



# VGRS

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# VGRS: Why Transition?



For a single program year, the HVRP program generates nearly 700 individual Excel spreadsheets and PDF forms as part of the quarterly reporting cycle.



VGRS will replace quarterly performance reporting forms with an online system that collects, organizes, and stores performance information in an enterprise system.



VETS plans to launch the HVRP module of VGRS in June 2024, in preparation for the program year (PY) 24 reporting period.


# VGRS Vision





- VGRS or “Vigorous” will replace the MS Excel and PDF forms currently used to collect performance and project information from grant recipients.
- The quarterly performance reporting process will be conducted entirely within VGRS (no more emails), starting with data entry, to validating/certifying results.
- VETS is planning for at least two VGRS accounts per grant.
  - The exact number of accounts offered to each grant is unknown at this time.
  - Access to VGRS will be administered through Login.gov, and permissions to grant records will be managed by the GOTR.
  - VETS cannot offer broader access via an organizational email account because Login.gov requires [multifactor authentication](#) (e.g., text message/phone call, authenticator app, security key, etc.).


# VGRS Preview: Participant Information





 **Personal Information**





**Participant Identifier**   
[Short Grant Number]-[First 4 letters of Last Name][First Initial][Middle Initial]-[Age]-[Military Entry Date]


**Custom Identifier**   
Value must not contain PII

**First Initial**  


**Mid. Initial** 

**Last Name** 

**Birth Date**  


**Age**  


**Highest Education Level (At First Service)**  
Attained secondary school diploma

**Sex (Assigned at Birth)**  
Male


**Gender Identity**  
Female [Learn More >>](#)


**Sexual Orientation**  
Participant Did Not Identify [Learn More >>](#)


**LGBTQIA+**  
Yes


**Ethnicity Hispanic / Latino**  
Yes


**Race**


☐ American Indian or Alaska Native 

☒ Asian 

☐ Black or African American 

☐ Native Hawaiian or Other Pacific Islander 

☐ White 

☐ Participant Did Not Identify 

**Disability Status** [Learn More >>](#)  
Disabled

- Participant information is captured via a web-based form.
- Users can view field definitions by hovering over question mark icons or clicking the *Learn More* links.

# VGRS Preview: Search, Filter, and Export



All participant, enrollment, training/services, and exit/follow-up data is searchable, filterable, and exportable.

Participant List

Participants

Enrollments

Trainings

Services Received

Exits & Follow-Ups

Participants

SEARCH

GENDER | Any

LGBTQ+ | Any

DISABILITY STATUS | Any

ETHNICITY HISPANIC / LATINO | Any

LAST BRANCH OF MILITARY SERVICE | Any

DISCHARGE STATUS | Any

Participant Identifier

First Initial

Middle Initial

Last Name

Birth Date

Age

Gender

LGBTQ+

Highest Education Level (At First Service)

Disability Status

Ethnicity Hispanic / Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Participant Did Not Identify

Last Branch of Military Service

Military Service Component

Military Entry Date

Military Discharge Date

Discharge Status

Honorable or "Under honorable conditions"

Honorable or "Under honorable conditions"


General under Honorable Conditions

General under Honorable Conditions





# VGRS Preview: Inactivity Warnings



Identifies enrollments that have not received training/services in the past 90 days and the number of days since the last training/service was provided.

**Inactive Participant Enrollments**  
One or more participants have no training/services received activity in the past 90 days. Update activity for their current enrollments or exit the participants.


[Show Tabular](#)

Participant List					
<input type="text" value="Participants"/>		<input type="button" value="SEARCH"/>		<div><div></div><div></div></div>	
	Participant Identifier	Custom Identifier	# of Enrollments	Currently Enrolled 	Days of Enrollment Inactivity 
			1	Yes	128
			1	Yes	99
			1	Yes	36
			1	Yes	29
			2	Yes	14
			1	Yes	8
			1	No	
			3	No	
8 items					



# VGRS Preview: Outcomes

A single module displays both goals and actuals on a quarterly and cumulative basis, with the percentage of cumulative goal achieved across all 12 quarters of the PoP.

 **Recalculate Outcomes**  
Preview last calculated 5/30/2023 3:09 PM EDT

Outcomes													
Q Outcomes		SEARCH		TIME AGGREGATION   Any				VIEW TYPE   Any				CATEGORY   Enrollments	
Score	Measure	PoP Q1 PY1 2020 Q1	PoP Q2 PY1 2020 Q2	PoP Q3 PY1 2020 Q3	PoP Q4 PY1 2020 Q4	PoP Q5 PY2 2021 Q1	PoP Q6 PY2 2021 Q2	PoP Q7 PY2 2021 Q3	PoP Q8 PY2 2021 Q4	PoP Q9 PY3 2022 Q1	PoP Q10 PY3 2022 Q2	PoP Q11 PY3 2022 Q3	PoP Q12 PY3 2022 Q4
	# of Participants Enrolled-Quarterly Goal	19	21	22	23	19	21	22	22	19	21	22	22
	# of Participants Enrolled-Quarterly Actual	6	1	0	0	4	1	4	0	1	3	2	1
	# of Participants Enrolled-Cumulative Goal	19	40	62	85	104	125	147	169	188	209	231	253
	# of Participants Enrolled-Cumulative Actual	6	7	7	7	11	12	16	16	17	20	22	23
	# of Participants Enrolled- % of Cumulative Goal Achieved	32%	18%	11%	8%	11%	10%	11%	9%	9%	10%	10%	9%

# VGRS Preview: Budget



Displays **all** grant funds planned and actual budget across all 12 quarters of the PoP.

