



NVTAC Community of Practice (CoP)

Technical Performance Report (TPR) / Technical Performance Narrative (TPN) Refresher

September 28, 2023

Speaker



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Grants & Training**

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Agenda

- **Technical Performance Report (TPR) Updates**

- [Publication of PY23 TPR v.1.1](#)
- [TPR Video Walkthrough](#)
- [Key Changes in v.1.1](#)
- [Tracking/Reporting Post-Exit Follow-Up Services](#)
- [What's Next – v.1.2](#)

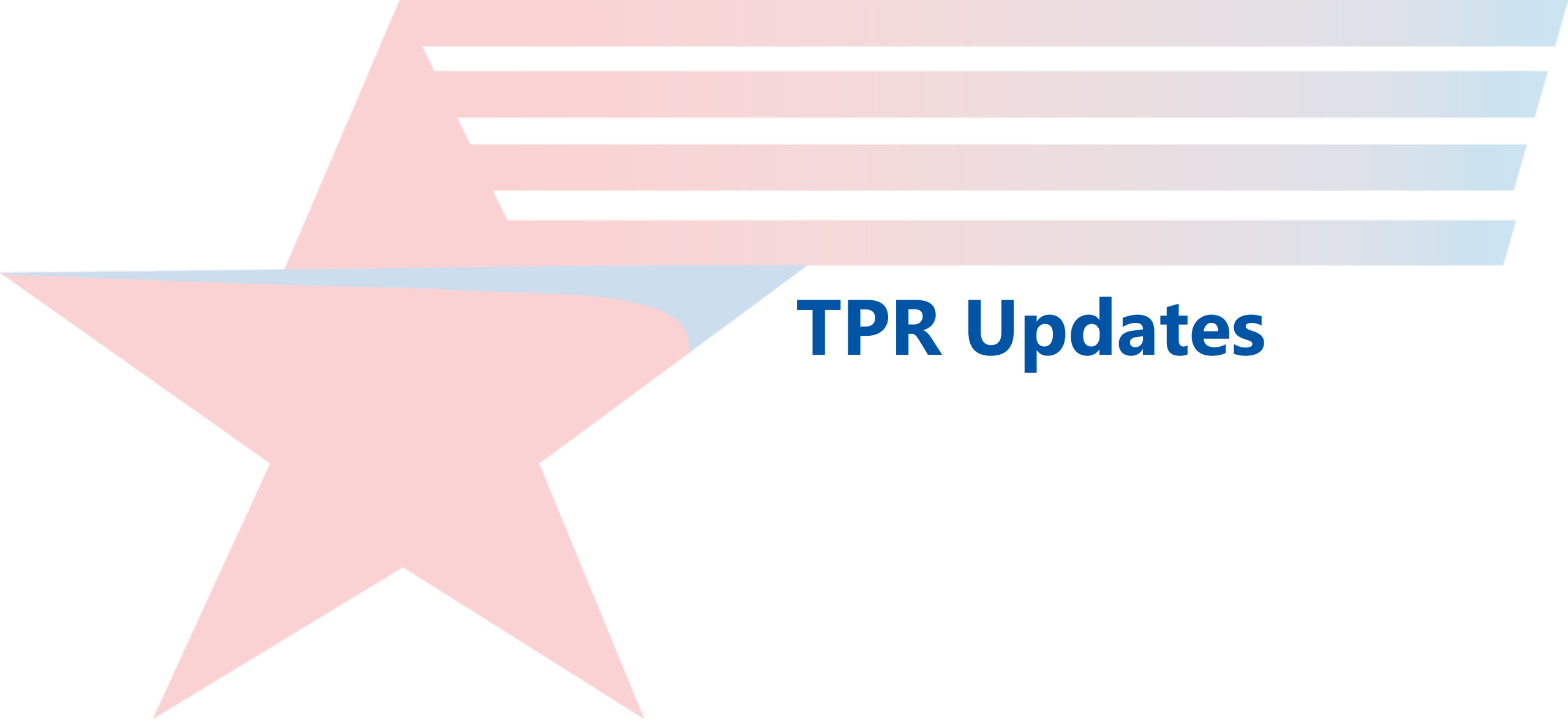
- [Planned Goals TPR Guidance](#)

- [Carryover FAQs & TPR Guidance](#)

- **Technical Performance Narrative (TPN) Overview**

- [Reporting Cycle by PoP Year](#)
- [Understanding the TPN Action Indicator](#)
- [TPN Response - Failed & Underperformance Timelines](#)
- [Achievements, Activities, & Personnel](#)

- [Financial Reporting in the TPR & TPN](#)



TPR Updates

PY23 TPR – Publication of v.1.1 (1 of 3)



DOL HVRP Website Links

The following HVRP program and performance documents were updated on August 31 and September 12, 2023.

