

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

Competitive Grants Technical  
Performance Report and  
Technical Performance Narrative  
Desk Guide



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## I. BACKGROUND

Grantees operating the Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), or the Homeless Female Veterans' and Veterans' with Children Program (HFVWC), referred to collectively as HVRP, must report quarterly on measurable outcomes to demonstrate their performance ([2 CFR 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 grantee personnel as well as the Veterans' Employment and Training Service (VETS) staff members who are responsible for grant oversight.

## II. DEFINITIONS

See the TPR, TPR Field Definitions Reference Guide, and TPN on the [HVRP website](#) for definitions of terms.

## III. PERFORMANCE INDICATORS

Each grantee must report on progress toward their planned goals for the following seven performance indicators on a quarterly basis.

- Number of Participants Enrolled;
- Average Hourly Wage at Placement;
- Placement Rate Overall (Rate = Employed/Exited);
- Placement Rate for the Episodically Homeless;
- Percent of program participants who are in unsubsidized employment in the second quarter after exit from the program;
- Percent of program participants who are in unsubsidized employment in the fourth quarter after exit from the program; and
- Median quarterly earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program.

Performance on each of the performance indicators falls into one of the following three categories:

- Green: Meeting or exceeding the planned performance goal (100 percent or greater of the planned goal);
- Yellow: Achieving minimal performance toward the planned goal (85 to 99 percent of the planned goal); or
- Red: Failing to achieve minimal performance toward the planned goal (0 to 84 percent of the planned goal).

Failure to meet the grantee's planned goals may result in intervention by VETS. Failure to meet the minimum performance expectation toward a grantee's planned goals on the following four performance indicators may subject the grantee to corrective action.

- Number of Participants Enrolled;
- Average Hourly Wage at Placement;
- Placement Rate Overall (Rate = Employed/Exited); and
- Placement Rate for the Episodically Homeless.

#### IV. OVERVIEW OF THE TPR and TPN

The TPR is an Excel workbook for recording program data related to all participants served and performance on the seven performance indicators. The TPN is a fillable form for detailing key milestones and achievements attained, descriptions of any challenges encountered, and descriptions of why targets were not met. The current versions of the TPR and TPN are available under HVRP Performance on the [HVRP website](#).

Grantees must submit the TPR and its accompanying TPN for a specific grant award for each of the four participation quarters in the grant period of performance AND for each of the four follow-up tracking quarters covered by a subsequent award that immediately follows. Grantees receiving these subsequent awards are required to submit separate TPRs and TPNs for the initial award and each immediate subsequent award until all follow-up tracking quarters are reported in each separate TPR. Please note that a grant not receiving an immediate subsequent award is not required to collect and report the four quarters of follow-up outcome results for its award.

#### V. TPR

The TPR Excel workbook is comprised of two worksheets that must be completed by the grantee (i.e., VETS-700 Planned Goals and VETS-701B Participant Info tabs), one worksheet that requires limited grantee input but also summarizes other data (i.e., VETS-701 Tech Perf Report tab), two worksheets that summarize the grantee's inputs (i.e., VETS-701A Demographics Summary and Goals v. Actual tabs), and three export worksheets for VETS National Office use only (i.e., Export1, Export 2, and Export 3 tabs). The VETS-700 Planned Goals, VETS-701 Tech Perf Report, and VETS-701B Participant Info tabs are discussed in more detail below.

In the VETS-700 Planned Goals and VETS-701 Tech Perf Report tabs, **grantees should only complete unlocked cells while 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 VETS-701A Demographics Summary, Goals v. Actual, and Export tabs are all locked.

The TPR Field Definitions Reference Guide provides detail on specific data fields in the TPR and can be found under HVRP Performance on the [HVRP website](#).

**VETS-700 Planned Goals Tab:** The grantee enters their planned goals from their grant award in this worksheet. The grantee should complete and lock this worksheet 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 modification process. The planned goals entered in this tab are used in the VETS-701 Tech Perf Report worksheet for a planned versus actual performance comparison.

The grantee must enter all figures in unshaded areas on the VETS-700 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 grantee should correct inconsistencies before submitting the completed TPR.

**VETS-701 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 grantee must enter all figures in unlocked cells on the VETS-701 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 grantee 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 performance indicators, training services, and expenditures. Please note the grantee MUST select the correct Report Period and Option Year in the upper lefthand section of the tab for this column to function properly. The VETS-700 Planned Goals tab MUST be completed and reflect the planned goals contained in the grant award documentation for the symbols in the TPN Action column to function properly.