Planned																
Measure	PY 2020 Q1	PY 2020 Q2	PY 2020 Q3	PY 2020 Q4	PY 2020 Total	PY 2021 Q1	PY 2021 Q2	PY 2021 Q3	PY 2021 Q4	PY 2021 Total	PY 2022 Q1	PY 2022 Q2	PY 2022 Q3	PY 2022 Q4	PY 2022 Total	PoP Total
Total Planned Award Amount					\$216,000.00					\$216,000.00					\$240,000.00	\$672,000.00
Carryover Amount					N/A					\$5,000.00					\$3,080.54	
Total Planned Funding Amount					\$216,000.00					\$221,000.00					\$243,080.54	
Planned Participant Support Costs	\$47,455.84	\$47,455.84	\$47,455.84	\$47,455.84	\$189,823.36	\$47,455.84	\$47,455.84	\$47,455.84	\$47,455.84	\$189,823.36	\$51,142.93	\$51,142.93	\$51,142.93	\$51,142.93	\$204,571.72	\$584,218.44
Planned Indirect Costs	\$6,544.16	\$6,544.16	\$6,544.16	\$6,544.16	\$26,176.64	\$6,544.16	\$6,544.16	\$6,544.16	\$6,544.16	\$26,176.64	\$7,419.57	\$7,419.57	\$7,419.57	\$7,419.57	\$29,678.28	\$82,031.56
Planned Direct Costs					\$0.00					\$0.00					\$0.00	\$0.00
Total Planned Expenditures	\$54,000.00	\$54,000.00	\$54,000.00	\$54,000.00	\$216,000.00	\$54,000.00	\$54,000.00	\$54,000.00	\$54,000.00	\$216,000.00	\$58,562.50	\$58,562.50	\$58,562.50	\$58,562.50	\$234,250.00	\$666,250.00
Estimated Remaining Funding Amount	\$162,000.00	\$108,000.00	\$54,000.00	\$0.00	\$0.00	\$167,000.00	\$113,000.00	\$59,000.00	\$5,000.00	\$5,000.00	\$184,518.04	\$125,955.54	\$67,393.04	\$8,830.54	\$8,830.54	\$8,830.54

Actual																
Measure	PY 2020 Q1	PY 2020 Q2	PY 2020 Q3	PY 2020 Q4	PY 2020 Total	PY 2021 Q1	PY 2021 Q2	PY 2021 Q3	PY 2021 Q4	PY 2021 Total	PY 2022 Q1	PY 2022 Q2	PY 2022 Q3	PY 2022 Q4	PY 2022 Total	PoP Total
Total Actual Award Amount					\$216,000.00					\$216,000.00					\$216,000.00	\$648,000.00
Carryover Amount					N/A					\$5,000.00					\$3,080.54	
Total Actual Funding Amount					\$216,000.00					\$221,000.00					\$219,080.54	
Actual Participant Support Costs	\$33,534.87	\$46,726.81	\$47,662.28	\$60,347.98	\$188,271.94	\$46,487.49	\$48,778.10	\$47,451.11	\$57,474.70	\$200,191.40	\$53,368.76	\$53,368.76	\$53,368.58	\$41,955.27	\$202,061.37	\$590,524.71
Actual Indirect Costs	\$3,565.86	\$5,514.99	\$5,762.94	\$7,884.27	\$22,728.06	\$3,565.86	\$4,514.99	\$4,762.94	\$4,884.27	\$17,728.06	\$6,558.76	\$4,553.47	\$2,953.47	\$2,953.47	\$17,019.17	\$57,475.29
Actual Direct Costs					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
Total Actual Expenditures and Obligations	\$37,100.73	\$52,241.80	\$53,425.22	\$68,232.25	\$211,000.00	\$50,053.35	\$53,293.09	\$52,214.05	\$62,358.97	\$217,919.46	\$59,927.52	\$57,922.23	\$56,322.05	\$44,908.74	\$219,080.54	\$648,000.00
Actual Remaining Funding Amount	\$178,899.27	\$126,657.47	\$73,232.25	\$5,000.00	\$5,000.00	\$170,946.65	\$117,653.56	\$65,439.51	\$3,080.54	\$3,080.54	\$159,153.02	\$101,230.79	\$44,908.74	\$0.00	\$0.00	\$0.00





# Questions

What additional questions do you have about GrantSolutions, the PMS, or VGRS?



# Thank you

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Veterans' Employment  
and Training Service

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

July 27, 2023

# Today's Speakers

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**Kate McCord**

*Data Analytics Lead*

U.S. Department of Labor-Veterans' Employment and  
Training Service (DOL-VETS) - Office of National Programs



**Chris Brown**

*HVRP Program Lead*

DOL-VETS - Office of National Programs

# 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

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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 2 <sup>nd</sup> quarter after exit
6	Median earnings 2 <sup>nd</sup> quarter after exit
7	Employment rate 2 <sup>nd</sup> 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 ( <i>Period of Performance [PoP] Year 2 and 3 grant recipients only</i> ) or Cost per placement ( <i>PoP Year 1 grant recipients only</i> )
5	Percentage of participants receiving training services
6	Employment rate 2 <sup>nd</sup> quarter after exit
7	Median earnings 2 <sup>nd</sup> quarter after exit
8	Employment rate 2 <sup>nd</sup> quarter after exit

# Performance Indicators: Scores (1 of 2)



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**.