- [HVRP Glossary of Terms](#)
- [HVRP Participant Tracking Sheet](#)
- [HVRP TPR/TPN Desk Guide](#)
- [PY23 TPR v.1.1](#)
 - [TPR Summary of Changes](#)
 - [TPR Field Definitions Reference Guide](#)
 - [TPR Video Walkthrough](#)

PY23 TPR – Publication of v.1.1 (2 of 3)



DOL HVRP Website Links

Program Resources and Partners

- [Closeout FAQs \(PDF\) New!](#)
- [HVRP Glossary of Terms \(DOCX\) Link updated 8/31, New!](#)
- [Policy and Guidance](#)
- [Homeless Veterans' Reintegration Program \(HVRP\) Eligibility Changes Frequently Asked Questions](#)

HVRP Performance

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

Note: First five links updated August 31, 2023

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

Note: Video link updated September 12, 2023

- [TPR Video Walkthrough\(Vimeo.com\)](#)
- [VETS-702 Technical Performance Narrative \(PDF\)](#)
- [VETS-702 Stand Down After Action Report \(PDF\)](#)

PY23 TPR – Publication of v.1.1 (3 of 3)



Grantee Action:

1. Download the new VETS-701 [PY23 TPR v.1.1](#) workbook.
2. Enter your planned goals, planned budget, and participant/enrollment entries for PY23 Q1.
3. If you are copying data over from v.1.0, you may refer to any of the following three resources for guidance:
 - a. *Basic instructions:* See pg. 11 of the latest [TPR/TPN Desk Guide](#);
 - b. *How-to video:* See the “Copy/Paste from v.1.0 to v.1.1” chapter of the [TPR Video Walkthrough](#); or
 - c. *Step-by-step with screenshots:* open the [PY23 TPR v.1.1 Copy-Paste Instructions.pdf](#) attached below:

TPR Video Walkthrough



VETS HVRP PY23 Technical Performance Report Walkthrough



HVRP PY23 Technical Performance Report Walkthrough



Click here for
full list of
bookmarks.

Select a topic
to jump to a
specific
action in the
video.

BOOKMARKS

1. Downloading the TPR
2. Troubleshooting blocked macros
3. Planned Goals tab
4. Reporting Period dropdown in Tech Perf Report tab
5. Participant Info tab
6. Service End Date
7. Data entry for carryover participants
8. Post-exit Follow-up Services
9. Red strikethrough warnings
10. Entering data for future quarters
11. Sort and Filter
12. New Enrollment Entry tab
13. Modify/Edit participant records
14. Demographic Summary tab
15. Tech Pref Report tab
16. Total column
17. TPN Action Indicators
18. Technical Performance Narrative
19. Goals v. Actual tab
20. Copy/Paste from v.1.0 to v.1.1
21. Paste Special Values
22. Re-entering Service End Date in v.1.1




Key Changes in PY23 TPR v.1.1 (1 of 5)



Planned Goals tab

- Lock Status & Warning
 - Users must only edit empty yellow cells when unlocked, the form will not automatically protect non-yellow cells.
- # Earned Wages in the 2nd and 4th Qtr After Exit
 - Inserted rows to display the # Earned wages in the 2nd and 4th quarters after exit. These fields are auto-calculated based upon entries in the Employment Rate and # Exited fields.
- Episodically Homeless Exited, Placed, and Placement Rate
 - Added the # Episodically Homeless Exited and # Episodically Homeless Placed into Employment rows back into the Planned Measures table and made the quarterly goals for both rows user-entered fields.
 - Reverted the Placement Rate of Episodically Homeless quarterly and total goals back to auto-calculated fields (#placed/#exited).
- Direct Costs, Indirect Costs, Total Costs
 - Displays amounts with two decimal places.



