



Quarterly Performance Report Listening Session Questions and Answers

Tracking

Q: The Technical Performance Report (TPR) requires a service end date be entered in the Participant Information tab when a participant is placed in employment. We offer participants support following employment. However, our grant states we cannot provide services to participants after they exit.

A: HVRP grantees may provide follow-up services to a participant after they have met their employment goal to support a successful placement. Follow-up services include, but are not limited to, the following:

- Additional career planning;
- Contacting the employer;
- Assisting with work-related problems;
- Peer support groups;
- Informational mailings;
- Co-enrolled partner services extending beyond the end of the active period of performance for the competitive grant award;
- Follow-up tracking services; and
- Provision of post-exit support services for job retention.

(From definition of "Exiter," [FY22 Funding Opportunity Announcement \[FOA\]](#), Attachment C: Definitions and Terms, p.6)

If a grantee identifies a specific scenario that does not seem to fall within one of these categories, they should consult their Grant Officer's Technical Representative (GOTR). The GOTR can always contact the National Office for further information.

Q: What is the allowable timeframe for the provision of supportive services from the date the participant was placed in employment (e.g., within 60 days of placement)?

A: HVRP services are highly individualized, and veterans experiencing homelessness have varying barriers to stable employment. Within the case management process, the grantee determines what services are appropriate in order for a participant to obtain or retain employment. Supportive services during the post-placement period may be provided only as needed to support the participants' retention in employment during the participant's follow-up period (up to four quarters within the grant's three-year period of performance [PoP]). Any supportive services must be described in the programs' project narrative and the service(s) identified within the budget and budget narrative. Costs must always meet the basic considerations [at 2 C.F.R. 200](#) §§ 402-411. Questions regarding supportive services and participant support costs should be directed to the GOTR who is assigned to the award.

Q: If a participant is placed in employment and exits the program, what do we do if they opt-out of follow-up services?

A: Grantees should discuss any challenges with follow-up data collection with their GOTR. It may be helpful to explain to participants that follow-up reporting helps demonstrate the value of the program to policymakers.

Q: Where can I find guidance on grantee standard operating procedures for participant services?

A: As stated in the [FY22 FOA](#), grantees are subject to all applicable federal laws and regulations, including the Office of Management and Budget Uniform Guidance and the terms and conditions of the HVRP grant award. The Uniform Guidance includes specific requirements on internal controls in [2 C.F.R. 200 § 303](#). Beyond that, the Veterans' Employment and Training Service (VETS) does not have specific requirements for individual Standard Operating Procedures (SOPs), but VETS does have an expectation that grantees have specific policies and procedures in place for basic functions. Grantees should reach out to their GOTR for further instruction, as well as for examples of SOPs that other grantees may have produced.

Q: Are there guidelines for allowable supportive services? Specifically, is there information on paying for certifications and licenses or transportation with HVRP grant funds?

A: As stated in the [FY22 FOA](#), HVRP applicants must define the types of support services available to participants and the approaches to provide these support services. The FOA further defines "support services" as follows: "Services provided to support reintegration of homeless veterans back into the labor force. Examples of support services include, but are not limited to, transportation, health care, financial assistance, drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through partnerships" (Attachment C: Definitions and Terms, p.13). If grantees have specific questions about the support services they provide, they should reach out to their GOTR.

Reporting

Q: If a grantee is in their second or third year of their PoP, do they use the new TPR for Program Year (PY) 2022, or is that form only to be used by new grantees in their initial award year?

A: All active grantees will use the PY 2022 TPR and Technical Performance Narrative (TPN) currently posted on the [HVRP website](#) to report PY 2022 grant activities. Grantees in their second or third award year will continue to use the PY 2021 TPR and TPN to report follow-up activities and services provided to participants who exited in PY 2021. For those grantees, they will submit two TPRs and two TPNs for four quarters of follow-up for any participants who previously exited.

Q: The VETS-700 Planned Goals tab in the TPR workbook no longer requires that targets be entered for training services. How does that impact accountability for the percent of participants trained measure?

A: The [FY22 FOA](#) stipulates that a minimum of 80 percent of a grantee's participants must receive one or more job training services, through referral or the grantee's direct services. Since that target is not set by the grantee, the TPR was redesigned so that the grantee no longer needs to enter that target into the TPR.

Q: Is the deadline for grant closeout now 120 days and no longer 90 days?

A: For grants awarded after November 20, 2020, the deadline for grant closeout is 120 days after the end of the three-year PoP. The deadline for grant closeout for grants awarded prior to November 20, 2020, is 90 days after the end of the PoP.