

U.S. Department of Labor
Veterans' Employment and Training Service

Competitive Grants Technical Performance Report and Technical Performance Narrative Desk Guide

Revised December 2023



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BACKGROUND

Grant recipients operating the Homeless Veterans’ Reintegration Program (HVRP), Incarcerated Veterans’ Transition Program (IVTP), or the Homeless Women Veterans’ and Veterans’ with Children Program (HWVWC), referred to collectively as HVRP, must report quarterly on measurable outcomes to demonstrate their performance ([2 C.F.R. § 200.329\(c\)](#), HVRP grant terms and conditions). This desk guide provides useful and necessary information regarding the quarterly Technical Performance Report (TPR) and Technical Performance Narrative (TPN) for grant personnel as well as the Veterans’ Employment and Training Service (VETS) staff members who are responsible for grant oversight and monitoring.

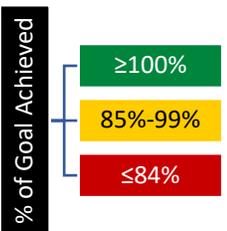
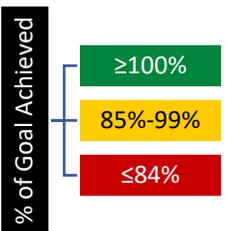
DEFINITIONS

See the HVRP Definitions and Terms and Field Definitions Reference Guide on the [HVRP website](#).

PERFORMANCE INDICATORS

Each grant recipient must report on eight performance indicators on a quarterly basis. Performance on each of the performance indicators falls into one of the following three categories:

Table 1. Performance Indicator Scoring Thresholds

Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
1. Number of enrollments <i>Scored Q1 – Q4</i>		100.0 percent or greater than goal	85.0 to 99.9 percent of goal	0 to 84.9 percent of goal
2. Placement rate <i>Scored Q1 – Q4</i>		100.0 percent or greater than goal	85.0 to 99.9 percent of goal	0 to 84.9 percent of goal

Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
3. Average hourly wage at placement <i>Scored Q1 – Q4</i>		100.0 percent or greater than goal	85.0 to 99.9 percent of goal	0 to 84.9 percent of goal
4a. Placement rate – Episodic Homeless. ¹ <i>Scored Q1 – Q4</i>		100.0 percent or greater than goal	85.0 to 99.9 percent of goal	0 to 84.9 percent of goal
4b. Cost per placement ² <i>Scored Q1 – Q4</i>		75.0 to 105.0 percent of goal	0 to 74.9 percent of goal; or 105.1 to 120.0 percent of goal	120.1 percent or greater than goal
5. Percentage of enrollments receiving training services ³ <i>Scored Q1 – Q4</i>		80.0 percent or greater	N/A	0 to 79.9 percent
6. Employment rate 2 nd quarter after exit <i>Scored in Q3 – Q6</i>		100.0 percent or greater than goal	85.0 to 99.9 percent of goal	0 to 84.9 percent of goal

¹ The Placement Rate – Episodic Homeless indicator applies to grant recipients with a period of performance beginning on or before July 1, 2022.

² The Cost per placement indicator applies to grant recipients with a period of performance beginning on or after July 1, 2023.

³ The goal is 80 percent for all grant recipients.

Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
7. Median earnings 2 nd quarter after exit <i>Scored in Q3 – Q6</i>		100.0 percent or greater than goal	85.0 to 99.9 percent of goal	0 to 84.9 percent of goal
8. Employment rate 4 th quarter after exit <i>Scored in Q5 – Q8</i>		100.0 percent or greater than goal	85.0 to 99.9 percent of goal	0 to 84.9 percent of goal

OVERVIEW OF THE TPR AND TPN

The TPR is an Excel-based data collection and reporting tool for grant recipients to enter participant and project information. The workbook allows VETS’ Grant Officer’s Technical Representatives (GOTR) to monitor performance and enables the aggregation and analysis of grant recipient data to assess the effectiveness of grant programs and submit reports to Congress. The TPN is a form where grant recipients explain why actual performance results deviate from planned goals, describe remediation strategies to improve any performance failures, confirm financial management practices, provide updates on staffing information, communicate information about grant-related activities, identify significant achievements, and share success stories. VETS’ GOTRs review the narrative details to monitor the overall performance of each grant. The current versions of the TPR and TPN are available under HVRP Performance on the [HVRP website](#).