# Performance Indicators: Scores (2 of 2)



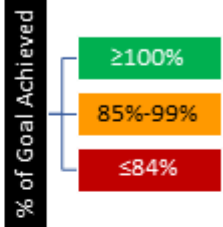
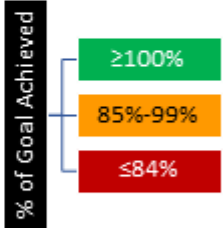
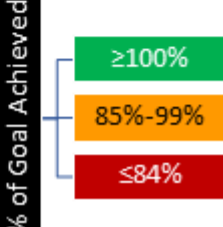
## Old - PY22

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 2 <sup>nd</sup> Quarter After Exit	Q5, Q6	Q5, Q6	Q5, Q6
6. Median Earnings 2 <sup>nd</sup> Quarter After Exit	Q5, Q6	Q5, Q6	Q5, Q6
7. Employment Rate 4 <sup>th</sup> 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 2 <sup>nd</sup> Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
7. Median Earnings 2 <sup>nd</sup> Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
8. Employment Rate 4 <sup>th</sup> 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)

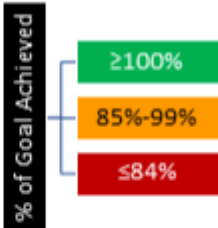
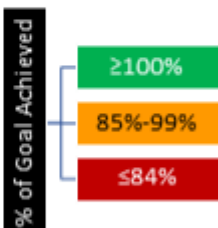
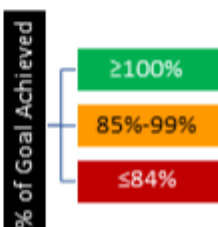
Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
1. Number of enrollments <i>Scored Q1 – Q4</i>		100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
2. Placement rate <i>Scored Q1 – Q4</i>		100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
3. Average hourly wage at placement <i>Scored Q1 – Q4</i>		100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal

# Outcome Expectations (2 of 3)



Performance Indicator	Indicator Score	Met or Exceeded Goal	Minimum Expectation	Failed
4a. Placement rate – Episodic Homeless <sup>1</sup> <i>Scored Q1 – Q4</i>	<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);"> % of Goal Achieved </div> <div style="margin-left: 10px;"> <div style="background-color: green; color: white; padding: 2px 5px; margin-bottom: 2px;">≥100%</div> <div style="background-color: orange; color: black; padding: 2px 5px; margin-bottom: 2px;">85%-99%</div> <div style="background-color: red; color: white; padding: 2px 5px;">≤84%</div> </div> </div>	100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
4b. Cost per placement <sup>2</sup> <i>Scored Q1 – Q4</i>	<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);"> % of Goal Achieved </div> <div style="margin-left: 10px;"> <div style="background-color: red; color: white; padding: 2px 5px; margin-bottom: 2px;">&lt;80% or ≥121%</div> <div style="background-color: orange; color: black; padding: 2px 5px; margin-bottom: 2px;">80%-94% or 106%-120%</div> <div style="background-color: green; color: white; padding: 2px 5px;">95-105%</div> </div> </div>	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 <sup>3</sup> <i>Scored Q1 – Q4</i>	<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; padding: 5px; writing-mode: vertical-rl; transform: rotate(180deg);"> % Trained </div> <div style="margin-left: 10px;"> <div style="background-color: green; color: white; padding: 2px 5px; margin-bottom: 2px;">≥80%</div> <div style="background-color: red; color: white; padding: 2px 5px;">≤79%</div> </div> </div>	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 2 <sup>nd</sup> quarter after exit from the program <i>Scored in Q3 – Q6</i>		100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
7. Median earnings 2 <sup>nd</sup> quarter after exit from the program <i>Scored in Q3 – Q6</i>		100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal
8. Employment rate 4 <sup>th</sup> quarter after exit from the program <i>Scored in Q5 – Q8</i>		100 percent or greater than goal	85 to 99 percent of goal	0 to 84 percent of goal



# Corrective Action Plan (CAP)/High Risk

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# CAPs (1 of 2)

- Actual performance of less than 85 percent of a planned goal on 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 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 Exitors			PY1 Q2 Exitors			PY1 Q3 Exitors			PY1 Q4 Exitors																				
						PY1 Exiter Follow-Up 4QAE						PY1 Q1 Exitors			PY1 Q2 Exitors			PY1 Q3 Exitors			PY1 Q4 Exitors														
												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 Exitors			PY2 Q3 Exitors			PY2 Q3 Exitors			PY2 Q4 Exitors								
																		PY2 Exiter Follow-Up 4QAE						PY2 Q1 Exitors			PY2 Q2 Exitors			PY2 Q3 Exitors			PY12Q4 Exitors		
												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 Exitors			PY2 Q2 Exitors														
												There is no Follow-Up 4QAE for PY3 Exitors 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.
  - 1<sup>st</sup>-year grant recipients submit one TPR for Q1-Q4
  - 2<sup>nd</sup>- and 3<sup>rd</sup>-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:**
  - 1<sup>st</sup>-year grant recipients submit one TPN per quarter for Q1-Q4
  - 2<sup>nd</sup>- and 3<sup>rd</sup>-year grant recipients submit two TPNs per quarter, one for Q1-Q4 and one for Q5-Q8.

# 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: 2<sup>nd</sup> Quarter After Exit ☐ Q3: Jan-Mar ☐ Q4: Apr-Jun ☐ Q5: Jul-Sep ☐ Q6: Oct-Dec

Follow-Up: 4<sup>th</sup> Quarter After Exit ☐ Q5: Jul-Sep ☐ Q6: Oct-Dec ☐ Q7: Jan-Mar ☐ Q8: Apr-Jun

# 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

# 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

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

PY 2023 v1.0

OMB Approval 1293-0014 | Expires 5/31/2026

Homeless Veterans' Reintegration Program (HVRP)

Primary State:

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 Exited 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	0	0	
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

# PY23 TPR v.1.1 – Late Aug/Sep 2023



- The PY23 TPR version 1.0 was published to the DOL HVRP website on July 13, 2023.
- Users have since notified the VETS National Office (NO) of several data entry issues and validation errors that will require correction via the **publication of a new workbook: PY23 TPR version 1.1**. There are no changes to the PY22 TPR.