PY 2023
v1.1

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	

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

Lock Status UNLOCKED
Lock Goals

Primary State

WARNING: PLANNED GOALS UNLOCKED
 Users must only edit empty yellow cells when this form is unlocked.
 GOTR must lock Planned Goals before submitting TPR to National Office

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

Key Changes in PY23 TPR v.1.1 (2 of 5)



Tech Perf Report tab

- Count of Participants/Enrollments Trained
 - Changed field name from "Unduplicated Count of Participants Trained" to "Unduplicated Count of Enrollments Trained" for consistency with HVRP Glossary of Terms.
- % of Participants/Enrollments Trained
 - Changed field name from "% of Participants Trained" to "% of Enrollments Trained" for consistency with HVRP Glossary of Terms.
- # of Participants Trained
 - Deleted row to reduce redundancy from Unduplicated Count of Enrollments Trained in Row 48.
- # of Participants Exited – new definition
 - A participant who is placed or dropped during a quarter and is not scheduled to receive future homeless veterans program services for the next 90 or more days is considered an exiter. Follow-up services do not count as "future services". Note: Training costs are considered "future services" and may only be provided/expended while the participant is an active participant of the program. Once a participant becomes an exiter, the sequence for tracking outcomes is determined by the exit quarter. Those participants experiencing a gap in service of 90 days or more due to condition, and/or temporary departure from the area such as for National Guard/Reserve duty may be temporarily exempted from being exited for a portion of the grant recipient's period of performance.
- Direct Costs, Indirect Costs, Total Costs
 - Displays amounts with two decimal places.

Key Changes in PY23 TPR v.1.1 (3 of 5)



New Enrollment/Participant Info tab

- Housing Status at Enrollment – new definition
 - Select the participant's housing status as of the date of enrollment.
 - Unsheltered Homeless: living in a place not designed or ordinarily used as a regular sleeping accommodation for humans.
 - Sheltered Homeless/Temporary Supportive Housing: living in emergency shelters and transitional housing projects. Temporary Supportive Housing or Transitional Housing provides interim stability and support to successfully move to and maintain permanent housing.
 - Permanent Supportive Housing: living in subsidized housing with supportive services for the residents to enable them to live as independently as is practicable throughout the duration of their residence. Includes HUD VASH Rapid Re-housing program.
 - Permanent Housing: participant is the tenant on a lease for a term of at least one year that is renewable and is terminable only for cause. The lease must be renewable for terms that are a minimum of one month long.

New/Enrollment Participant Info tab

- Era Served / Period of Military Service
 - Changed the term “Era Served” to “Period of Military Service” for clarity. There were no changes to the value options.
- Occupational Skills Training – new definition
 - Includes both vocational education that provides individuals with the technical skills and information required to perform a specific job or group of jobs, and unpaid on-the-job training.
- Other Training – new definition
 - Refers to any type of relevant job driven training service NOT listed elsewhere. Life skills, financial management, resumé writing, interviewing preparation, job readiness or preparation services are not considered job driven training.

Key Changes in PY23 TPR v.1.1 (4 of 5)



New Enrollment/Participant Info tab

- Service: Child/Dependent Care – new definition
 - If HVRP funds were used to provide childcare services, the participant must meet the definition of homeless veterans with children, in accordance with 38 U.S.C. § 2021A, to expedite the reintegration of homeless women veterans and homeless veterans with children into the labor force. For the purposes of defining child or dependent, DOL/VETS uses the definition of “child” at 38 U.S.C. §101(4)(A). The use of grant funds for childcare services (allowable only to participants that meet the definition of a homeless veteran with children) is limited to 45 days, and the amount of assistance must be reasonable considering the average cost of childcare within the local community. Grant recipients must have the use of funds for childcare services for these eligible participants in their budget narrative and must identify how they will exhaust other resources before identifying grant funds for this purpose. A grant recipient must provide proof of co-enrollment with the American Job Center (AJC) and refer homeless veterans with children participants to AJC partners, such as the Temporary Assistance for Needy Families (TANF) program or other federal benefit services, for childcare services. If a veteran with children can obtain funding for childcare services by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such childcare costs. A grant recipient must have a standard operating procedure (SOP) in place to ensure this process is implemented and executed consistently and equitably.

New/Enrollment Participant Info tab

- Service: Temporary Shelter - new definition
 - If HVRP funds were used to provide Temporary Shelter or Housing Assistance, grant recipients must have the use of funds for housing assistance for these eligible participants in their budget narrative (an allowable cost only for recently released incarcerated veterans) and must identify how they will exhaust other housing options such as those offered by penal institutions, community-based housing providers, or other housing assistance options before identifying grant funds for this purpose. The use of grant funds for housing assistance is limited to 90 days, and the amount of assistance must meet the test of rent reasonableness. To meet this test and to be able to pay a landlord up to 90 days of reasonable rent, the applicant must secure at least three (3) samples of rent for housing units located in the specific community and zip code of the desired housing that meet the needs of eligible, recently released incarcerated veterans. If a veteran recently released from incarceration can obtain housing by any other means, such as through other federal or state programs, then HVRP grant funds cannot be used for such housing assistance. A grant recipient must have a standard operating procedure (SOP) in place to ensure this process is implemented and executed consistently and equitably. Temporary shelter is defined as a person living in a supervised public or privately operated shelter designed to provide temporary living arrangements.