Grant recipients must submit the TPR and its accompanying TPN for a specific grant award for all twelve quarters in the grant Period of Performance (PoP). The PoP is divided into three program years (PY) of four quarters each. The TPR and TPN forms cover the first four quarters of a PY **and** the PY’s subsequent four follow-up tracking quarters for a total of eight quarters. Grant recipients are required to submit TPRs and TPNs for quarters one through four and quarters five through eight for each program year in the PoP. Grant recipients are not required to submit their final PY quarter five through quarter eight reports, as those occur after the PoP ends.

TPR

The TPR Excel workbook is comprised of six worksheets:

1. Planned Goals – Recipient input required
2. Tech Perf Report – Report / minimal recipient input required
3. New Enrollment Entry – Recipient input optional
4. Participant Info – Recipient input required
5. Demographics Summary – Report / no input required
6. Goals v. Actual – Report / no input required

In the Planned Goals and Tech Perf Report tabs, **grant recipients should only complete unlocked cells; locked cells are automatically calculated by the worksheet from data entered on the same tab or another tab.** Workbook cells may contain validation rules to limit the entry of errant figures. The Demographics Summary and Goals v. Actual tabs are locked.

The TPR Field Definitions Reference Guide summarizes the definitions embedded within the TPR and can be found under HVRP Performance on the [HVRP website](#).

Planned Goals Tab: The grant recipients enter their planned goals from their grant award in this worksheet. This worksheet must be locked before completing the remaining VETS-701 series worksheets in the workbook. The planned goals must not be changed during the course of the award unless they are altered through the grant amendment process. The planned goals entered in this tab are used in the Tech Perf Report worksheet for a goal-versus-actual performance comparison.

The grant recipient must enter all figures in yellow-shaded areas on the Planned Goals tab non-cumulatively by quarter. Any figures highlighted with a red strikeout represent data values that are inconsistent with other related data values on the spreadsheet. The grant recipients should correct inconsistencies before submitting the completed TPR.

Tech Perf Report Tab: This tab summarizes the outcomes in the aggregate and for each quarter in the reporting period. Much of the outcome data summarized in this worksheet are automatically computed based on information keyed into the participant information worksheet.

The grant recipient must enter all figures in unlocked cells on the Tech Perf Report tab non-cumulatively by quarter. Any figures highlighted with a red strikeout represent data values that are inconsistent with other related data values on the spreadsheet. The grant recipient should correct inconsistencies before submitting the completed TPR.

The TPN Action column in the Tech Perf Report tab displays a symbol (i.e., green check mark, yellow “!” or red “X”) for the performance indicators described in Table 1. Please note that the grant recipient **must** select the correct Report Period and PoP Year in the upper lefthand section of the tab for this column to function properly. The Planned Goals tab **must** be completed and reflect the planned goals contained in the grant award documentation or most recent modification for the symbols in the TPN Action column to function properly.

The red, yellow, and green TPN Action indicators go into effect at different times depending on the measure. See the chart below for the full list of quarters that contribute to a measure’s indicator status on the TPR.