A red “X” associated with a priority performance indicator, shown as “used in CAP determination (Qs #-#)” in the TPR quarterly submission, requires the grant recipient to address the underperformance in the TPN and develop a corrective action plan (CAP). A yellow “!” is considered to be meeting minimum performance expectations and does not require a CAP. However, grantees are required to describe the reasons for this underperformance in the TPN.

In quarter four, the symbols for all performance indicators are limited to the green check mark and yellow “!” since the performance year is ending. The only indicator that can show any of the three colors in quarters one through three is the Number of Participants

Enrolled indicator. The other three priority indicators can show a green check mark, yellow “!”, or red “X” in quarters two or three and green or yellow in quarters one and four. Please note the symbol for training services (i.e., Percent Participants Trained) can show a green check mark, yellow “!”, or red “X” for all four quarters. The symbol for Total Expenditures can only show a green check mark or yellow “!” for all four quarters.

**VETS-701B Participant Info Tab:** The grantee completes the data entry worksheet for all participants enrolled in HVRP. The grantee can either enter participant information directly into the spreadsheet or into the “form” view. The grantee can access form view by clicking on the “Form View” cell in the upper lefthand corner of the tab, and then pressing the space bar.

Please note that the tab will allow for up to 500 participant entries. Attachment A provides a TPR data tracking form that grantees may choose to attach to individual participant files that may aid the grantee in summarizing information to be entered into the TPR workbook.

The grantee must enter each participant served in the VETS-701B Participant Info tab. The grantee must assign a unique identifier to each participant. For the participant’s name, the grantee may use the first four letters of the individual’s last name, followed by the person’s first name initial and middle name initial (e.g., Robert B. Johnson = JOHNRB), or assign another label that is not the actual full name of the participant that will assist the grantee in tracking the participant (e.g., if Robert B. Johnson and Rachelle B. Johnston are both participants, use differing labels in order to avoid assigning the same label to two individuals).

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

It is important that the grantee enters all participant identifiers, collects participant demographic information at the time of enrollment, and does not change the participant information and demographics to ensure consistency in reporting.

## VI. TPN

After completing the TPR for any given quarter, the grantee 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 grantee refers to the TPR for the same quarter in completing the TPN. Specifically, the grantee needs to refer to the TPN Action column of the VETS-701 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.

Operation Year Technical Performance (Quarters 1-4)

The *Poor Performance Requiring a Corrective Action Plan* item directs the grantee to provide the following information for any of the four priority measures flagged with a red “X” in the TPN Action column of the VETS-701 Tech Perf Report tab.

- The goal not met.
- The underlying cause(s) for the underperformance.
- Proposed action(s) to improve performance.
- The timeline for actual performance to be aligned with planned performance.

The *Underperformance Not Requiring a Corrective Action Plan* item directs the grantee to provide the following information for any of the four priority measures flagged with a yellow “!” in the TPN Action column of the VETS-701 Tech Perf Report tab.

- The indicator where performance is minimally acceptable.
- The underlying cause(s) for not performing at or above the stated goal.
- Remedies you are presently taking to address and improve performance.

The *Cumulative Percentage of Participants Receiving Training Services* item directs the grantee to provide the following information if % Participants Trained (cumulative) is flagged with a red “X” in the TPN Action column of the VETS-701 Tech Perf Report tab.

- The cumulative percentage of participants trained.
- The underlying cause(s) of underperformance.
- Remedies you are presently taking to address and improve performance.

The *Cumulative Fiscal Performance* item directs the grantee to provide the following information if Total Expenditures is flagged with a yellow “!” in the TPN Action column of the VETS-701 Tech Perf Report tab.

- The expenditure item where performance is highlighted with a yellow indicator.
- The underlying cause(s) for the spending variance.
- Remedies you are presently taking to address and improve performance.

#### Follow-up Period Technical Performance (Quarters 5-8)

The *Underperformance Not Requiring a Corrective Action Plan* item directs the grantee to provide the following information if any of the post-program employment and earnings indicators are flagged with a red “X” or yellow “!” in the TPN Action column of the VETS-701 Tech Perf Report tab.

- The indicator showing underperformance.
- The underlying cause(s) for not performing at or above the stated goal.
- Remedies you are presently taking to address and improve performance.

