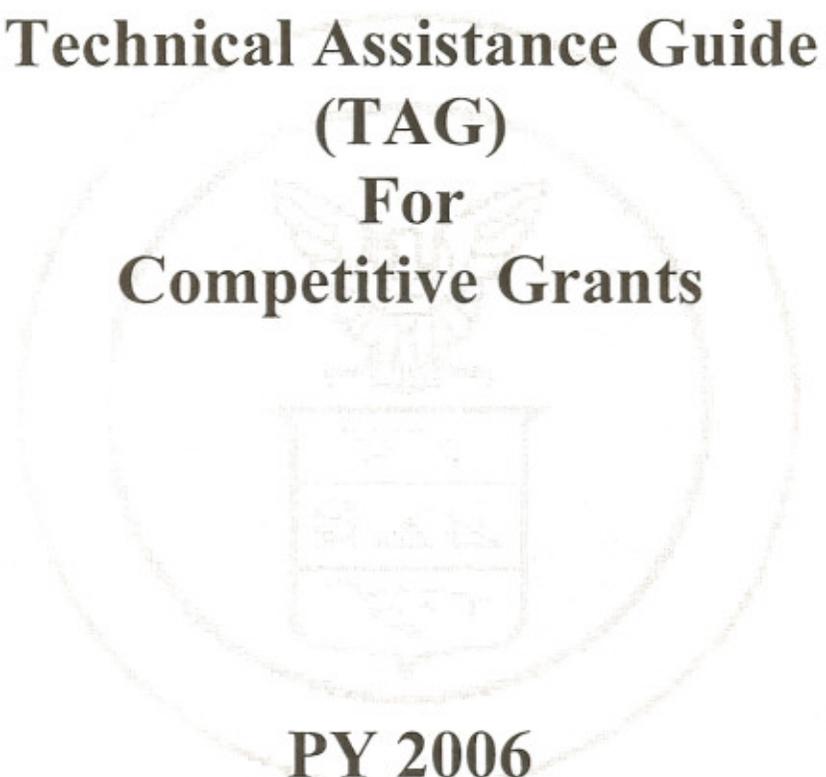


**Common Measures  
Technical Assistance Guide  
(TAG)  
For  
Competitive Grants**

A faint, circular seal of the U.S. Department of Education is centered on the page. It features an eagle with wings spread, perched atop a shield. The shield is divided into three horizontal sections, each containing a different symbol. The entire seal is rendered in a light, dotted or watermark-like style.

**PY 2006**

# **Common Measures Technical Assistance Guide (TAG) for Competitive Grants**

## **Introduction**

In the summer of 2001, the President's Management Agenda announced an aggressive strategy for improving the overall management of the Federal government. One area addressed was the integration of common measures to evaluate the effectiveness of similar programs across different executive departmental level agencies.

As a result, VETS first introduced common measures reporting requirements in the HVRP and VWIP 2006 Solicitations for Grant Applications. In August 2006, Common Measures training was provided to all HVRP and VWIP grantees and all attending VETS staff during several sessions held at the 2006 Competitive Grantees Training Conference (see Attachment A).

VETS has indicated that Program Year (PY) 2006, for the performance period July 1, 2006 thru June 30, 2007, is the year-long "hold harmless" transitional period in order to integrate common measures definitions, methodologies, and reporting requirements into all the HVRP and VWIP competitive grants reporting systems by no later than June 30, 2007. Please keep in mind that while PY 2006 is the hold "harmless" transitional year grantees are still expected to perform according to their proposed and approved planned levels.

During PY 2006, it is the intent of VETS to retain pertinent current performance measures that are needed to demonstrate HVRP and VWIP historical outcomes for reporting purposes as mandated by the appropriate authorizing legislation.

As directed, common measures must be fully implemented and "officially" reported to Congress by VETS and all it's HVRP and VWIP competitive grantees for the performance period July 1, 2007 thru June 30, 2008, and thereafter until rescinded.

Implementing Common Measure benefits the Competitive Grants in many ways:

- ✓ First, Common Measures established a consistent methodology across all federal programs that will allow us to highlight our comparable successes. We have had a history of success, especially with HVRP, which has lead to incremental increases in funding allocations. We are very fortunate that recently enacted legislation maintained the HVRP authorization level at \$50 million.

- ✓ Second, while we implement Common Measures, we will also maintain some of the pertinent “old” measures that will allow us to continue to analyze trend data and compare future results against current performance. This also enables the program to explain any declines in future performance that may result from Common Measure implementation.
  