Table 2. TPN Action Indicators by Quarter

Performance Indicator	Red X	Yellow !	Green ✓
1. Number of Participants Enrolled	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
2. Average Hourly Wage at Placement	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
3. Placement Rate	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
4. Episodically Homeless Placement Rate or Cost per Placement	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
5. Percentage of Enrollments Receiving Training Services	Q1, Q2, Q3, Q4	N/A	Q1, Q2, Q3, Q4
6. Employment Rate 2 nd Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
7. Median Earnings 2 nd Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
8. Employment Rate 4 th Quarter After Exit	Q5, Q6, Q7, Q8	Q5, Q6, Q7, Q8	Q5, Q6, Q7, Q8
Maximum Number of Indicators in a Red X, Yellow !, or Green ✓ TPN Action status by Quarter	Q1: 5 Q2: 5 Q3: 7 Q4: 7 Q5: 3 Q6: 3 Q7: 1 Q8: 1	Q1: 4 Q2: 4 Q3: 6 Q4: 6 Q5: 3 Q6: 3 Q7: 1 Q8: 1	Q1: 5 Q2: 5 Q3: 7 Q4: 7 Q5: 3 Q6: 3 Q7: 1 Q8: 1

Indicators with a red “X” require the grant recipient to address the failed performance in the TPN. A red “X” indicates that the grant recipient failed to meet the minimum expectation for the performance measure (e.g., 0 to 84.9 percent of the planned goal). Grant recipients will submit a Corrective Action Plan (CAP) through the quarterly reporting process within the TPN for each failed performance indicator.

A yellow “!” is considered to be meeting minimum performance expectations and the grant recipient must explain the underperformance in the TPN.

A green check mark indicates that the grant recipient met or exceeded their planned goal for the performance measure.

New Enrollment Entry tab: This is an optional tab where grant recipients may enter the initial enrollment, services, and training information. It will create and populate a new record in the Participant Info tab; however, it **does not** update existing participant records.

Participant Info Tab: The grant recipient completes the data entry worksheet for all participants enrolled in HVRP.

Please note that the tab will allow for up to 500 participant entries. The [HVRP website](#) contains the HVRP Participant Tracking sheet that grant recipients may choose to attach to individual participant files that may aid the grant recipient in summarizing information to be entered into the TPR workbook.

For “yes/no” responses, a blank cell is the same as selecting a “no” response.

Participant demographic and location information is based on entries at the time of enrollment. Do not change these entries once the participant record is submitted in a quarterly TPR.

Carryover Participants: Grant recipients will record carryover participants into the TPR by completing the fields in the New Enrollment tab or the Participant Info tab.

Participant Information: Retain all Name, Race, Ethnicity, Gender, and Military Service entries from the prior year’s TPR.

Enrollment Information: Retain Service Start Date, Co-Enrollments, Eligibility, Service Delivery Location, Housing, and Employment History entries from the prior year’s TPR.

Training: Retain all training entries with dates/quarters from the prior year’s Q4 TPR except those instances where the training Date Last Provided occurred in Q1. The current TPR will generate a data validation “error” for any Date First Provided or Date Last Provided training entries that are prior to July 1 of the current program year. It displays this error because the TPR cannot be coded to ignore the current PY date range limitation only for carryover participant records. The Tech Perf Report tab only counts the trainings if the Date Last Provided column contains a date that falls within the current PY’s reporting period.

Services: Service entries for carryover participants should only reflect services provided in the current PY. Do not re-enter services from the prior year’s TPR, because those services were already counted in the previous PY.

New Grant: Participants cannot be carried over from a grant completing its PoP to a new grant. The grant recipient must re-determine eligibility based on the participant's current status (i.e., homeless or at risk of homelessness). If eligibility is confirmed, the participant is a new enrollee under the new grant award.

Participant Re-Enrollment versus Re-Opening Enrollment

If an individual participant has exited the program to employment but then loses the job and returns needing HVRP services, the grant recipients should proceed as follows:

- Job loss is within 90 days of exit: The grant recipient may re-open the case within the 90-day window to provide additional employment and training services to re-employ the participant. If the case is re-opened, the prior placement outcomes at exit must be deleted from the TPR (i.e., occupation at placement, hourly wage at placement, employment placement type, and, if applicable, date last provided follow-up service).
- Job loss is more than 90 days after exit: The grant recipient may choose to re-enroll the participant as long as the participant still meets the HVRP eligibility criteria. The grant recipient must re-enroll the participant (i.e., input the participant as a new row in the Participant Info tab).

