participant last received Customized training.  A training program designed to meet the requirements of an employer who has entered into an agreement with a local workforce development area to hire individuals trained to the employer’s specifications. The training may occur at the employer’s site or may be provided by a training vendor to meet the employer’s requirements. Such training usually requires a commitment from the employer to hire a specific number of trainees who satisfactorily complete the training. |
| Customized Training: # of Hours Provided this Quarter | Select the range of Customized training hours the Participant received in this reporting quarter. Round to the nearest whole hour. |
| Entrepreneurial Training: Date Last Provided | Enter the date the Participant last received Entrepreneurial training.  Training that provides an individual with the knowledge and skills to start and grow a business. |
| Entrepreneurial Training: # of Hours Provided this Quarter | Select the range of Entrepreneurial training hours the Participant received in this reporting quarter. Round to the nearest whole hour. |
| Occupational Skills Training: Date Last Provided | Enter the date the participant last received Occupational Skills Training. Includes both vocational education that provides individuals with the technical skills and information required to perform a specific job or group of jobs, and unpaid on-the-job training. |
| Occupational Skills Training: # of Hours Provided this Quarter | Select the range of Occupational Skills training hours the Participant received in this reporting quarter. Round to the nearest whole hour. |
| On-the-Job Training (OJT): Date Last Provided | Enter the date the Participant last received On-the-Job (OJT) training.  OJT is training by an employer that is provided to a paid participant and (a) provides knowledge or skills essential to performance of the job; and/or (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant. This includes costs of providing the training and additional supervision related to the participant and takes into account the content of the training, the prior work experience of the participant, and the service strategy of the participant. In the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful completion of the training. |
| OJT Training: # of Hours Provided this Quarter | Select the range of OJT training hours the Participant received in this reporting quarter. Round to the nearest whole hour. |
| Other Training: Date Last Provided | Enter the date the Participant last received Other training. Other Training refers to any type of relevant employment-based training service NOT listed above. Grant recipients provide training that is targeted to the specific industries, occupations, and skills that are in demand locally. Job driven training must enable a participant to become employable or seek a higher grade of employment. Training services can be provided through the local American Job Center, in-house, or through partners in the community, including VA Compensated Work Therapy (CWT). |
| Other Training: # of Hours Provided this Quarter | Select the range of Other training hours the Participant received in this reporting quarter. Round to the nearest whole hour. |
| Services | N/A |
| Accommodations for Persons with Disabilities: Date Last Provided | N/A |
| Child/Dependent Care: Date Last Provided | N/A |
| Drug & Alcohol Counseling: Date Last Provided | N/A |
| Educational Supplies & Fees: Date Last Provided | N/A |
| Employment Adjustment Services: Date Last Provided | Services designed to help a newly-employed veteran adjust to his or her new job and are considered part of the veteran employment plan. A career counselor or job coach typically provides these services during the first month or so of employment. He or she offers guidance on any issues the newly employed individual encounters, including areas such as the following: • Counseling to help the newly hired veteran adjust to new routines, schedules, and work environments; • Building relationships with co-workers; • Enhancing customer service skills; • Understanding and adapting to the company’s culture; and • Counseling to help the newly-employed veteran work through the job situations that she or he finds most troublesome. |
| Financial Counseling: Date Last Provided | Financial counseling may include: (i) supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions; (ii) supporting the ability to manage spending, credit, and debt, including credit card debt, effectively; (iii) increasing awareness of the availability, usage and significance of credit reports and scores in obtaining credit, and their effect on credit terms; (iv) supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and (v) supporting activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials. |
| Health Care Service: Date Last Provided | N/A |
| Job Readiness Training: Date Last Provided | Job Readiness Training prepares participants to seek or obtain employment, and to keep a job once hired. Training/instruction could be: Preparing a cover or thank you letter; Work-focused career exploration; Training in effective job seeking; or, Instruction in soft skills and workplace expectations, such as: Behavior on the job; Getting along with co-workers/boss; Being reliable and on-time; Filling out paperwork (for example, timesheets); Appropriate attire. |
| Job Search Assistance: Date Last Provided | An activity focusing on building practical skills, identifying and initiating employer contact, and conducting successful interviews with employers. Various approaches may include job club participation, identifying personal strengths and goals, résumé application preparation, interviewing techniques, and receiving labor market information. Job search assistance is often self-service activities where individuals obtain information about job openings. |
| Legal Aid Services: Date Last Provided | N/A |
| Temporary Shelter: Date Last Provided | A person living in a supervised public or privately operated shelter designed to provide temporary living arrangements. |
| Transitional Job: Date Last Provided | Refers to a vocational rehabilitation program that places people with barriers to employment, in paid entry-level job in competitive working surroundings to attain the abilities and experience required to, at some point, attain a lasting job in the community workforce. |
| Transportation: Date Last Provided | N/A |
| Work Attire/Tools/ Equipment: Date Last Provided | N/A |
| Other Service: Date Last Provided | Other Service refers to any other type of relevant supportive service NOT listed in this document. |
| Exit | **N/A** |
| Service End Date | The date represents the final date the participant received services that are not self-service, information-only, or follow up services. |