## What is the timeline for publishing v.1.1?

- There is an **open comment period** for all VETS staff and grant recipients to **submit potential errors found in PY23 TPR v.1.0 through COB, August 4, 2023**.
- The new PY23 TPR v.1.1 will be published to the HVRP website no later than September 1st.
- The PY23 TPR video walkthrough will be posted to public websites no later than September 8th.

## How to report an error to the VETS NO

1. Send an email to [hvrp@dol.gov](mailto:hvrp@dol.gov) with:
  - a. A description of the issue (screenshots are helpful); and
  - b. Attach the TPR file that displays the error.
2. The VETS NO will contact you with any follow-up questions, if needed.





# PY23 TPR v.1.1 – Recipient Action

## How should grant recipients capture participant information while awaiting publication of PY23 TPR v.1.1?

1. Record participant information using the [HVRP Participant Tracking Sheet](#) and enter the data into TPR v.1.1 after it is published; or
2. Enter participant information into the [PY23 TPR v.1.0](#) as a placeholder, then copy/paste the data into TPR v.1.1 once it is available. VETS will provide copy/paste instructions when v.1.1 is published. **If using v.1.0 as a placeholder, please note the following:**
  - a. Use the *New Enrollment Entry* and *Participant Info* tabs to record participant information. You will see red strikethroughs that should not be there for some fields. Those erroneous strikethroughs will go away once the data is entered in v.1.1.
  - b. Do not populate/ask the GOTR to lock the *Planned Goals* tab as the goals must be locked in v.1.1.
  - c. Ignore the *Tech Perf Report*, *Demographic Summary*, and *Goals v. Actual* tabs as they will reflect inaccurate results.

## Key Dates

Jul 20 – Aug 4	Submit TPR/TPN questions/potential errors to <a href="mailto:hvrp@dol.gov">hvrp@dol.gov</a>
Aug 7 – 25	VETS NO completes revisions to TPR
Aug 28 – Sep 1	PY23 TPR v.1.1 published on DOL HVRP website
Sep 4 - 8	PY23 TPR Video Walkthrough posted to public websites

# PY23 TPR v.1.1 – Planned Changes



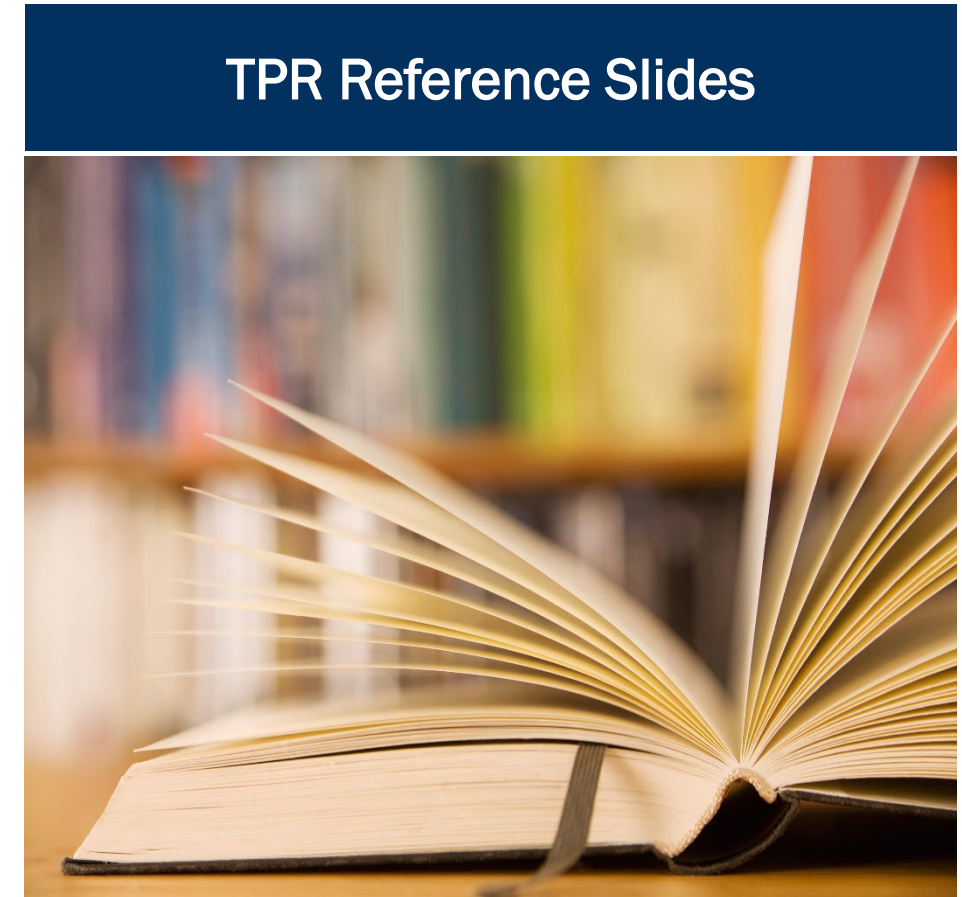
Tab	Cell Reference	Item	Description
New Enrollment/ Participant Info	PartInfo Tab; Column BX	Service End Date	Remove auto-calculate formula; revert back to user-entered field.
Planned Goals	N/A	sheet protection	1. Lock user-entered fields 2. Unlock feature
Planned Goals	F31; G31; L33	Costs/Expenditures	Confirm/Correct validation on Q3 & Q4 entries and Total Planned Expenditures cell. Add decimals to show cents.
New Enrollment/ Participant Info	N/A	Sheet protection	1. Uncheck "select locked cells" when protecting Part Info sheet (will help prevent issues when/if grantees have to paste in values) 2. Check "Use Auto-Filter" to enable column filters 3. To resolve the "fixed objects will move" error messages, apply the following settings: Go to File > Options > Advanced > In the "Cut, copy and paste" area, remove the tick for "Cut, copy and sort inserted objects with their parent cells"
Planned Goals	Row 28	Cost per Placement	Remove conditional formatting from Q1-Q4 and format as currency with no decimals
New Enrollment/ Participant Info	PartInfo Tab; Column BY	Housing Status at Exit	Add "Unknown" to dropdown list
New Enrollment/ Participant Info	PartInfo tab; Column A	Participant ID (auto-calc)	Adjust formula for calculating participant's age at enrollment (use Service Start Date instead of TODAY() function)
New Enrollment/ Participant Info	Columns AG:AI	Homeless, Epis Homless, and Hless w/Children	Double check the conditional formatting rules in eligibility category columns--The rules are triggering red strikethroughs across multiple columns, even when a "no" is selected (see screenshot at right)
New Enrollment/ Participant Info	B3	Grantee Participant ID	Add "OPTIONAL" back to the column header on Part Info tab
Planned Goals	Rows 31:33		Show decimals on budget/expenditure cells
Tech Perf Report	Rows 77:80		Show decimals on budget/expenditure cells
Tech Perf Report	N21	Avg Hrly Wage	Format Total column as currency
New Enrollment/ Participant Info			Freeze first column

