National Homeless Veterans' Reintegration Program (HVRP) Post-Award Conference: Performance & Reporting

July 27, 2023

Veterans' Employment and Training Service

Today's Speakers

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Agenda

- Performance Indicators: Measures and Scores

- Outcome Expectations

- High Risk/Corrective Action Plan (CAP)

- Quarterly Performance Reporting
  - Technical Performance Report (TPR)
  - Technical Performance Narrative (TPN)
  - Program Year (PY) 2023 Guidance, Resources, and Forms

- Quarterly Financial Reporting

Performance Indicators and Outcome Expectations

Measures and Scores

Performance Indicators: Measures

Old - PY22

#	Indicator
1	Number of participants enrolled
2	Average hourly wage at placement
3	Placement rate (exited)
4	Episodic homeless placement rate
5	Employment rate 2nd quarter after exit
6	Median earnings 2nd quarter after exit
7	Employment rate 2nd quarter after exit

New - PY23

#	Indicator
1	Number of participants enrolled
2	Average hourly wage at placement
3	Placement Rate
4	Placement rate of exiters who were episodically homeless *(Period of Performance [PoP] Year 2 and 3 grant recipients only)* or Cost per placement *(PoP Year 1 grant recipients only)*
5	Percentage of participants receiving training services
6	Employment rate 2nd quarter after exit
7	Median earnings 2nd quarter after exit
8	Employment rate 2nd quarter after exit

Actual Measures	TPN Action	
# of Participants Enrolled	✗	-1
# of Carryover Participants from Prior PY		
# of Participants Co-Enrolled in AJC Services		
# of Exited Participants Placed into Employment (cannot be greater than # exits)		
Average Hourly Wage at Placement	❗	0
Placement Rate	✓	1
# of Participants Exited		
# of Participants Enrolled who were At-Risk of Homelessness		
% of Participants Enrolled who were At-Risk of Homelessness		
Placement Rate of Exiters who were Episodically Homeless (PoP Year 2 and Year 3 grantees only)		N/A
Cost Per Placement (PoP Year 1 grantees only)	✓	1
Homeless Women Veteran - # Enrolled		
Employment Rate in the 2nd Qtr After Exit		
Median Earnings 2nd Qtr After Exit		
# of Exiters who Earned Wages 4th Qtr After Exit		
Employment Rate in the 4th Qtr After Exit		
Unduplicated Count of Participants Trained		
% of Participants Trained	✓	1

- A red "X" indicates that the measure **failed to meet the minimum expectation** (e.g., 0 to 84 percent of the planned goal).

- A yellow "!" means the measure **met minimum performance expectations** but is still considered to be underperformance from the planned goal.

- A green ✓ check mark indicates that the measure **met or exceeded the planned goal.**
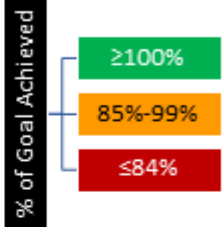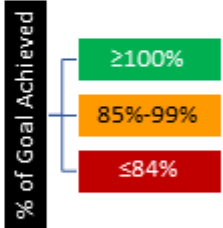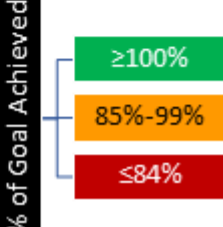
Old - PY22

