



Technical Performance Report and Technical Performance Narrative Checklist for Grant Officer's Technical Representatives (GOTRs)

The GOTR completes a review of the Technical Performance Report (TPR) and Technical Performance Narrative (TPN) to ensure completeness, reasonableness, and consistency of the information being reported to the Veterans' Employment and Training Service (VETS).

Grant Number:

TPR

No.	✓	Description of checklist item	Comments
1.	<input type="checkbox"/>	Ensure the grantee is using the correct version of the TPR and that it is saved as an .xlsb file.	

VETS-700 Planned Goals Tab

No.	✓	Description of checklist item	Comments
2.	<input type="checkbox"/>	Ensure the grantee has selected the correct program year (PY) in the upper left-hand section of the tab.	
3.	<input type="checkbox"/>	Ensure the grantee has entered all figures in unshaded areas NON-cumulatively by quarter.	
4.	<input type="checkbox"/>	Ensure the grantee has entered an overall goal in the Total column for Median Quarterly Earnings in the Second Quarter After Exit. The overall goal should reflect one quarter's (13 weeks) worth of projected earnings for a typical participant, not the sum of the grantee's quarterly goal for quarters one through four.	
5.	<input type="checkbox"/>	Ensure that no entries are highlighted with a red strikeout, which indicates that values are inconsistent with other related data values on the spreadsheet.	
6.	<input type="checkbox"/>	Verify the goals match the Planned Goals Chart in the grant award or most recent grant modification.	
7.	<input type="checkbox"/>	Verify that the Planned Goals tab is locked.	

VETS-701 Tech Perf Report Tab

No.	✓	Description of checklist item	Comments
8.	<input type="checkbox"/>	Ensure the grantee has selected the correct Report Period and Option Year in the upper left-hand section of the tab.	
9.	<input type="checkbox"/>	Ensure the grantee has entered all figures in unlocked cells NON-cumulatively by quarter.	
10.	<input type="checkbox"/>	Ensure that no entries are highlighted with a red strikeout, which indicates that values are inconsistent with other related data values on the spreadsheet.	
11.	<input type="checkbox"/>	Quarter 1: For grantees in their second or third year, ensure # of Carry-over Participants from Prior PY matches the numbers from the previous PY quarter 4 report (i.e., enrollees minus those exited reported).	
12.	<input type="checkbox"/>	Quarter 4: For grantees in their third year, ensure all enrollees are exited.	

VETS-701B Participant Info Tab

No.	✓	Description of checklist item	Comments
13.	<input type="checkbox"/>	Verify the grantee has assigned a unique identifier to each participant (i.e., Participant ID).	
14.	<input type="checkbox"/>	Verify the grantee has assigned a unique name for each participant (i.e., Participant Name) that is not the actual full name of the participant.	
15.	<input type="checkbox"/>	Verify the grantee has entered a Service Start Date for each participant.	
16.	<input type="checkbox"/>	Verify and confirm red strikeouts. Ignore red strikeouts shown in the Date First Provided Training and Date Last Provided Training columns for any carryover participants.	
17.	<input type="checkbox"/>	Ensure the grantee has not changed a participant's Service Start Date from the original quarter of enrollment, which may require comparisons between the current and prior year/quarters' TPRs.	
18.	<input type="checkbox"/>	For grantees entering their second or third year of funding, ensure the Participant ID, Participant Name, and Service Start Date for participants carried into the new Program Year's	

No.	✓	Description of checklist item	Comments
		TPR are consistent with entries in the prior year's TPR.	

TPN

No.	✓	Description of checklist item	Comments
19.	<input type="checkbox"/>	Ensure the grantee is using the correct version of the TPN.	
20.	<input type="checkbox"/>	Verify the grantee has entered the correct Grantee Name, Grant Number, and Grantee Address.	
21.	<input type="checkbox"/>	Ensure the grantee has selected the appropriate PY and Quarter. (Note: For follow-up, the PY will be the year previous to the current year.)	
22.	<input type="checkbox"/>	Cross-reference the grantee's TPR for any red "x" or yellow "!" indicators and ensure the grantee has identified and addressed these in item(s) 1-4 and 9 of the TPN.	
23.	<input type="checkbox"/>	Compare the staff listed in item 6 to the number and type of positions listed in the grantee's latest approved budget narrative. Deviations must be explained.	
24.	<input type="checkbox"/>	Review item 7 of the TPN for a responsive report on grant-related activities. Verify that item 7 contains the response elements described.	
25.	<input type="checkbox"/>	Cross-reference the SF-425 to ensure the proper bullets are selected for item 8. Please note the expenditure data on the SF 425 must match the expenditure data listed in the TPR.	