- ✓ Finally, we expect that once common measures are fully incorporated into all HVRP and VWIP competitive grants, that the actual grantee performance levels for 90- and 180-day retention in employment will increase as we are only counting those participants that have completed employment for the 90- to 180-day timeframes for retention purposes (vs. all eligible participants that were placed during the quarter). This will add additional creditability to our claim of lasting program success.

#### A. Key Concepts and Definitions

To understand the reporting requirements of common measures, it is first important to understand the new concepts and definitions being introduced. Below are the major definitions that will impact grantee performance reports:

1. **Participant**: An individual who is determined to be eligible to participate in the program and who receives a service funded by the program. A Participant is equivalent to an Enrollee in HVRP and VWIP.
  
2. **Placement Into Employment**: Eligible Participants who are placed into employment or otherwise obtain employment as a result of grantee services. Grantees are allowed to report and take credit for one (1) placement per enrolled eligible participant per Program Year. Placement was previously called Entered Employment but that term now is defined differently under Common Measures.

*Remember: We will continue to track Placements to preserve consistency with prior year reporting and performance results and while you must report only one placement per enrolled eligible participant 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.*

3. **Exiter (Common Measures)** A participant who is *placed or dropped* during a quarter **and** has not received services for 90 days and is not scheduled to receive future services. The following services do **not** count as “future services”:
  - Additional Career Planning
  - Contacting the Employer
  - Assisting with Work-Related Problems

- Peer Support Groups
- Informational Mailings, and
- Referral to Supportive Services.

Once a Participant Placed into Employment 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 a delay before the beginning of training, a serious health/medical 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 grantee's period of performance.

*Remember, retention services, while extremely important, are not considered "active" or pre-employment services which delay a Participant exit.*

The general rule is that all Participants are to be exited by the end of 4<sup>th</sup> quarter of each Program Year. For those participants who were exited because of the conclusion of the Program Year, and the participant was still actively seeking services, (i.e. they were not placed, were not terminated and did not drop out), the grantee and participant may choose to **re-enroll** in the next Program Year, depending if the participant is still seeking services.

4. **Exit Quarter:** The Exit Quarter is identified **retroactively** as the quarter during which the Participant received the last service. For Example: A Participant's last date of service is during the 1st grant quarter. During the 2nd quarter it is determined that he/she qualifies as an **Exiter**, so the **Exit Quarter** is the 1st quarter but it is **reported** during the 2nd quarter. *Remember: Quarters are critical when understanding Common Measures!* The first quarter that Exiters will be reported is in the 2<sup>nd</sup> quarter (for those who exited during the 1<sup>st</sup> quarter).
5. **Entered Employment:** The status of Participants who are employed (earning wages) in the first quarter **after** the Exit Quarter. This is the most significant definitional change for HVRP and VWIP under Common Measures because it measures Entered Employment at the point in time when HVRP and VWIP previously measured 90-Day Retention. The first quarter that Entered Employments may be reported is in the 2<sup>nd</sup> quarter.
6. **Entered Employment Quarter:** The Entered Employment Quarter is the quarter **after** the Exit Quarter. By extending the point of measurement for Entered Employment by one quarter the Common Measures also extend by one quarter the points of measurement for 90-Day and 180-Day Employment Retention.

The *Entered Employment Rate* equals the *Number Employed in the Entered Employment Quarter* divided by *Number of Exiters during the Exit Quarter*. "Exit" is retroactive to the previous quarter. For quarterly reporting, the Entered Employment Rate is the percentage of those employed in the current quarter out of those who exited during the prior quarter. *Remember: ALL data will be automatically calculated from the spreadsheet provided until VOPAR has been updated for common measures purposes.*

7. **Employment Retention:** Employment (any earned wages) in **both** quarters after the Entered Employment Quarter. It does not have to be the same employer or continuous employment, but the Participant must have had some earned wages in **both** quarters after the Entered Employment Quarter. A point in time follow-up must be made and documented in the case management file as to how many hours the person is working each week and what is their current hourly wage. This information is entered into the spreadsheet provided.

*The Employment Retention Rate equals the Number Employed in Both Quarters after the Entered Employment Quarter divided by Number who Entered Employment in the Entered Employment Quarter. Remember: ALL data will be automatically calculated from the spreadsheet provided until VOPAR has been updated for common measures purposes.*

8. **Average Earnings:** This is based on all earnings during the two quarters after the Entered Employment Quarter. It includes only those Participants who meet the Employment Retention criteria. A Participant who Entered Employment but did not meet the Employment Retention criteria should **not** be included in the Average Earnings.

