HVRP Post-Award Conference: Performance Reporting Walk-through

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Today's Speaker

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Today's Session

1. Performance indicators

2. Performance outcomes

3. Quarterly performance reporting

Performance Matters

- VETS places a very high priority on maximizing successful grant performance and relies on quarterly performance reporting to measure and track a grantee's success toward achieving satisfactory outcomes.

Performance Indicators

- Number of Participants Enrolled

- Placement Rate Overall (Rate = Employed/Exited)

- Average Hourly Wage at Placement

- Placement Rate for the Episodically Homeless

- Percentage of program participants who are in unsubsidized employment in the second quarter after exit from the program

- Percentage of program participants who are in unsubsidized employment in the fourth quarter after exit from the program

- Median quarterly earnings of program participants who are in unsubsidized employment in the second quarter after exit from the program

Performance Targets

- Grantee proposes targets for each of the planned measures, including the seven performance indicators.

- Q: Can a grantee change their performance targets at any point throughout the three-year period of performance (PoP)?

  - A: Yes, under specific circumstances as outlined in Veterans' Program Letter (VPL) 03-18 Unanticipated Circumstances Resulting in Poor Performance.

Outcome Expectations

- Actual performance results: at least 85% of target for each performance indicator.

- Actual performance results:
  - Cumulative Percentage of Participants Receiving Training Services
  - Cumulative Fiscal Performance (total expenditures vs. planned budget)

- The Grant Officer's Technical Representative (GOTR) serves on behalf of the Grant Officer to ensure the integrity of the approved grant agreement by monitoring and providing technical assistance to the grantee.

Corrective Action

- Actual performance of less than 85% of a planned goal on the first four performance indicators results in a narrative statement of causes and remedies in the VETS-702 Technical Performance Narrative (TPN) and may result in a corrective action plan (CAP).

- CAP provides opportunity for technical assistance to identify root causes of poor performance and ways to improve that performance.

- Actual performance of less than 80% of a training or fiscal goal results in a narrative statement of causes and remedies in the TPN.

High-Risk Designation

- Grantee may be considered "high risk" if they have a history of unsatisfactory performance.

- "High-risk" designation is intended to address circumstances where grantee is unable to improve and achieve outcomes.

- Special conditions or restrictions may be applied to a "high-risk" grantee.

Technical Performance Report and Technical Performance Narrative

Technical Performance Report

- Excel spreadsheet with multiple workbooks

- Three worksheets require grantee entries

  - TPR/TPN Desk Guide

  - TPR Field Definitions Reference Guide

Technical Performance Narrative

- Fillable form detailing key milestones and achievements, descriptions of any challenges encountered, and descriptions of why any performance targets were not met.

Now for a live demonstration of the two forms. . .

Common Issues

- Not using the correct version of the TPR.

- File not saved as .xlsb.

- Content of Planned Goals tab does not match the numbers shown in the Planned Goals Chart contained in your award package or most recent modification.

- Reporting Period and Option Year dropdowns in the VETS-701 Tech Perf Report tab not set for the current quarter or year.

- Migrating data into the VETS-701B Participant Info tab without using Paste>Special Values.

Submission and Review of TPR and TPN

- Grantee submits quarterly TPR and TPN to GOTR via email within 30 days after the end of each quarter.

- GOTR reviews and certifies submitted TPR and TPN by the 15th day of the month following the grantee submission due date.

- If GOTR finds any issues (e.g., data validation issues; incomplete, incorrectly prepared, inaccurate, or missing report), GOTR will work with grantee to resolve as soon as possible.

Quarterly Reporting Schedule

Quarter	Quarter End Date	Grantee Submission Due Date	GOTR Review/Certification
1st	September 30	October 30	November 15
2nd	December 31	January 30	February 15
3rd	March 31	April 30	May 15
4th	June 30	July 30	August 15

File Naming Methodology

File Type	File Name					Format
VETS-701 Technical Performance Report	**38123** Grant Award Number	**PY22** Program Year covered by the report	**Q1** Report Quarter (1-8)	**TPR** Report Type	**.xlsb** Excel Format	MS Excel Macro Enabled Binary The workbook containing the TPR should always be saved as an Excel binary file to enable the proper operation of macros and special formulas.
	Finalized File Name: 38123-PY22-Q1-TPR.xlsb					

Questions?

What additional questions do you have about HVRP performance reporting?

Remaining Post-Award Conference Sessions

- July 27, 2022, 2-4 pm ET: IT Systems

- July 28, 2022, 2-4 pm ET: Incremental Funding and Closeout

Thank you!