Performance Indicators used in TPN PY22 TPR	TPN Action status appears in TPR		
	Red X	Yellow !	Green ✔
1. Number of Participants Enrolled	Q1, Q2, Q3	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
2. Average Hourly Wage at Placement	Q2, Q3	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
3. Placement Rate	Q2, Q3	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
4. Placement Rate Episodically Homeless	Q2, Q3	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
5. Employment Rate 2nd Quarter After Exit	Q5, Q6	Q5, Q6	Q5, Q6
6. Median Earnings 2nd Quarter After Exit	Q5, Q6	Q5, Q6	Q5, Q6
7. Employment Rate 4th Quarter After Exit	Q5, Q6, Q7, Q8	Q5, Q6, Q7, Q8	Q5, Q6, Q7, Q8
Maximum Number of Indicators in a Red X, Yellow !, or Green ✔ TPN Action status by Quarter	Q1: 1 Q2: 4 Q3: 4 Q4: 0 Q5: 3 Q6: 3 Q7: 1 Q8: 1	Q1: 4 Q2: 4 Q3: 4 Q4: 4 Q5: 3 Q6: 3 Q7: 1 Q8: 1	Q1: 4 Q2: 4 Q3: 4 Q4: 4 Q5: 3 Q6: 3 Q7: 1 Q8: 1

New - PY23

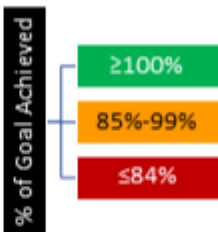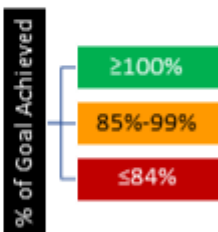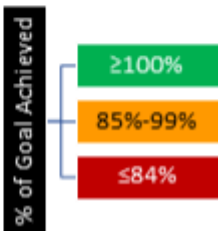| Performance Indicators used in TPN PY23 TPR	TPN Action status appears in TPR		
	Red X	Yellow !	Green ✔
1. Number of Participants Enrolled	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
2. Average Hourly Wage at Placement	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
3. Placement Rate	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
4. Placement Rate Episodically Homeless or Cost per Placement	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
5. Percentage of participants receiving training services	Q1, Q2, Q3, Q4	N/A	Q1, Q2, Q3, Q4
6. Employment Rate 2nd Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
7. Median Earnings 2nd Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
8. Employment Rate 4th Quarter After Exit	Q5, Q6, Q7, Q8	Q5, Q6, Q7, Q8	Q5, Q6, Q7, Q8
Maximum Number of Indicators in a Red X, Yellow !, or Green ✔ TPN Action status by Quarter	Q1: 5 Q2: 5 Q3: 7 Q4: 7 Q5: 3 Q6: 3 Q7: 1 Q8: 1	Q1: 4 Q2: 4 Q3: 6 Q4: 6 Q5: 3 Q6: 3 Q7: 1 Q8: 1	Q1: 5 Q2: 5 Q3: 7 Q4: 7 Q5: 3 Q6: 3 Q7: 1 Q8: 1

Outcome Expectations (1 of 3)

Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
1. Number of enrollments *Scored Q1 – Q4*	% of Goal Achieved ≥100% 85%-99% ≤84%	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
2. Placement rate *Scored Q1 – Q4*	% of Goal Achieved ≥100% 85%-99% ≤84%	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
3. Average hourly wage at placement *Scored Q1 – Q4*	% of Goal Achieved ≥100% 85%-99% ≤84%	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal

Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
4a. Placement rate – Episodic Homeless[1] *Scored Q1 – Q4*	% of Goal Achieved ≥100% 85%-99% ≤84%	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
4b. Cost per placement[2] *Scored Q1 – Q4*	% of Goal Achieved <80% or ≥121% 80%-94% or 106%-120% 95-105%	95 to 105 percent of goal	80 to 94 percent of goal; or 106 to 120 percent of goal	0 to 79 percent of goal; or Greater than 120 percent of goal
5. Percentage of participants receiving training services[3] *Scored Q1 – Q4*	% Trained ≥80% ≤79%	80 to 100 percent	N/A	0 to 79 percent

Outcome Expectations (3 of 3)

Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
6. Employment rate 2nd quarter after exit from the program *Scored in Q3 – Q6*	% of Goal Achieved ≥100% 85%-99% ≤84%	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
7. Median earnings 2nd quarter after exit from the program *Scored in Q3 – Q6*	% of Goal Achieved ≥100% 85%-99% ≤84%	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
8. Employment rate 4th quarter after exit from the program *Scored in Q5 – Q8*	% of Goal Achieved ≥100% 85%-99% ≤84%	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal

Corrective Action Plan (CAP)/High Risk

CAPs (1 of 2)

- Actual performance of less than 85 percent of a planned goal on the first 4 performance indicators results in a narrative statement of causes and remedies in the VETS-702 TPN and may result in a CAP.