*The Average Earnings equals the Total Earnings for those Participants who are Employed in Both of the Employment Retention/Average Earnings Quarters divided by The Number of Participants who are employed in both of the Employment/ Average Earnings Quarters. Remember: Grantees must verify and document Participant wages in the appropriate participant case management files. ALL data will be automatically calculated from the spreadsheet provided until VOPAR can be modified.*

The following are *approved methods* of gathering and reporting Average Earnings:

- a) Approved Supplemental Data sources include:
  - Participant pay stubs;
  - Employer confirmation of employment letters; and
  - Documentation of grantee phone conversation(s) confirming employment with participant and/or employer.
- b) The Wage Record Interchange System (WRIS) and administrative records from the U.S. Office of Personnel Management (OPM), the Department of Defense (DOD) or the U.S. Postal Service also may be used, and
- c) For HVRP/VWIP grantees, collecting and maintaining quarterly “pay stubs” from Exiters is a suggested standard procedure to implement.

The following *standard requirements*, no matter which of the approved methods are applied include:

- a) All data sources and methods used must be documented and are subject to an audit.
  - b) A point in time follow-up must be made and documented in the case management file during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters following the exit quarter, and
  - c) Documentation as to how many hours the person is working a week and what their current hourly wage is must be entered into the spreadsheet provided with supporting documentation entered into their case management file.
9. **Employment Retention and Average Earnings Quarters:** The Employment Retention and Average Earnings Quarters are the two quarters after the Entered Employment Quarter. Those two quarters provide the basis for measuring both Employment Retention and Average Earnings.

**B. The NEW Recommended Format for Common Measures Performance Goals and Reporting Requirements**

Common Measures require additional information to be gathered for reporting purposes. The new Recommended Format for Common Measures Performance Goals and Reporting Requirements have been established to assist grantees in providing this required information. The following changes are provided to assist you in transitioning to common measures reporting.

1. **Changes to Performance Reporting:**

- a) **All data is entered non-cumulatively.** Only enter “actual” performance data for each quarter. A total column is shown on the far right to cumulate the figures.
- b) **When entering data, if a figure shows up in red with a line through it, the data is incorrect and you will need to review the directions and/or seek assistance from your DVET/GOTR for clarification.**
- c) **Similar Data:** The first 5 rows in the goals chart are the same as before; # of Assessments, # of Participants Enrolled, # Placed in Transitional or Permanent Housing, # Referred to VA for Benefits, and # Placed into Employment and must be data entered.
- d) **Automated Calculations:** All calculations in the shaded areas of the spreadsheet will automatically be calculated and generated from the spreadsheet(s) data. In order for the National roll-up to work properly, please do not alter the excel spreadsheet format or formulas. If the spreadsheet reports are altered and will not properly roll-up, they will be returned for revisions.
- e) **Enter Exiters:** The number of EXITERS must be entered beginning the 2<sup>nd</sup> quarter.

f) **Shaded Areas:** The areas in grey will automatically be generated from the spreadsheets TAB A-D. Again, in order for the National roll-up to work properly, please do not alter the excel spreadsheet format or formulas. If the spreadsheet reports are altered and will not properly roll-up, they will be returned for revisions.

g) **Unduplicated Count Fields:**

- Training Activities will be reported in an UN-DUPLICATED count. Below that, there is a breakdown of what type of training was provided. This count may be duplicated depending upon the types of training provided to each participant. *Please note that 80% of all participants MUST have received some form of training listed.* Many training activity categories were deleted from the previous report to simplify training activities. If not listed, place that count in the "Other Training" category.
- Supportive Services are reported in an UN-DUPLICATED count. Each participant will only be counted once for each of the services. This means you count them once in the Job Search Assistance and once in the Tools/Fees, and once in the Other Supportive Services, etc. It does **not** mean that you can only give them one service in the group nor only provide them that service once. You may provide them these services multiple times and continually. It **does** mean that you only annotate that they did get the service listed once. The total for each supportive service line item on the right side of the form may not be higher than the total number of Participants.

### C. Instructions for filling out the NEW Recommended Format for Common Measures Performance Goals and Quarterly Reports.