DOCUMENTING PARTICIPANT PLACEMENT

The following are approved methods for documenting placement/employment outcomes (including dates of employment, hourly wages and hours worked):

- Pay stubs
- Automated employment verification systems
- Documented contact with employers
- Employer statement of earnings
- Supporting documentation of self-employment and wages earned (see details below)

VETS does not categorically prohibit placements into self-employment. The participant must file a 1099 with the IRS to report self-employment earnings. The participant must share supporting documentation to the grant recipient as proof of self-employment and wages earned. This allows the grant recipient to determine hourly wages and other data elements required for reporting. For self-employment, case managers should consider requesting a business license, employer ID for services performed to, copies of income checks, receipts of job materials and equipment, wage records, 1099 MISC Form, advertisement of services, etc.

All data sources and methods used must be documented and are subject to audit.

POST-EXIT FOLLOW-UP SERVICES

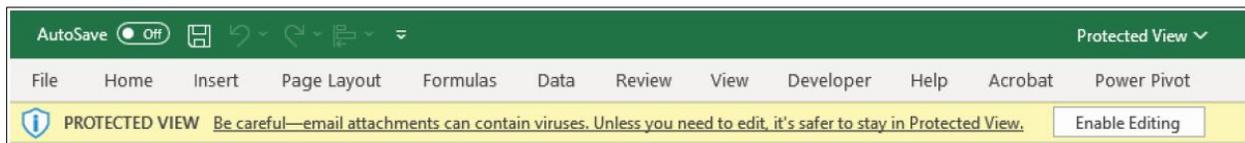
Grant recipients provide post-exit follow-up services to participants to increase the success of employment and job retention. The TPR allows grant recipients to record when those services occurred in the Date Last Provided Follow-Up Service field on the Participant Info tab.

TECHNICAL SPECIFICATIONS

Microsoft Security Settings for Macro-Enabled Excel Workbooks

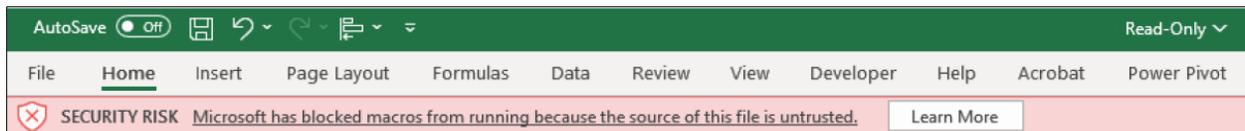
The TPR is an Excel binary workbook file (.XLSB) with embedded macros. Microsoft recently changed security settings for macro-enabled files. When opening the TPR file from an email attachment or shared network drive, grant recipients may see a yellow “Protected View” banner at the top of the screen (Figure 1).

Figure 1. Protected View warning



After selecting “Enable Editing” in the Protected View banner, a red “Security Risk” banner may appear with a notification that [macros have been disabled](#) because the file is untrusted (Figure 2). TPR features like the Lock button will not be functional if macros have been disabled.