# TPR Reference Slides

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Refer to the [TPR Reference slides](#) at the end of this presentation for instructions and screenshots that explain how to:

- ☐ Enter Planned Goals in the TPR
- ☐ Enter cost information for: TPR - Planned Budget, TPR - Tech Perf Rpt Expenditures & Obligations, and TPN - Financial Review
- ☐ Enter Carryover participants in the TPR





# PY23 Guidance, Resources, and Forms

## 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 no later than Sep 8)

## Forms

- VETS-701 TPR PY23 v. 1.1  
(will be available no later than Sep 1)
- VETS-702 [TPN](#)
- HVRP [Participant Tracking Sheet](#)



# PY23 Guidance, Resources, and Forms

You can find these resources on the [DOL HVRP website](#)

## Program Documents

- [GOTR TPR/TPN Checklist \(PDF\)](#)
- [On-site Assessment Form 2017 \(PDF\)](#)
- [Corrective Action Plan and High Risk Guide \(PDF\)](#)
- [Incremental Funding Planned Goals Change Request - Planned Goals Chart \(XLSB\)](#)
- [At-Risk Income Eligibility Calculator \(XLSB\)](#) Updated July 12, 2023

## Program Resources and Partners

- [HVRP Glossary of Terms \(DOCX\)](#) New!
- [Policy and Guidance](#)
- [Homeless Veterans' Reintegration Program \(HVRP\) Eligibility Changes Frequently Asked Questions \(FAQ\) \(PDF, nvtac.org\)](#) New!
- [National Veterans Technical Assistance Center \(nvtac.org\)](#)
- [NVTAC HVRP Program Guide 2023 \(PDF, nvtac.org\)](#) New!
- [United States Interagency Council on Homelessness \(usich.gov\)](#)
- [United States Department of Veterans Affairs \(va.gov\)](#)
- [HUD Initiatives and Programs for Homeless Veteran Service Providers \(hudexchange.info\)](#)
- [Stevens Amendment Desk Aid \(PDF\)](#)

## HVRP Performance

PY 2023 (July 1, 2023 – June 30, 2024) Quarterly Reporting Forms

- [HVRP Participant Tracking Sheet \(PDF\)](#) New!
- [HVRP TPR/TPN Desk Guide \(PDF\)](#)
- [VETS-701 Technical Performance Report \(XLSB\)](#)
  - [TPR Summary of Changes \(XLSX\)](#)
  - [TPR Field Definitions Reference Guide \(DOCX\)](#)
- [VETS-702 Technical Performance Narrative \(PDF\)](#)
- [VETS-703 Stand Down After Action Report \(PDF\)](#)



# Quarterly Financial Reporting

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# 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 120<sup>th</sup> 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 inquiries 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!

Thank you for your dedication serving veterans experiencing homelessness or at risk of homelessness.



# TPR Reference Slides

How to:

- ☐ Enter Planned Goals in the TPR
- ☐ Enter cost information for: TPR - Planned Budget, TPR - Tech Perf Rpt Expenditures & Obligations, and TPN - Financial Review
- ☐ Enter Carryover participants in the TPR

# Planned Goals Entries in the TPR




- Below is an example Planned Goals Chart from the FY23 FOA Abstract Attachment A
- The numbers next to each red square align to the corresponding row number in the Planned Goals tab of the PY23 TPR

Applicant Name	Year 1 Funding Amount	Year 2 Funding Amount	Year 3 Funding Amount	PoP Funding Amount
	13			

Planned Goals	O1	O2	O3	O4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	3 Year PoP Total
# of Participants Enrolled	25	30	40	40	33	34	34	34	33	34	34	34	405
# of Participants Exited	25	36	37	37	33	34	34	34	33	34	34	34	405
Placement Rate (# employed/# exited)	61.0%	61.0%	61.1%	61.1%	65.0%	65.0%	70.0%	70.0%	70.0%	70.0%	70.0%	70.0%	66.2%
# of Exited Participants Placed into Employment	15	22	23	23	21	22	24	24	23	24	24	24	269
Average Hourly Wage at Placement				\$16.71				\$17.54				\$17.54	\$17.26
Cost Per Placement (PoP Funding Amount/PoP # of Exited Participants Placed into Employment)													\$4,738
Post-Exit Goals													
Employment Rate in the 2nd Quarter After Exit		60.0%	60.0%	61.0%	61.0%	61.0%	61.0%	61.0%	61.0%	61.0%	61.0%	61.0%	60.8%
Median Earnings 2nd Quarter After Exit (Quarter = 13 weeks)			\$7,800					\$8,100				\$8,500	\$8,133
Employment Rate in the 4th Quarter After Exit				50.1%	50.1%	50.1%	50.1%	50.1%	50.1%	50.1%	50.1%	50.1%	50.1%