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

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

CAPs (2 of 2)

- If the Grant Officer's Technical Representative (GOTR) identifies the need for a CAP outside the quarterly reporting period, the GOTR will notify the grant recipient.
  - This notification will be sent to the grant recipient and should include but is not limited to the following:
    - A clear, descriptive statement of each area of non-compliance or underperforming critical performance indicator;
    - Reference to appropriate VETS guidance, federal regulations, or the grant award document where the grant was found to be out of compliance; and
    - A 30-day timeframe to respond with a completed CAP.

High Risk Designations (1 of 2)

- Grant recipient may receive high risk designation where the grant is at risk of failure

- Only authorized by the Grant Officer

- Unusual and rare instances where grants receive this designation

- Can impact future award consideration regardless of outcome of competition scoring

- Grant Officer can place additional conditions for the HVRP award

High Risk Designations (2 of 2)

- Grant Officer can place additional conditions for the HVRP award, including:

  - Requiring payments as reimbursements rather than advance payments (restricting cash drawdowns from the Health and Human Services/Payment Management System);

  - Withholding authority to incur additional expenditures until receipt of evidence of acceptable performance within a given PoP (issuing a stop work order to the grant recipient);

  - Requiring additional or more detailed financial program or performance reports;

  - Requiring additional grant monitoring;

  - Requiring the recipient to obtain technical or management assistance; or

  - Establishing additional prior approvals for grant activities.

- Removal of high risk designation occurs when the conditions of the award have been met or a history of compliance is re-established. If the Grant Officer determines that the non-compliance cannot be addressed or has not been addressed through additional conditions, the Grant Officer may consider further action as described in 2 Code of Federal Regulations (C.F.R.) 200.238

Quarterly Performance Reporting

Framework, Process, TPR, TPN, Reporting Schedule

Performance Reporting Framework

Grant recipients are continuously reporting the status of enrollments, exits, and follow-up activities throughout the PoP.

Period of Performance (PoP) - 3 Years / 12 Quarters											
Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec	Jan Feb Mar	Apr May Jun
PoP Q1	PoP Q2	PoP Q3	PoP Q4	PoP Q5	PoP Q6	PoP Q7	PoP Q8	PoP Q9	PoP Q10	PoP Q11	PoP Q12

Program Year (PY) - PY1 Active / **PY1 Follow-Up Reporting**

PY1 Q1	PY1 Q2	PY1 Q3	PY1 Q4	PY1 Q5	PY1 Q6	PY1 Q7	PY1 Q8
Enroll/Exit	Enroll/Exit	Enroll/Exit	Enroll/Exit				
PY1 Exiter Follow-Up 2QAE		PY1 Q1 Exiters	PY1 Q2 Exiters	PY1 Q3 Exiters	PY1 Q4 Exiters		
PY1 Exiter Follow-Up 4QAE				PY1 Q1 Exiters	PY1 Q2 Exiters	PY1 Q3 Exiters	PY1 Q4 Exiters

PY2 Active / **PY2 Follow-Up**

PY2 Q1	PY2 Q2	PY2 Q3	PY2 Q4	PY2 Q5	PY2 Q6	PY2 Q7	PY2 Q8
Enroll/Crryovr/Exit	Enroll/Exit	Enroll/Exit	Enroll/Exit				
PY2 Exiter Follow-Up 2QAE		PY2 Q1 Exiters	PY2 Q3 Exiters	PY2 Q3 Exiters	PY2 Q4 Exiters		
PY2 Exiter Follow-Up 4QAE				PY2 Q1 Exiters	PY2 Q2 Exiters	PY2 Q3 Exiters	PY12Q4 Exiters