Please note the following:

- ✓ *All areas in GREY are locked and are self-populating fields. They will automatically draw the data from the other spreadsheets and entered data.*
- ✓ *All figures are entered NON-Cumulatively by quarter. Please refer to the glossary of terms for bolded terms.*

#### 1. **Basic Elements:**

- Enter Grantee's Name
- Period of Performance
- Grant #

#### 2. **Quarterly Elements:** To be performed EACH Quarter.

- Performance Goals
- Enter # of **Assessments**

- Enter # of **Participants Enrolled**
- Enter # **Placed in Trans. Or Perm. Housing**
- Enter # **Referred to VA for Benefits**
- Enter # **Placed into Employment**

3. **Exit Elements:** For Quarters 2-5 enter the # of Exiters.

*Remember: The Exit quarter is retroactive to the date of last service, but reported at the end of the next quarter. (i.e. the last service was in 1<sup>st</sup> Qtr, the EXIT QUARTER is the 1<sup>st</sup> Qtr; however, the Number of Exiters is reported in the 2<sup>nd</sup> quarter.)*

4. **Training Activities and Supportive Services:** The following must be performed for training activities and supportive services:

- a) Enter the **UNDUPLICATED** count of Participants Trained (for that quarter). Please note that the TOTAL column will show a running total and the Unduplicated Count of All Participants Trained can not be higher than the number of total Participants Enrolled.

*Remember: At the end of the program year, training activities MUST be 80% or above the total number of Participants Enrolled. If not, a Corrective Action Plan (CAP) must be developed by the grantee and submitted to their respective DVET/GOTR for approval.*

- b) Enter in the breakdown of all training activities; this is **not** an unduplicated count. (Example, if one person received Class-Room-Training, On-The-Job Training, and Life Skills and Other Training, it will be reflected in all three blocks)
- c) Enter Supportive Services. This is an **unduplicated count** for each service. (Example, if you provided job search assistance 5 times for a participant, you only count it once).

5. **Planned Expenditures:** Enter in the NON-Cumulative dollars spent for each section for that quarter only. You will see the cumulative amount listed in the Total Column.

*Remember: You need to obligate 100% of all funds by the end of the 4<sup>th</sup> Quarter or June 30<sup>th</sup> and "liquidate" or "zero out" all unliquidated obligations within 90 days or September 30<sup>th</sup> for the final report. Don't forget to obligate enough funds for all follow-up activities.*

#### D. Quarterly Spreadsheets

The following general rules and instructions are related to the NEW Recommended Format for Common Measures Goals and Quarterly Reporting:.

1. **Exiters:** Starting with the 2<sup>nd</sup> Quarter, you will track participants who have EXITED the program. You will have 1 entry for each participant who exited as shown on your Goals Chart. You can determine how you would like to identify these participants either by their designated participant #, their name, or a combination of both.
2. **Automated Calculations:** The Spreadsheets calculate many of the areas “grayed out” on the Goals Chart. The TABS are based on the Average Earnings for the 4<sup>th</sup> through 7<sup>th</sup> quarters. However, you will begin the data input during the 2<sup>nd</sup> quarter.

*Remember: ENTERED EMPLOYMENT, 90-DAY RETENTION, EMPLOYMENT RETENTION (180-DAYS), AND AVERAGE EARNINGS along with the RATES, will be automatically calculated for you if you input the data correctly/completely.*

3. **Maximum # of Participants:** There is room for 100 participants per quarter to exit in the spreadsheets. IF your grantee exits more than 100 participants during a quarter, please contact your DVET/GOTR so that they can request an adjustment to the spreadsheet to accommodate the large population of exiters. PLEASE do not adjust or edit the spreadsheet formats as they are specifically programmed.
4. **Re-Enrollments:** If a participant exits and then returns at a later date, the participant will be re-enrolled into the program, starting the clock over.
5. **Average Earnings Calculations:** Only those participants that are receiving wages during all three quarters after the exit quarter will be counted.