Key Changes in PY23 TPR v.1.1 (5 of 5)



New Enrollment/Participant Info tab

- Eligibility: At Risk/Homeless – corrected validation
 - Error message/red strikethrough validation for At Risk and Homeless status fields now reads "Mutually Exclusive Status: A participant may be At Risk of Homelessness OR Homeless, but not both at the same time."
 - Episodic Homelessness status → Eligibility must equal "Homeless"
 - Homeless with Children → Eligibility must = "Homeless"

At Risk of Homelessness	Yes	Occupational S Provided
Homeless	No	Occupational S Hours Provided
Episodic Homelessness	Yes	On-the-Job Tra te Last Provi
Homeless With Children		
Incarcerated Veteran Eligible		
Service Delivery Area (SDA) Exception		

Mutually Exclusive Status
A participant can either be At Risk of Homelessness OR Homeless, but not both at the same time

Participant Info tab

- Service End Date (Exit)
 - Removed the auto-calculated formula and reverted to a user-entered field. This means that the Training Last Provided and Service Last Provided dates will no longer auto-populate the Service End Date.
 - New definition: The date represents the final date the participant received services that are not self-service, information-only, or follow up services.
- Participant ID (Col A) Sort Order
 - Submit button automatically sorts the new entry in the Participant Info tab in order of Service Start Date field sorted from oldest to newest.

Tracking & Reporting Post-exit Follow-Up Services



What is a Follow-Up Service? *Source: HVRP Glossary of Terms*

Follow-up Services – Grant recipients will provide post-exit follow-up services to participants enrolled and placed during the current period of performance (PoP) for four quarters after exit, to increase the participant’s success in employment retention. The following are examples of follow-up services:

- Additional career planning;
- Contacting the employer;
- Assisting with work-related problems;
- Peer support groups;
- Informational mailings;
- Co-enrolled partner services for job retention;
- Follow-up tracking services; and
- Provision of post-exit support services for job retention. Examples may include referrals for supportive services, incentives, work clothing, transportation assistance, etc.

Follow-up Services are different from follow-up “activities.” Activities refer to tracking participant outcomes (employment status, occupation, wages, etc.)

TPR Entry

		Follow-Up
Hourly Wage at Placement	Employment Placement Type	Date Last Provided Follow-Up Service
<input type="text" value="\$18.57"/>	<input type="text" value="Full-Time"/>	<input type="text" value="10/11/2023"/>

Use this field when you provide a post-exit follow-up service to a participant after exit (Service End Date). **Do not enter this date under the Services section of the TPR.**

What's Next? PY23 TPR v.1.2 (1 of 2)



- The Goals vs. Actual tab in v.1.1 has a calculation error in the cumulative planned goals formula for rows 5-9 (Enrollments, Placements, Average Hourly Wage, and Exits).