PY3 Active

PY3 Q1	PY3 Q2	PY3 Q3	PY3 Q4
Enroll/Crryovr/Exit	Enroll/Exit	Enroll/Exit	Enroll/Exit All
Exiter Follow-Up 2QAE		PY3 Q1 Exiters	PY2 Q2 Exiters
There is no Follow-Up 4QAE for PY3 Exiters due to Grant Ending			

Performance Reporting Process

Planned Goals Chart

- Documents the approved planned goals for the entire 12 quarters of the PoP.
- Submitted once as part of the HVRP grant application.
- **Goals cannot be changed unless a goal amendment is approved by the Grant Officer:**
  - See Veterans' Program Letter (VPL) 03-18 *Grant Modification Request Due to Unanticipated Circumstances Resulting in Poor Performance.*

TPR

- Send to GOTR every quarter:
  - All grant recipients enter planned goals once in quarter (Q) 1; GOTR locks the tab.
  - 1st-year grant recipients submit one TPR for Q1-Q4
  - 2nd- and 3rd-year grant recipients submit two TPRs per quarter, one for Q1-Q4 and one for Q5-Q8.
- Indicator scores in the *TPN Action* column establish the required responses in the TPN.

TPN

- Send to GOTR every quarter:
  - 1st-year grant recipients submit one TPN per quarter for Q1-Q4
  - 2nd- and 3rd-year grant recipients submit two TPNs per quarter, one for Q1-Q4 and one for Q5-Q8.

VETS-701 TPR

Excel workbook comprised of six worksheets or tabs:

1. Planned Goals
2. Technical Performance Report
3. New Enrollment Entry
4. Participant Information
5. Demographics Summary
6. Goals vs. Actual

Common Errors

- Not using the correct version of the TPR

- The file is not saved as .xlsb

- Content of Planned Goals tab does not match the numbers shown in the Planned Goals Chart contained in grant recipient's award package or most recent goals amendment

- *Reporting Period* and *PoP Year* dropdowns in the Technical Performance Report tab are not set for the current quarter or year

- Entering follow-up employment and earnings data too soon

TPR: Tech Perf Report tab

PY 2023 v1.0

United States Department of Labor
Veterans' Employment & Training Service
Competitive Grants Quarterly Technical Performance Report

Short Grant Number	OMB Approval 1293-0014	Expires 5/31/2026
Current PY Funding Amount	Homeless Veterans' Reintegration Program (HVRP)
Reporting Period	
Q1 July 1 - September 30	Primary State
Period of Performance (PoP) Year	
First Year	Recipient Name

Actual Measures	TPN Action		Q1	Q2	Q3	Q4	Q5
# of Participants Enrolled	✗	-1	6	7	5	12	
# of Carryover Participants from Prior PY			6	0	0	0	
# of Participants Co-Enrolled in AJC Services			12	7	5	12	
# of Exited Participants Placed into Employment (cannot be greater than # exits)			6	2	6	21	
Average Hourly Wage at Placement		0	$19.43	$22.98	$29.08	$24.46	
Placement Rate	✓	1	85.7%	100.0%	100.0%	100.0%	
# of Participants Exited			7	2	6	21	
# of Participants Enrolled who were At-Risk of Homelessness			3	0	0	0	
% of Participants Enrolled who were At-Risk of Homelessness			50.0%	0.0%	0.0%	0.0%	
Placement Rate of Exiters who were Episodically Homeless (PoP Year 2 and Year 3 grantees only)		N/A	100.0%	100.0%	100.0%	100.0%	
Cost Per Placement (PoP Year 1 grantees only)	✓	1	$5,108	$1,375	$642	$236	
Homeless Women Veteran - # Enrolled			1		1		
Employment Rate in the 2nd Qtr After Exit					71.4%	100.0%	100.0%
Median Earnings 2nd Qtr After Exit					$6,000.00	$17,120.00	$10,500.00

