

**HVRP Quarterly Performance Reporting Listening Session**  
**September 29, 2021**  
**Q&A**

**GUIDANCE**

**Q:** Where can we find the new versions of the Technical Performance Report (TPR) and the Technical Performance Narrative (TPN)?

**A:** Go to the [Homeless Veterans' Reintegration Program \(HVRP\) homepage](#), and scroll down to the section labeled “HVRP Performance” with the subheading of “PY 2021 (July 1, 2021 – June 30, 2022) Quarterly Reporting Forms.” You will find the TPR, TPN, and TPR Field Definitions Reference Guide all linked right there.

## HVRP Performance

### PY 2021 (July 1, 2021 – June 30, 2022) Quarterly Reporting Forms

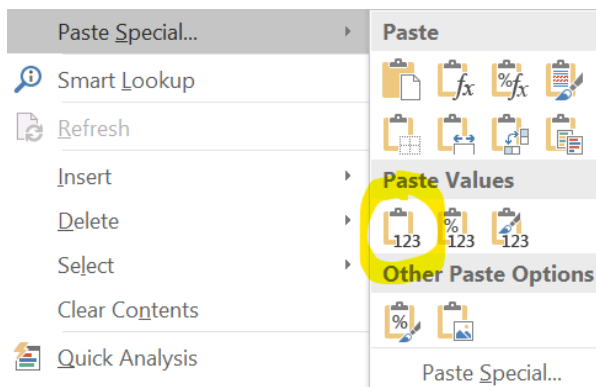
- [VETS-701](#) Technical Performance Report (XLSB)
  - [TPR PY21 v.1.1 Summary of Changes](#) (XLS)
  - [TPR Field Definitions Reference Guide](#) (PDF)
  - [TPR Field Definitions Reference Guide](#) (DOCX)
- [VETS-702](#) Technical Performance Narrative (PDF)
- [VETS-703](#) Stand Down After Action Report (PDF)

**Q:** Are these versions of the TPR and TPN different than the ones we received from our Grants Officer’s Technical Representative (GOTR) at the beginning of program year (PY) 2021?

**A:** Yes! These new versions of the TPR and TPN replace any version you received before September 28, 2021.

**Q:** Is there an easy way to migrate data from the old version of the TPR to the new version?

**A:** Yes, but to avoid impacting formulas and formats, right click on the destination cell or range of cells and select Paste Special > Values(V). The icon for this option is the clipboard with only “123.” Step-by-step instructions for how to copy/paste TPR data can be found in the TPR Field Definitions Reference Guide.



**Q:** Will we have to re-lock the VETS-700 Planned Goals tab in the new version of the TPR?

**A:** Yes, once grantees re-enter the original planned goals from the old version of the TPR, they will need to re-lock the tab.

**Q:** Do we need to switch over to the new version of the forms for fiscal year (FY) 2020 grants?

**A:** No, grantees can continue using the old version of the TPR and TPN forms for FY 2020 grants to do follow-up. However, grantees must include performance for all seven critical performance indicators. Grantees can check with their GOTR if they have any questions on how to document that performance with the old forms.

## **ELIGIBILITY**

**Q:** Who qualifies as a Veteran in determining eligibility for HVRP?

**A:** A “Veteran” is a person who served in the active military, naval, or air service, and who was discharged or released under conditions *other than* dishonorable. The person must have served *at least one day* of active duty, which includes basic training (even if not completed). Persons who served in the National Guard or Reserves must have been federally activated for duty, *not* including training. [Veterans’ Program Letter \(VPL\) 01-21](#) provides guidance on HVRP participant eligibility. For additional information, see also the National Veterans’ Technical Assistance Center (NVTAC) [HVRP Eligibility Frequently Asked Questions](#).