| Housing Status at Exit | Select the participant's housing status at exit (Service End Date).  • **Unsheltered Homeless:** living in a place not designed or ordinarily used as a regular sleeping accommodation for humans.  • **Sheltered Homeless/Temporary Supportive Housing:** living in emergency shelters and transitional housing projects. Temporary Supportive Housing or Transitional Housing provides interim stability and support to successfully move to and maintain permanent housing.  • **Permanent Supportive Housing:** living in subsidized housing with supportive services for the residents to enable them to live as independently as is practicable throughout the duration of their residence. Includes HUD VASH Rapid Re-housing program.  • **Permanent Housing**: participant is the tenant on a lease for a term of at least one year that is renewable and is terminable only for cause. The lease must be renewable for terms that are a minimum of one month long. |
| Placement | **N/A** |
| Occupation of Placement | Select the most appropriate category for the employment placement:  • Administrative (office, finance, legal, or business-related jobs)  • Customer Service (sales, retail, cashiers)  • Driver (includes long-haul and local delivery)  • Education (teachers, para-educators, education administration)  • Food Service  • Healthcare (medical assistant, nurse, technician)  • Information Technology (programmer, developers, computer operator)  • Vocational/Technical (construction, production, installation, repair, farming, fishing)  • Other   • Participant Not Placed into Employment |
| Hourly Wage at Placement | If the Participant is employed, enter the Hourly Wage at the time of placement. Leave blank if Participant was Not Placed into Employment. |
| Employment Placement Type | Select the most appropriate employment type for the placement:  • Full-Time (average of ≥ 30 hours per week)  • Part-Time (average of < 30 hours per week)  • Gig work (1099/ non-W2 work; hours on-demand)  Leave blank if Participant was Not Placed into Employment. |
| Follow-Up | **N/A** |
| Date Last Provided Follow-Up Service | Grant recipients will provide post-exit follow-up services to participants enrolled and placed during the current period of performance (PoP), for four quarters after exit, to increase the participant’s success in employment retention. The following are examples of follow-up services:  • Additional career planning;  • Contacting the employer;  • Assisting with work-related problems;  • Peer support groups;  • Informational mailings;  • Co-enrolled partner services for job retention;  • Follow-up tracking services; and  • Provision of post-exit support services for job retention. Examples may include referrals for supportive services, incentives, work clothing, transportation assistance, etc. |
| Total # of Hours Worked in 1st Quarter After Exit | Enter the total number of hours worked for the 13 weeks of the reporting quarter. 520 hours= full-time employment the entire quarter. |
| Total # of Hours Worked in 2nd Quarter After Exit | Enter the total number of hours worked for the 13 weeks of the reporting quarter. 520 hours= full-time employment the entire quarter. |
| Occupation 2nd Quarter After Exit | Select the most appropriate category for the type of employment in the 2nd quarter after exit:  • Administrative (office, finance, legal, or business-related jobs)  • Customer Service (sales, retail, cashiers)  • Driver (includes long-haul and local delivery)  • Education (teachers, para-educators, education administration)  • Food Service  • Healthcare (medical assistant, nurse, technician)  • Information Technology (programmer, developers, computer operator)  • Vocational/Technical (construction, production, installation, repair, farming, fishing)  • Other   • Participant Not Employed |
| Hourly Wage in 2nd Quarter After Exit | If the Participant is employed, enter the Hourly Wage in the 2nd quarter after exit. Leave blank if Participant was Not Placed into Employment. |
| Total # of Hours Worked in 3rd Quarter After Exit | Enter the total number of hours worked for the 13 weeks of the reporting quarter. 520 hours= full-time employment the entire quarter. |
| Hourly Wage in 3rd Quarter After Exit | If the Participant is employed, enter the Hourly Wage in the 3rd quarter after exit. Leave blank if Participant was Not Placed into Employment. |
| Total # of Hours Worked in 4th Quarter After Exit | Enter the total number of hours worked for the 13 weeks of the reporting quarter. 520 hours= full-time employment the entire quarter. |
| Occupation 4th Quarter After Exit | Select the most appropriate category for the type of employment in the 4th quarter after exit:  • Administrative (office, finance, legal, or business-related jobs)  • Customer Service (sales, retail, cashiers)  • Driver (includes long-haul and local delivery)  • Education (teachers, para-educators, education administration)  • Food Service  • Healthcare (medical assistant, nurse, technician)  • Information Technology (programmer, developers, computer operator)  • Vocational/Technical (construction, production, installation, repair, farming, fishing)  • Other   • Participant Not Employed |
| Hourly Wage in 4th Quarter After Exit | Enter the total number of hours worked for the 13 weeks of the reporting quarter. 520 hours= full-time employment the entire quarter. |
| Miscellaneous Calculated Columns | **N/A** |
| Placed in Employment | Indicates if a Participant was Placed into Employment (1=Yes; blank=No). |
| Enrollment Quarter | Indicates the Participant's enrollment quarter based on the Service Start Date |
| Carryover | An HVRP participant whose enrollment continued or "carried over" into the following program year. Any individual who is showing as not exiting the grantee’s program by the last day of the program year must continue to receive services to be (1) carried over to the next program year; or (2) exited from the grantee’s program. |
| Exit Date | This will populate with the Last Service Date once 90 days have elapsed since that date. |
| Exit Quarter | N/A |
| LGBTQIA+ | The participant identified a sex (assigned at birth), gender identity, and/or sexual orientation that aligns with LGBTQIA+. |
| Multiracial | N/A |
| Age At Enrollment | N/A |
| Last Military Service | N/A |
| Eligible for VA Health Care & Benefits (based on Military Discharge Status) | Indicates if a Participant is eligible to receive VA health care and benefits (based on military discharge status. (Yes = Honorable or General; No = Other than Honorable, Bad Conduct, or Entry Level or Non-Characterized). |
| Date First Provided Training Service | N/A |
| Date Last Provided Training Service | N/A |
| Earnings in 2nd Quarter After Exit | 2nd Qtr Hours \* 2 Qtr Hourly Wage |
| Earnings for 3rd Quarter After Exit | 3rd Qtr Hours \* 3rd Qtr Hourly Wage |

### Demographics Summary and Goals v. Actual

There are no comments or user inputs on the Demographics Summary or Goals v. Actuals forms. All cells populate from the table on the Participant Info form (sum, count, or average formulas applied to “tblParticipants” data).