PY23 TPR version 1.0

VETS-702 TPN

- A fillable PDF form for grant recipients to describe strategies to improve any performance failures/underperformance, clarify financial management practices, recognize achievements, describe outreach activities/other grant-related activities, and identify all staff who charged time to the grant

TPN: Front page

HVRP Technical Performance Narrative (TPN)
U.S. Department of Labor
Veterans' Employment and Training Service

Recipient Name:

Grant Number:

Address:

Program Year: 2023

Quarter: (Check applicable reporting quarter)
○ 1   ○ 2   ○ 3   ○ 4
○ 5   ○ 6   ○ 7   ○ 8

Recipient Certification: As an authorized representative of the grant recipient, I attest to the completeness and accuracy of the information contained in this report.

Name:

Title: Date:

PY23 TPN

Quarterly Reporting Schedule

Quarter	Quarter End Date	Grant Recipient Submission Due Date	GOTR Review/Certification
1 & 5	September 30	October 30	November 15
2 & 6	December 31	January 30	February 15
3 & 7	March 31	April 30	May 15
4 & 8	June 30	July 30	August 15

Exit Quarter	☐ Q1: Jul-Sep	☐ Q2: Oct-Dec	☐ Q3: Jan-Mar	☐ Q4: Apr-Jun
Follow-Up: 2nd Quarter After Exit	☐ Q3: Jan-Mar	☐ Q4: Apr-Jun	☐ Q5: Jul-Sep	☐ Q6: Oct-Dec
Follow-Up: 4th Quarter After Exit	☐ Q5: Jul-Sep	☐ Q6: Oct-Dec	☐ Q7: Jan-Mar	☐ Q8: Apr-Jun

PY23 Guidance, Resources, and Forms (1 of 2)

Guidance
- TPR and TPN [Desk Guide](#)
- HVRP [Glossary of Terms](#)

Resources
- TPR [Field Definitions Reference Guide](#)
- TPR [Summary of Changes](#)
- TPR Video Walkthrough (will be available by the end of August

Forms
- VETS-701 [TPR](#)
- VETS-702 [TPN](#)
- HVRP [Participant Tracking Sheet](#)

PY23 Guidance, Resources, and Forms (2 of 2)

- Let's go to the HVRP website to see where you can find each of these documents: HVRP | DOL (dol.gov)

Quarterly Financial Reporting

Quarterly Financial Reporting

- Must complete the Federal Financial Report (FFR) in Payment Management System (PMS) in accordance with the **Grant Recipient Submission Due Date (slide 17). See also IT Systems Slides for FFR completion example.**

- If operating your second or third PY for your PoP, you must certify each FFR for each PMS Subaccount throughout the PoP.

- Subaccounts are listed in section 34 of the Notice of Award (NOA) and mirror the Document NO. for your award. All grants issued new NOAs will have an HV3 PMS subaccount indicator. The three represents the fiscal year (FY)/PY second numeral.

- Must report on issued by subaccount for the entire PoP. Final FFR due 30 days after the PoP, but if any adjustments are needed, grant recipients have up to the 120th day after the end of the PoP to amend and recertify their final FFR.

How to Update Permissions or Request Access to Complete Quarterly Financial Reports

- Grant recipients who do not have access to PMS should submit a new user access request to PMS. Copy or click on the following link and follow the instructions to request access: [Registration - Payee Account](#)

- Grant recipients who currently have access to PMS and are submitting/certifying the FFRs on behalf of their organization should log in to PMS and update their permissions to request access to the FFR Module. Copy or click on the following link and follow the instructions on how to update user permission: [Change Payee Account](#)

- Note: It can take up to three days to process the User Access Request.

- The Payment Management website provides you guidance on how to access financial reports that provides grant recipients an overview of how to run online inquires in the system. Additionally, the website also provides you information on how to access the available user guides: [Introduction to the Payment Management System](#)

- For general help logging into PMS: [Logging In - Recipients](#)

Questions

What additional questions do you have about HVRP performance or quarterly reporting?

Thank you