**Q:** How should an HVRP grantee verify Veteran status?

**A:** The first and best form of documentation is an individual’s DD-214. However, if a DD-214 is not readily available, there are alternatives to document Veteran status: U.S. Department of Veterans Affairs (VA) Medical Centers’ Hospital Inquiry (HINQ); and VA [Status Query and Response Exchange System \(SQUARES\)](#). [Grant Officer's \(GO\) Memorandum 01-21, Change 1](#) provides detailed instructions on accessing both HINQ and SQUARES. If the Veteran uses eBenefits to sign up for services (e.g., healthcare, education), it will provide dates of service from the VA without having to sign into SQUARES. However, note that the VA can serve individuals with “dishonorable” discharge who would not be eligible for HVRP services. Lastly, if using one of these alternatives to determine HVRP eligibility, the grantee needs to document in the participant case file that the Veteran has requested their DD-214.

**Q:** How can a Veteran access their DD-214?

**A:** A Veteran can request their DD-214 in the following ways:

- Online through [National Archives website](#)
- Online through [Veterans Affairs eBenefits site](#)
- By mail with [Standard Form 180 \(SF-180\)](#) to National Personnel Records Center, 1 Archives Drive, St. Louis, MO 63138
- By fax with [Standard Form 180 \(SF-180\)](#) to National Personnel Records Center, (314) 801-9049
- Through their county if they filed it with the county when returning from the military

**Q:** We are seeing a lot of “uncharacterized” as a status on individuals’ DD-214s, but they are showing as eligible under SQUARES. In cases like that, is the individual eligible?

**A:** Yes, the individual is eligible if their “discharge of character” on Item 24 on the DD-214 is any one of the following five:

- “Honorable” or “Under Honorable Conditions”
- “General Under Honorable Conditions”
- “Other Than Honorable” (OTH)
- “Bad Conduct” (BCD)
- “Entry Level (ELS) or **Non-Characterized**”

**Q:** Some grantees are seeing “unknown” or “humanitarian” as a status on individuals’ DD-214s. In cases like that, is the individual eligible?

**A:** Yes, so long as their “discharge of character” on Item 24 on the DD-214 is *not* “dishonorable.” If there is any uncertainty about the Veteran’s discharge status, grantees should send a copy of the DD-214 (with full Social Security Number and date of birth blocked out) to their GOTR.

**Q:** Do reservists receive DD-214s?

**A:** Not necessarily. Reservists receive a DD-214 for any period when they were federally activated for duty for at least 30 days.

**Q:** What if SQUARES does not show dates? Do we take the individual Veteran’s word for it and enter those dates in the TPR?

**A:** If SQUARES does not show dates, have the Veteran sign a self-attestation of their dates of service and retain that documentation. You may then enter those self-attested dates in the TPR. If the Veteran has an eBenefit account with the VA, the service dates and type of discharge can be found on their Benefit Summary Letter.

## **TRACKING**

**Q:** For the TPR, when you have a Veteran who is being carried over into PY 2021 and the Veteran was permanently housed by the end of the previous program year, how do you record them on the new PY 2021 TPR?

**A:** Maintain the status of the Veteran at initial enrollment, whether “homeless” or “at risk for homelessness.” However, if the grantee is carrying over a participant under a new grant award (initial funding year of the three-year period of performance), the grantee must exit the participant at the conclusion of the preceding grant award (third funding year of three-year period of performance) and the grantee must re-determine eligibility based on the participant’s current status (i.e., participant is homeless or at risk of homelessness). If eligibility is confirmed, the participant is a new enrollee under the new grant award.

**Q:** When entering participant information in the TPR, will it accept anything other than “homeless”?

**A:** To be eligible for HVRP, an individual Veteran must be experiencing homelessness or at risk of experiencing homelessness. The grantee can select either “homeless” or “at risk for homelessness” when completing the Enrollment section of the VETS-701B Participant Info tab.

**Q:** What happens in the event of client death or significant disability between graduation date and retention date?

**A:** The grantee should talk with their GOTR about the specific situation and how to handle it. The GOTR may advise that the grantee remove that participant from the TPR but document the issue in the participant case file and address it on the TPN.

## **STAFFING**

**Q:** How do we handle changes in grantee staffing?

**A:** Definitely talk with your GOTR to describe any staffing changes. If, for instance, you are just filling a vacant position, that will not require a formal grant modification. However, something other than filling an approved full-time equivalent (FTE) position would require a full modification and the GOTR’s support. There are instructions on how to account for vacant positions in the new TPN.