#### E. Example Scenarios

Refer to the following to assist in illustrating certain Common Measure concepts:

1. **What if you record a placement, but the participant does not remain employed for 90 days?**

Answer:

*a. If participant returns for services, grantee should continue serving participant without exiting them;*

*b. If participant does not return within 90 days, grantee should exit participant. In both cases, the grantee takes credit for the placement, but not for an entered employment.*

2. **What if a participant remains employed for the 90 days, but loses their job afterwards?**

Answer: *The participant will be exited from the program; grantee will be given credit*

*for the entered employment.*

*a. If the participant gains additional employment during the second **and** third quarter after exit, then the grantee takes credit for employment retention. The employment does not have to be continuous or the same employer;*

*b. If the participant does not retain additional employment and returns for additional service, grantee must reenroll the individual and re-start the process;*

*c. If participant does not retain employment and never returns for services, then they are counted as an exiter and as an entered employment, but not as an employment retention.*

**3. When do we exit a participant?**

Answer:

1. *When a participant is placed and remains employed for 90 days;*
2. *If a participant is placed, loses his position, but does not return for additional pre-employment services for 90 days;*
3. *If a participant does not return for services for 90 days.*

**NOTE – Providing Post-Employment/Retention services does not prevent a participant from being exited.**

**F. Specific Quarterly Reporting Spreadsheet Instructions**

The following instructions provide a step-by-step process of filling in the new Recommended Format for Common Measures Performance Goals and Quarterly Reporting:

**1. 1<sup>st</sup> Quarter Requirement**

- a) Enter the following on the Quarterly Reporting Spreadsheet:
  - (1) # of Assessments
  - (2) # of Participants Enrolled
  - (3) # Placed in Trans. Or Perm Housing
  - (4) # Referred to VA for Benefits
  - (5) # Placed into Employment
  - (6) # of Training Activities
  - (7) # of Supportive Services
  - (8) Expenditures

**2. 2<sup>nd</sup> Quarter Requirement**

- a) Enter the following on the Quarterly Reporting Spreadsheets:
  - (1) # of Assessments
  - (2) # of Participants Enrolled

- (3) # Placed in Trans. Or Perm Housing
- (4) # Referred to VA for Benefits
- (5) # Placed into Employment
- (6) # of Exiters \* retroactive from previous quarter
- (7) # of Training Activities
- (8) # of Supportive Services
- (9) Expenditures

b) TAB A

- (1) Fill in the Participant # and/or Name of those that had an exit event during the 1<sup>st</sup> Qtr.
- (2) Mark a 1 for YES and a 0 for NO in the column titled "Employed 1<sup>st</sup> qtr after exit)

3. 3<sup>rd</sup> Quarter Requirement

a) Enter the following on the Quarterly Reporting Spreadsheets:

- (1) # of Assessments
- (2) # of Participants Enrolled
- (3) # Placed in Trans. Or Perm Housing
- (4) # Referred to VA for Benefits
- (5) # Number Placed into Employment
- (6) # of Exiters \* retroactive from previous quarter
- (7) # of Training Activities
- (8) # of Supportive Services
- (9) Expenditures

b) TAB A

- (1) Perform follow-up activities and determine if participants are still employed.
- (2) Mark a 1 for YES and a 0 for NO into the column titled "Employed 2<sup>nd</sup> qtr after exit (90 days)"
- (3) IF YES, collect and report information on how many "**Hours Worked** in a Week" AND their "**Hourly Wage** earned that week" and input that data into the table.

c) TAB B

- (1) Fill in the Participant # and/or Name of those that had an exit event during the 2<sup>nd</sup> Quarter.
- (2) Mark a 1 for YES and a 0 for NO into the column titled "Employed 1<sup>st</sup> qtr after exit"

4. 4<sup>th</sup> Quarter Requirement

a) Enter the following on the Quarterly Reporting Spreadsheets:

- (1) # of Assessments
- (2) # of Participants Enrolled
- (3) # of Placed in Trans. Or Perm Housing
- (4) # Referred to VA for Benefits
- (5) # Placed into Employment
- (6) # of Exiters \* retroactive from previous quarter

- (7) # of Training Activities
  - (8) # of Supportive Services
  - (9) Expenditures
- b) TAB A
- (1) Perform follow-up activities and determine if participants are still employed.
  - (2) Mark a 1 for YES and a 0 for NO into the column titled “Employed 3rd qtr after exit (**Employment Retention**)”
  - (3) IF YES, collect and report information on how many “**Hours Worked** in a Week” AND their “**Hourly Wage** earned that week” and input that data into the table. (THIS is the FINAL Entry for this sheet)
- c) TAB B
- (1) Perform follow-up activities to determine if participants are still employed.
  - (2) Mark a 1 for YES and a 0 for NO into the column titled “Employed 2<sup>nd</sup> qtr after exit (90 days)”
  - (3) IF YES, collect and report information on “**Hours Worked** in a Week” AND their “**Hourly Wage** earned that week” and input that data into the table.
- d) TAB C
- (1) Fill in the Participant # and/or Name of those that had an exit event during the 3<sup>rd</sup> Quarter.
  - (2) Mark a 1 for YES and a 0 for NO into the column titled “Employed 1<sup>st</sup> quarter after exit”