# Cost Entries in the TPR – Planned Budget



 **PY 2023 v1.0**

United States Department of Labor  
Veterans' Employment & Training Service  
Summary of Proposed Goals for the Program Year

Program Year (PY)  
PY 2023 7/1/2023 - 6/30/2024

PY Funding Amount

Recipient Name

Grant Type  
Select from Dropdown

OMB Approval 1293-0014 | Expires 5/31/2026  
Homeless Veterans' Reintegration Program (HVRP)

Lock Status UNLOCKED Lock Goals

Primary State

Planned Measures	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
# of Participants Enrolled									0
# of Exited Participants Placed into Employment									0
Average Hourly Wage at Placement									\$0.00
Placement Rate									0%
# of Participants Exited									0
Employment Rate 2nd Qtr After Exit									0.0%
Median Earnings 2nd Qtr After Exit									
Employment Rate 4th Qtr After Exit									0.0%
Cost Per Placement (First Year grantees only)									
Placement Rate of Exiters who were Episodically Homeless (Second & Third Year grantees only)									0.0%
Percentage of Participants Trained	80%	80%	80%	80%					
Direct Costs									\$0
Indirect Costs									\$0
Total Planned Expenditures	\$0	\$0	\$0	\$0					\$0

**Public Burden Statement** - According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information is 1293-0014. The time required to complete this information collection is 1 hour per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. The obligation to respond is required to obtain or retain a benefit (38 U.S.C. 2021 and 2023). If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Labor, Veterans' Employment and Training Service, 200 Constitution Avenue, N.W., Washington D.C. 20210.

**Planned Goals** Tech Perf Report New Enrollment Entry Participant Info Demographics Summary Goals v. Actual

Where do I find the amounts to enter for Direct Costs and Indirect Costs in the Planned Goals tab?

- SF-424A from your grant award or most recently approved budget amendment.

# Cost Entries in the TPR – Planned Goals Budget



## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 167,224.00	\$	\$	\$	\$ 167,224.00
b. Fringe Benefits	22,190.62				22,190.62
c. Travel	6,319.52				6,319.52
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other	21,041.99				21,041.99
i. Total Direct Charges (sum of 6a-6h)	216,776.13				\$ 216,776.13
j. Indirect Charges	38,223.87				\$ 38,223.87
k. TOTALS (sum of 6i and 6j)	\$ 255,000.00	\$	\$	\$	\$ 255,000.00
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)

The SF-424A  
Section B  
Budget  
Categories  
provides the  
amount of  
**Direct**, **Indirect**,  
and **Total** costs  
for one year.

# Cost Entries in the TPR – Planned Budget

i. Total Direct Charges (sum of 6a-6h)	216,776.13				\$ 216,776.13
j. Indirect Charges	38,223.87				\$ 38,223.87
k. TOTALS (sum of 6i and 6j)	\$ 255,000.00	\$	\$	\$	\$ 255,000.00

## TPR Data Entry

Line i. Total Direct Charges (sum of 6a-6h):  $\$216,776.13 / 4 = \$54,194.03$  per quarter

- The even distribution by quarter is not required. For example, if you didn't receive grant funds until late July, you may want to lower amount allotted in Q1 compared to Q2-Q4 because you will have less time to expend the money in Q1.

Enter \$54,194.03 across all four quarters of the Direct Costs row.

- The amounts shown in the screenshot are rounded to the nearest dollar, but cents will be shown in PY23 TPR v.1.1, remember to enter full dollar amount.
- You can ignore the red errors at this stage; they appear because the Total Planned Expenditures for the year does not match the PY Funding Amount.

Planned Measures	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Direct Costs	\$54,194	\$54,194	\$54,194	\$54,194					\$216,776
Indirect Costs									\$0
Total Planned Expenditures	\$54,194	\$54,194	\$54,194	\$54,194					\$216,776

# Cost Entries in the TPR – Planned Budget

i. Total Direct Charges (sum of 6a-6h)	216,776.13				\$ 216,776.13
j. Indirect Charges	38,223.87				\$ 38,223.87
k. TOTALS (sum of 6i and 6j)	\$ 255,000.00	\$	\$	\$	\$ 255,000.00

## TPR Data Entry

Line *j. Indirect Charges*:  $\$38,223.87 / 4 = \$9,555.97$  per quarter

- The even distribution by quarter is not required. For example, if you didn't receive grant funds until late July, you may want to lower amount allotted in Q1 compared to Q2-Q4 because you will have less time to expend the money in Q1.

Enter \$ 9,555.97 across all four quarters of the Indirect Costs row.

- The amounts shown in the screenshot are rounded to the nearest dollar, but cents will be shown in PY23 TPR v.1.1, remember to enter full dollar amount.
- There should be no red errors at this stage; the Total Planned Expenditures for the year should match the PY Funding Amount.