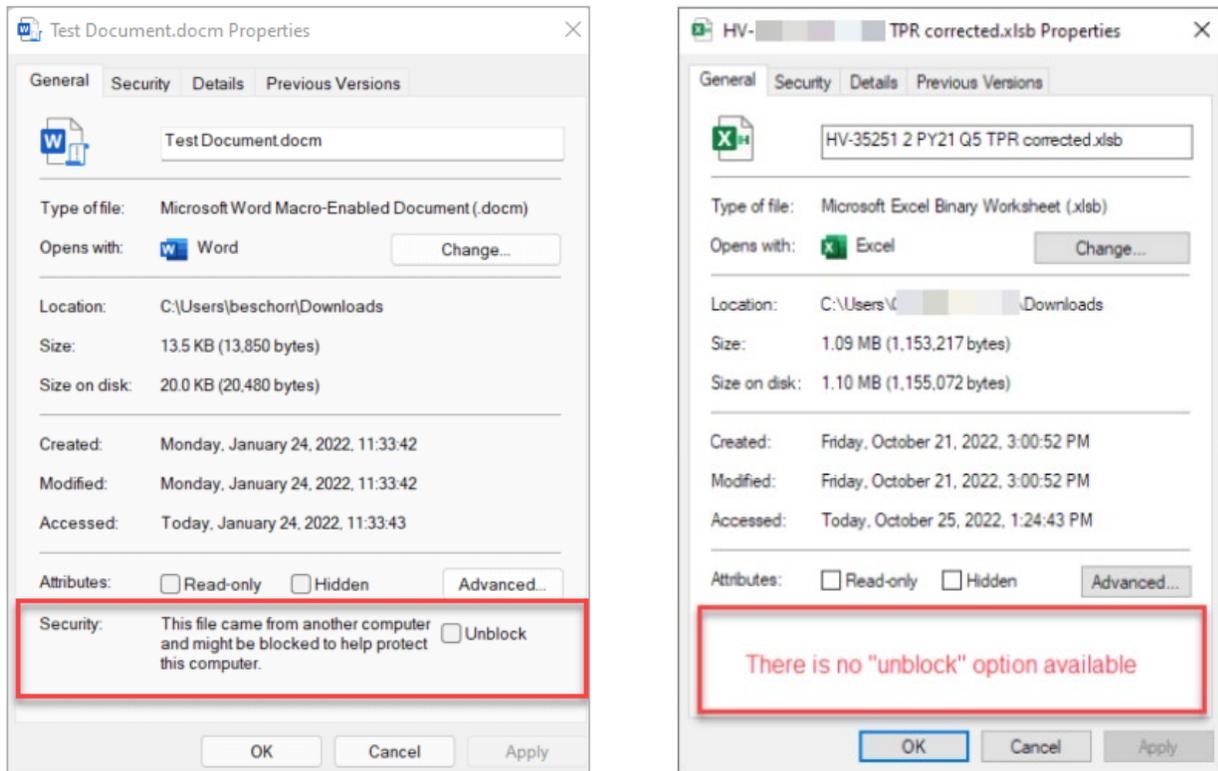
Figure 2. Security Risk warning



To resolve this issue, grant recipients should:

1. Before attempting to open the file, save the TPR workbook to a “trusted location”—either on OneDrive or the desktop. Note: Depending on your organization’s IT settings, you may not be able to adjust your computer’s [Trust Center Settings](#).
2. Right-click on the file and select “Properties” from the dropdown menu.
3. Check “unblock” at the bottom of the General tab (Figure 3).
If there is no “unblock” option shown on the General tab, proceed to step 4.
4. Open the file and select “Enable Content” if prompted.
5. If issues with blocked macros persist after you have followed the steps above, please contact your GOTR.

Figure 3. File property security settings



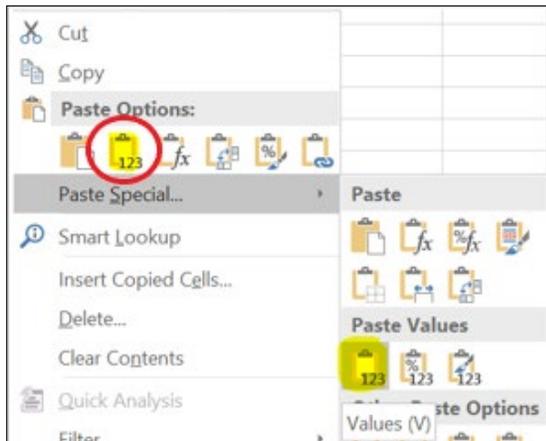
DATA ENTRY TIPS

How to Copy/Paste Within the TPR Workbook

Avoid copying and pasting data into the TPR, as doing so may corrupt formatting and formulas. However, as new versions of the TPR are released, we recognize that it may be necessary for grant recipients to migrate data from an “old” version of the TPR into the current TPR. To avoid impacting formats and formulas, grant recipients should only paste “special values” when migrating data into the current TPR.