5. 5<sup>th</sup> Quarter Requirement

- a) Enter the following on the Quarterly Reporting Spreadsheets:
- (1) Exiters \*retroactive from previous quarter
- b) TAB B
- (1) Perform follow-up activities to determine if participants are still employed.
  - (2) Mark a 1 for YES and a 0 for NO into the column titled “Employed 3rd qtr after exit (**Employment Retention**)”
  - (3) IF YES, collect and report on how many “**Hours Worked** in a Week” AND their “**Hourly Wage** earned that week” and input that data into the table. (THIS is the FINAL Entry for this sheet)
- c) TAB C
- (1) Perform follow-up activities to determine if participants are still employed.
  - (2) Mark a 1 for YES and a 0 for NO into the column titled “Employed 2<sup>nd</sup> qtr after exit (90 days)”
  - (3) IF YES, collect and report on how many “**Hours Worked** in a Week” AND their “**Hourly Wage** earned that week” and input that data into the table.
- d) TAB D

- (1) Fill in the Participant # and/or Name of those that had an exit event during the 4<sup>th</sup> Quarter.
- (2) Mark a 1 for YES and a 0 for NO into the column titled "Employed 1<sup>st</sup> qtr after exit"

6. **6<sup>th</sup> Quarter Requirement**

Enter the following on the Quarterly Reporting Spreadsheets:

a) **TAB C**

- (1) Perform follow-up activities to determine if participant is still employed.
- (2) Mark a 1 for YES and a 0 for NO into the column titled "Employed 3rd qtr after exit (**Employment Retention**)"
- (3) IF YES, collect and report on how many "**Hours Worked** in a Week" AND their "**Hourly Wage** earned that week" and input that data into the table. (THIS is the FINAL Entry for this sheet)

b) **TAB D**

- (1) Perform follow-up activities to determine if participant is still employed.
- (2) Mark a 1 for YES and a 0 for NO into the column titled "Employed 2<sup>nd</sup> qtr after exit (90 days)"
- (3) IF YES, collect and report on how many "**Hours Worked** in a Week" AND their "**Hourly Wage** earned that week" and input that data into the table.

7. **7<sup>th</sup> Quarter Requirement**

Enter the following on the Quarterly Reporting Spreadsheets:

a) **TAB D**

- (1) Perform follow-up activities to determine if participant is still employed.
- (2) Mark a 1 for YES and a 0 for NO into the column titled "Employed 3rd qtr after exit (**Employment Retention**)"
- (3) IF YES, collect and report on how many "**Hours Worked** in a Week" AND their "**Hourly Wage** earned that week" and input that data into the table. (THIS is the FINAL Entry for this sheet)

**Note: Please see attached Recommended Format for Common Measures Quarterly Goals and Quarterly Reporting Spreadsheets and review the Comparison Matrix on the last page.**

Revised: 1/10/06

## Comparison Matrix

<i>This Year</i>	<i>Previous Years</i>
<ul style="list-style-type: none"> <li>• <b>Participants Enrolled</b> <i>Must be entered</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Participants Enrolled</b> <i>No Change</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Placed into Employment</b> <i>Must be entered</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Placed into Employment</b> <i>No Change</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Exiters</b> <i>Must be entered</i> <i>Those w/o service for 90 days</i></li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Entered Employment</b> <i>Auto Calculated</i> <i># Employed After Exit Qtr.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b># Retaining Jobs for 90 Days</b> <i>New title, same principle</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>90 Day Retention</b> <i>Auto Calculated</i> <i># Employed 1<sup>st</sup> &amp; 2<sup>nd</sup> Qtr. After Exit Qtr.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Number Retaining Jobs 180 Days</b> <i>New title, same principle</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Employment Retention</b> <i>Auto Calculated</i> <i># Employed 1<sup>st</sup> 2<sup>nd</sup>, &amp; 3<sup>rd</sup> Qtr. After Exit Qtr.</i></li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Average Hourly Wages</b> <i>Auto Calculated</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Average Hourly Wages</b> <i>No Change</i></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Average Earnings</b> <i>Auto-calculated</i> <i>Based on 2<sup>ND</sup> &amp; 3<sup>RD</sup> QTR earnings</i></li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>