Planned Measures	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Direct Costs	\$54,194	\$54,194	\$54,194	\$54,194					\$216,776
Indirect Costs									\$0
Total Planned Expenditures	\$54,194	\$54,194	\$54,194	\$54,194					\$216,776



# Cost Entries in the TPR – Tech Perf Rpt Expenditures & Obligations



**Example:** In PY23 Q1, the recipient has expended \$54,507 in Direct Costs and \$9,243 in Indirect Costs for a total of **\$63,750**.

- There is a remaining balance of \$5,934.64 in PY22 funds.
- There is a \$255,000 balance available in PY23 funds.
- The recipient plans to use the remaining balance from PY22 before expending the PY23 funds.

TPR Expenditures & Obligations	Q1 Expenditures	PY22 Balance (\$5,934.64)	PY23 Balance (\$255,000.00)
Direct Costs	\$54,507.00	\$5,934.64	\$48,572.36
Indirect Costs	\$9,243.00		\$9,243.00
Total	\$63,750.00	<b>\$5,934.64</b>	<b>\$57,815.36</b>
Remaining Balance	N/A	0.00	\$197,184.64

# Cost Entries in the TPR – Tech Perf Rpt Expenditures & Obligations



TPR Expenditures & Obligations	Q1 Expenditures	PY22 Balance (\$5,934.64)	PY23 Balance (\$255,000.00)
Direct Costs	\$54,507.00	\$5,934.64	\$48,572.36
Indirect Costs	\$9,243.00		\$9,243.00
Total	\$63,750.00	\$5,934.64	\$57,815.36
Remaining Balance	N/A	0.00	\$197,184.64

In the PY22 TPR Q5, enter **\$5,934.64**

Actual Measures	TPN Action	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
<b>Expenditures</b>										
Participant Support Costs		51,550.00	53,800.00	54,300.00	52,615.36	5,934.64				218,200.00
Indirect Costs		9,100.00	9,200.00	9,250.00	9,250.00	0.00				36,800.00
Direct Costs										0.00
Administrative Costs - Total		9,100.00	9,200.00	9,250.00	9,250.00	0.00	0.00	0.00	0.00	36,800.00
Total Expenditures (used in TPN Q1-4)	0	60,650.00	63,000.00	63,550.00	61,865.36	5,934.64	0.00	0.00	0.00	255,000.00

In the PY23 TPR Q1, split the Direct/Indirect costs for a total of **\$57,815.36**

Actual Measures	TPN Action	Q1
<b>Expenditures &amp; Obligations</b>		
Direct Costs	N/A	\$48,572
Indirect Costs	N/A	\$9,243
Total Actual Expenditures and Obligations - Current PY Funds		\$57,815
Unobligated Balance of Current PY Funds	N/A	\$197,185

# Cost Entries in the TPN – Financial Review



If you followed the steps in the slides above, you should click “Yes” in the TPN’s Financial Review section because the costs listed on the PY22 and PY23 TPRs will align with the respective funding year SF-425 FFRs.

PY22 Q5 TPN	PY23 Q1 TPN
<b>Expenditures reported: \$5,934.64</b>	<b>Expenditures reported: \$57,815.36</b>
<p>Program Year: <input type="text" value="2022"/></p> <p>Quarter: (Select applicable reporting quarter)</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 Period of performance</p> <p><input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 Follow-up tracking only</p> <p><b>8. FINANCIAL REVIEW.</b></p> <p>Do the SF-425 and the TPR crosswalk? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If “No,” please explain why they do not match, and notify your DVET/GOTR of the discrepancy.</p> <div></div>	<p>Program Year: <input type="text" value="2023"/></p> <p>Quarter: (Check applicable reporting quarter)</p> <p><input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p><input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8</p> <p><b>3. FINANCIAL REVIEW.</b></p> <p>Do the SF-425 and the TPR crosswalk? If “No,” please explain below why they do not match, and notify your GOTR of the discrepancy. <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div></div>

# Cost Entries in the TPN – Financial Review



FFR – PY22 Funds					FFR – PY23 Funds						
<b>Expenditures reported: \$5,934.64</b>					<b>Expenditures reported: \$57,815.36</b>						
1. <u>Federal Agency and Organizational Element to Which Report is Submitted</u> DOL / VETS		2. <u>Federal Grant or Other Identifying Number Assigned By DOL</u> HV		OMB Number 4040-0014 Expiration Date Jan 31, 2019		1. <u>Federal Agency and Organizational Element to Which Report is Submitted</u> DOL / VETS		2. <u>Federal Grant or Other Identifying Number Assigned By DOL</u> HV		Standard Form OMB Number 4040-0014 Expiration Date Jan 31, 2019	
3. <u>Recipient Organization (Name and complete address including ZIP code)</u>  <b>PY22 Funds</b>					3. <u>Recipient Organization (Name and complete address including ZIP code)</u>  <b>PY23 Funds</b>						
4a. <u>DUNS Number</u>	4b. <u>EIN</u>	5. <u>Recipient Account Number or Identifying Number</u>	6. <u>Final Report</u> No	7. <u>Basis of Accounting</u> Accr	4a. <u>DUNS Number</u>	4b. <u>EIN</u>	5. <u>Recipient Account Number or Identifying Number</u>	6. <u>Final Report</u> No	7. <u>Basis of Accounting</u> Accr		
8. <u>Project/Grant Period</u> From:   To:			9. <u>Reporting Period End Date</u> 9/30/2023		8. <u>Project/Grant Period</u> From:   To:			9. <u>Reporting Period End Date</u> 9/30/2023			
10. <u>Transactions:</u>					10. <u>Transactions:</u>						
Federal Cash: (DOL records reflect quarter end cumulative drawdowns of \$ )					Federal Cash: (DOL records reflect quarter end cumulative drawdowns of \$ )						
a. <u>Cash Receipts</u>		Previous Period		This Period	a. <u>Cash Receipts</u>		Previous Period		This Period		
b. <u>Cash Disbursements</u>		Previous Period		This Period	b. <u>Cash Disbursements</u>		Previous Period		This Period		
c. <u>Cash on Hand (line a minus b)</u>		Previous Period		This Period	c. <u>Cash on Hand (line a minus b)</u>		Previous Period		This Period		
Federal Expenditures and Unobligated Balance:					Federal Expenditures and Unobligated Balance:						
d. <u>Total Federal funds authorized</u>		Previous Period		This Period	d. <u>Total Federal funds authorized</u>		Previous Period		This Period		
e. <u>Federal share of expenditures</u>		Previous Period		This Period	e. <u>Federal share of expenditures</u>		Previous Period		This Period		
f. <u>Federal share of unliquidated obligations</u>		Previous Period		This Period	f. <u>Federal share of unliquidated obligations</u>		Previous Period		This Period		