Do not use the keyboard shortcut Ctrl+V to paste. Instead, right click in the destination cell or range of cells and select Paste Special>Values (V). Tip: Look for the clipboard icon with “123” (as shown in Figure 4).

Figure 4. Paste special values



If a value appears with a red strikethrough, review the data to confirm possible corrections. There are some situations where a red strikethrough is not an error when applied to carryover participants (e.g., Training First Provided and Training Last Provided dates). Review the form or cell comments for directions and/or seek assistance from your GOTR for clarification.

If a cell in your TPR displays #VALUE!, this means you entered a non-numeric value in one of the cells on that row and it is interfering with a calculation. Clear (delete) the invalid entry or entries and reenter the data.

All data should be entered non-cumulatively. On the Tech Perf Report tab, only enter “actual” performance and expenditure data for each quarter.

Automated calculations are performed in locked cells. Do not attempt to directly update any of the locked cells.

TPN

After completing the TPR for any given quarter, the grant recipient must complete the TPN for the same quarter. All fields on this form are required. For any that are not applicable, please enter N/A.

As directed on the TPN form, the grant recipient refers to the TPR for the same quarter in completing the TPN. Specifically, the grant recipient needs to refer to the TPN Action column of the Tech Perf Report tab of the TPR. Yellow “!” and red “X” indicators in that column require a narrative response or explanation in the associated fields of the TPN; see Table 2 TPN Action Indicators by Quarter for details.

The *Failed Performance in Quarters 1-4* and *Failed Performance in Quarters 5-8* fields direct grant recipients to provide responses for any of the performance indicators flagged with a red “X” in the TPN Action column of the Tech Perf Report tab at any time in Quarters 1–8.

The *Minimal Performance in Quarters 1-4* and *Minimal Performance in Quarters 5-8* fields direct grant recipients to provide responses for any of the performance indicators flagged with a yellow “!” in the TPN Action column of the Tech Perf Report tab at any time in Quarters 1–8.

REPORT SUBMISSION

The grant recipient must electronically submit the TPR and TPN directly to the GOTR each quarter. When sending the reports, grant recipients should use the subject line “COMPETITIVE GRANTS QUARTERLY REPORTS” and include the grant number, PY, and quarter(s). The grant recipients should also select “Request a Delivery Receipt” to track and document the progress of the email and its attachments.

The grant recipient must save all documents they submit to the GOTR following a standard naming convention illustrated in the table below. Only one TPR and one TPN will be accepted for any given PY quarter during the PoP. Any corrected document will replace the previously received document.

The grant recipient must submit the TPR and TPN for a specific grant award for each of the 12 participation quarters in the grant PoP and for each of the follow-up quarters within the three-year PoP. Grant recipients must submit separate TPRs and TPNs for each of the three years of their PoP.

Performance Report Naming Convention

Table 3: TPR File Naming

Parts of File Name	Shortened Grant Award Number	Program Year Covered by Report	Report Quarter (1-8)	Report Type	Excel Format ⁴	File Name
Example	33123 000006	PY23	Q1	TPR	.xlsb	33123-PY23-Q1-TPR.xlsb 00006-PY23-Q1-TPR.xlsb

Table 4: TPN File Naming

Parts of File Name	Grant Award Number	Program Year Covered by Report	Report Quarter (1-8)	Report Type	PDF Format	Final File Name
Example	33123 000006	PY23	Q1	TPN	.pdf	33123-PY23-Q1-TPN.pdf 00006-PY23-Q1-TPN.pdf

⁴ MS Excel Macro Enabled Binary: The workbook containing the TPR should always be saved as an Excel binary file (.xlsb) to enable the proper operation of macros and special formulas.

Table 5: Due Dates

Reporting Quarter	Quarter Start Date	Quarter End Date	Grant Recipient Due Date
1 and 5	July 1	September 30	October 30
2 and 6	October 1	December 31	January 30
3 and 7	January 1	March 31	April 30
4 and 8	April 1	June 30	July 30