## VII. DATA ENTRY TIPS

- Do not cut and paste within the spreadsheet. This will cause problems with the formulas used for automatic calculations. Instead, first copy the information you would like to move and then use Edit/Paste Special/Values from the top menu. Then clear out the copied information using the Delete key.
- When entering data on the TPR, if a value shows up in 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 dates). Review the form or cell comments for directions and/or seek assistance from your Grant Officer's Technical Representative (GOTR) for clarification.
- If a cell in your TPR displays #VALUE!, this means that you entered a non-numeric value in one of the cells on that row 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 VETS-701 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.

## VIII. REPORT SUBMISSION

The grantee must submit the TPR and TPN electronically, via an email attachment, directly to the GOTR each quarter. When sending the reports, grantees should use the subject line of "COMPETITIVE GRANTS QUARTERLY REPORTS" and include the grant number. The grantees should also select "Request a Delivery Receipt" to track and document the progress of the email and its attachments.

The grantee 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 Program Year (PY) quarter during the period of performance. Any corrected document uploaded will replace the previously uploaded document.

## Performance Report Naming Convention

### TPR File Naming

Parts of File Name	Shortened Grant Award Number	Program Year Covered by Report	Report Quarter (1-8)	Report Type	Excel Format <sup>1</sup>	Final File Name
Example	12345	PY21	Q1	TPR	.xlsb	12345-PY21-Q1-TPR.xlsb

### 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	12345	PY21	Q1	TPN	.pdf	12345-PY21-Q1-TPN.pdf

The grantee must submit the TPR and TPN for a specific grant award for each of the 12 participation quarters in the grant period of performance and for each of the follow-up quarters within the three-year period of performance. Grantees must submit separate TPRs and TPNs for each of the three years of their period of performance.

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<sup>1</sup> 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.

Attachment A

DOL-VETS Competitive Grants Participant Tracking Sheet

Participant ID: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Service Start Date/Quarter: \_\_\_\_\_ 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

(YYYY/MM/DD)

Carry-over Participant:  Yes  No

Enrolled in AJC Services Date/Quarter: \_\_\_\_\_ 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

(YYYY/MM/DD)

Participant Declined AJC Co-Enrollment:  Yes  No

Placement Date/Quarter: \_\_\_\_\_ 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

(YYYY/MM/DD)

Quarter Exited: \_\_\_\_\_ 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

Hourly Wage at Placement: \_\_\_\_\_

Demographics:

Gender:  Male  Female

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race:  Am. Indian or Alaskan Native  Asian

(Check all that apply)  Native Hawaiian or Other Pacific Islander  White

Black or African American

Age at First HVRP-Funded Service: \_\_\_\_\_

**Military Service**

Date Entered Military Service (YYYY/MM/DD): \_\_\_\_\_

Date of Military Discharge (YYYY/MM/DD): \_\_\_\_\_

Last Branch of Service: \_\_\_\_\_

Other Subgroups (check all that apply):

- At Risk of Homelessness
- Homeless
- Episodic Homelessness
- Homeless with Family
- IVTP Eligible
- Disabled
- Special Disabled

If applicable, check the quarter the training or service was first provided to the participant:

On-the-Job Training	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Career Technical Training	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Entrepreneurial Training	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Customized Training	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Other Training	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Placed in Transitional or Permanent Housing	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Employment Adjustment Services	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Job Search Assistance	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Job Readiness Training	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Transitional Job	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Transportation	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Child/Dependent Care	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Educational Supplies & Fees	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Accommodations for Persons with Disabilities	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Health Care Service	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>

Work Attire/Tools/Equipment	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Legal Aid Services	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Drug & Alcohol Counseling	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Temporary Shelter	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Financial Counseling	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>
Other Support Service	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>

Follow-up Data Collection:

First Quarter after Exit >>>> When Collected (YYYY/MM/DD): \_\_\_\_\_

Employed During the Quarter:  Yes  No

If Yes, Wages Earned in the Quarter: \_\_\_\_\_

Second Quarter after Exit >>>> When Collected (YYYY/MM/DD): \_\_\_\_\_

Employed During the Quarter:  Yes  No

If Yes, Hours Worked Per Week: \_\_\_\_\_

If Yes, Hourly Wage: \_\_\_\_\_

Third Quarter after Exit >>>> When Collected (YYYY/MM/DD): \_\_\_\_\_

Employed During the Quarter:  Yes  No

If Yes, Hours Worked Per Week: \_\_\_\_\_

If Yes, Hourly Wage: \_\_\_\_\_

Fourth Quarter after Exit >>>> When Collected (YYYY/MM/DD): \_\_\_\_\_

Employed During the Quarter:  Yes  No

If Yes, Hours Worked Per Week: \_\_\_\_\_

If Yes, Hourly Wage: \_\_\_\_\_