# Carryover TPR Entry (1 of 6)

- Grant recipients will record carryover participants into the PY23 TPR by completing the fields in the **New Enrollment tab** or the **Participant Info tab**.
- The **paste function as described in the [TPR Field Definitions Reference Guide](#) won't work for PY23** because the new TPR's Participant Info tab's columns do not align with those in the PY22 TPR.
- Recipients with a grant that ended on June 30, 2023, *and* received a new award beginning July 1, 2023, **must first ensure all participants enrolled under the previous grant meet HVRP eligibility requirements as of July 1, 2023.**
  - If eligible, the participant will be entered into the new grant's PY23 TPR as a new enrollment (carryover does not apply).

# Carryover TPR Entry (2 of 6)

Are there any limitations on the number of carryovers that can be reported?

- The number of carryovers reported should equal the total number of un-exited participants shown in the prior PY's Q4 TPR.
- See the three steps at right for how to determine this number.

B	BT	BV
Clear Column Filters		
<b>Example PY#1 Q4 TPR</b>	Miscellaneous	Calculated Column
Participant Name (Do not use Actual Full Names)	Enrollment Quarter	Exit Quarter (Use filter button to show Exited Participants by Quarter)
	4	
	1	
	4	
	1	
	3	
	1	
	4	
	1	
	3	
	4	
	3	
	3	
	3	
	4	
	4	
	2	
	2	

**Step 1:**  
Filter by  
"Blank"

**Step 2:** Total  
the number of  
participants in  
Enrollment  
Quarter  
column = 18

**Step 3:** Next PY's  
Q1 TPR should  
show 18 carryover  
participants

# Carryover TPR Entry (3 of 6)

## What information is required to report carryovers?

- **Participant Attributes:** Homelessness/Incarceration/Disability Characteristics, Other Program Enrollments, Demographics, and Military Service: Retain all entries from prior TPR.
  - Normally, VETS requires that carryover participants retain the same participant identification number and name as assigned in the previous PY. However, for the PY23 TPR, this rule no longer applies because of the standardized Participant ID format.
  - Grant recipients may retain the prior year's Participant ID by placing it in the optional Grantee Participant ID field.
- **New PY23 TPR Fields:** Service Delivery Area, Housing Status at Enrollment and Employment History are still required even if grant recipients may not have this information in the case file.
  - Enter your best guess response for the new fields.
  - VETS understands that carryover participants' data for these new fields may not be accurate.

# Carryover TPR Entry (4 of 6)

## What information is required to report carryovers?

- **Training: Retain all training entries with dates/quarters from the prior TPR.**
  - The TPR will generate a data validation “error” for any “Date First Provided” or “Date Last Provided” training entries that are prior to July 1 of the current PY. It displays this error because the TPR cannot be coded to ignore the current PY date range limitation only for carryover participant records.
  - The Tech Perf Report tab only counts the trainings if the “Date Last Provided” column contains a date that falls within the current PY’s reporting period.
- GOTRs use the most recent TPR available and rely on the TPR to provide oversight on training.
  - If the training dates are blank, GOTRs may assume training information is not in the case file.
  - Retaining the prior year’s training entries ensures there is no loss of data when referring to the most recently submitted TPR file



# Carryover TPR Entry (5 of 6)

## What information is required to report carryovers?

- **Services:** Service entries for carryover participants should only reflect services provided in the current PY. **Do not re-enter services provided from the prior PY** because those services were already counted in the previous PY's TPR

# Carryover TPR Entry (6 of 6)

## What information is required to report carryovers?

- Putting it all together; here's what to look for in the TPR

Participant ID <i>Auto-Populated</i>	Service Start Date <i>Carry-Over &lt;Program Year Start</i>	Date of First Training	Job Search Assistance: Date Last Provided	Enrollment Quarter <i>Blank= Carryover</i>	Carryover
ParticipantID	Service Start Date	Date of First Training	Job Search Assistance	Enrollment Quarter	Carryover
038360-AdebA#-50-19000001	2023/06/07	2023/06/13	2023/06/07		1
038360-BeynA#-63-19791908	2023/06/21	2023/06/27	2023/06/21		1
038360-BoldJ#-55-19971011	2023/06/28	2023/07/01	2023/07/01		1
038360-BoykJ#-36-20062405	2023/07/04	2023/07/11	2023/07/04	1	
038360-BrowJ#-45-19972406	2023/07/10	2023/07/11		1	
038360-BrowK#-63-19850204	2023/07/12			1	
038360-BrysR#-54-19942710	2023/07/13		2023/07/13	1	
038360-CampLM-29-20070101	2023/07/14			1	

Start date prior to current PY

Training dates from previous PY maintained in current PY's TPR

Counted as Carryover based on Start Date in previous PY

Error, occurred in previous PY

Counted as a new enrollment



**Thank you!**

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