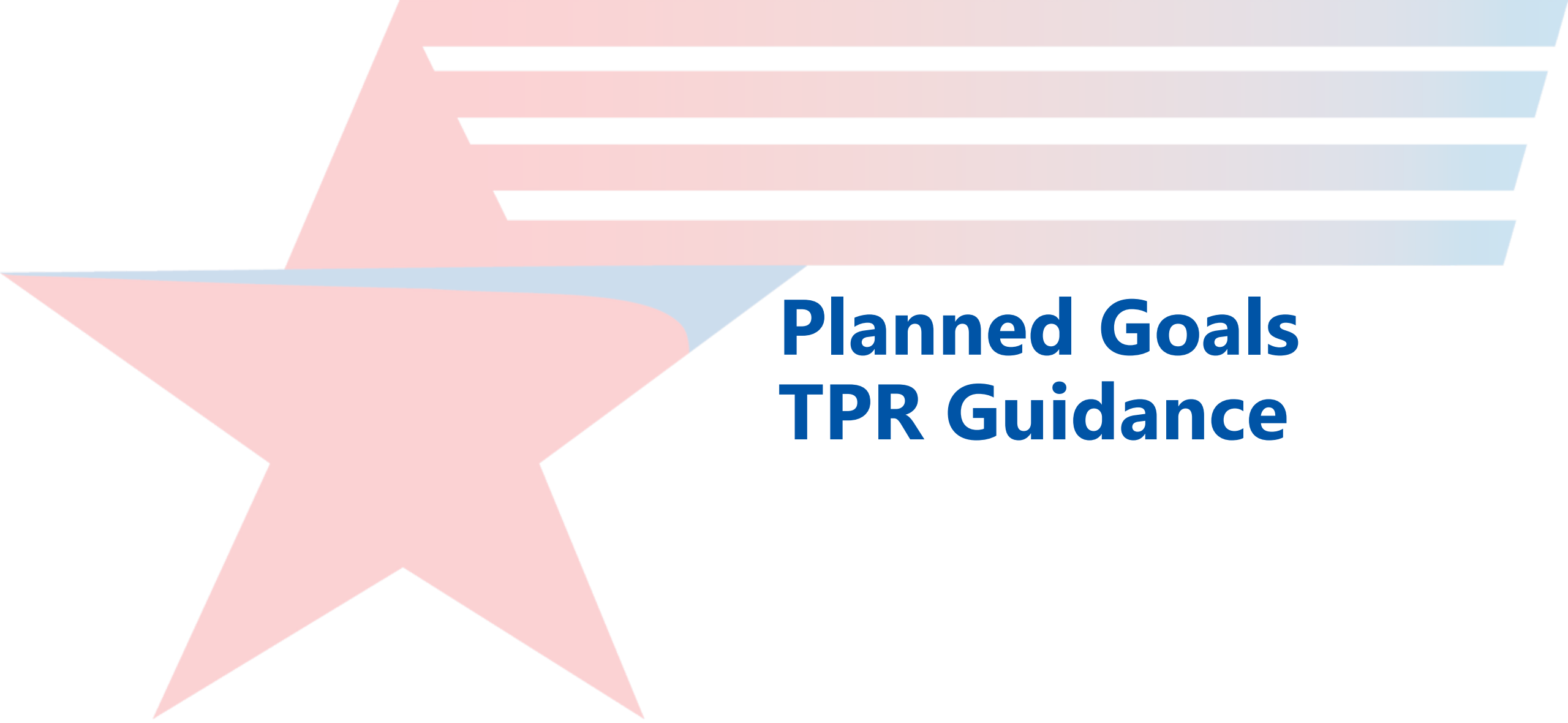
3	Goals vs. Actuals Table								
4	Performance Measures	Q1_Planned	Q1_Actual	Q1_Deviation	Q2_Planned	Q2_Actual	Q2_Deviation	Q2Cum_Planned	Q2Cum_Actual
5	# of Participants Enrolled	25	8	32.0%	37	8	21.6%	37	16
6	# Exited Participants Placed into Employment	15	2	13.3%	22	1	4.5%	22	3
7	Average Hourly Wage at Placement	\$19.85	\$22.87	115.2%	\$21.40	\$28.85	134.8%	\$21.40	\$24.86
8	Placement Rate	75.0%	100.0%	133.3%	66.7%	100%	149.9%	66.7%	100.0%
9	# of Participants Exited	20	2	10.0%	33	1	3.0%	33	3
10	Placement Rate of Exiters who were Episodically Homeless (PoP Year 2 and Year 3 grantees only)	70.0%	100.0%	142.9%	66.7%	0.0%	0.0%	68.0%	100.0%
11	Cost Per Placement (PoP Year 1 grantees only)	\$5,026	\$28,000	557.1%	\$5,026	\$75,200	1496.2%	\$5,026	\$43,733
12	% of Enrollments Trained								
13	Employment Rate 2nd Qtr After Exit								
14	Median Earnings 2nd Qtr After Exit								
15	Employment Rate 4th Qtr After Exit								
16	Direct Costs	\$64,506.00	\$50,000.00	77.5%	\$82,933.00	\$73,000.00	88.0%	\$147,439.00	\$123,000.00
17	Indirect Costs	\$5,494.00	\$6,000.00	109.2%	\$7,067.00	\$2,200.00	31.1%	\$12,561.00	\$8,200.00
18	Total Actual Expenditures & Obligations	\$70,000.00	\$56,000.00	80.0%	\$90,000.00	\$75,200.00	83.6%	\$160,000.00	\$131,200.00

Error: Cumulative Planned totals does not include Q1 Planned Goal amounts

What's Next? PY23 TPR v.1.2 (2 of 2)



- The HVRP performance team will update **every grant recipient's PY23 Q1 TPR after the TPRs are submitted to the National Office (NO).**
- Timeline:
 - 1. Nov 15:** TPRs are submitted to VETS National Office (NO).
 - 2. Nov 16-Dec 6:**
 1. NO performance team will download the v.1.1 TPRs to local drives and make corrections.
 2. NO Performance team will upload the corrected TPR files (v.1.2) to VETS internal SharePoint library.
 3. GOTRs will download the v.1.2 TPR file from the SharePoint library and will send it back to grant recipients via email for PY23 Q2 entries.



Planned Goals
TPR Guidance

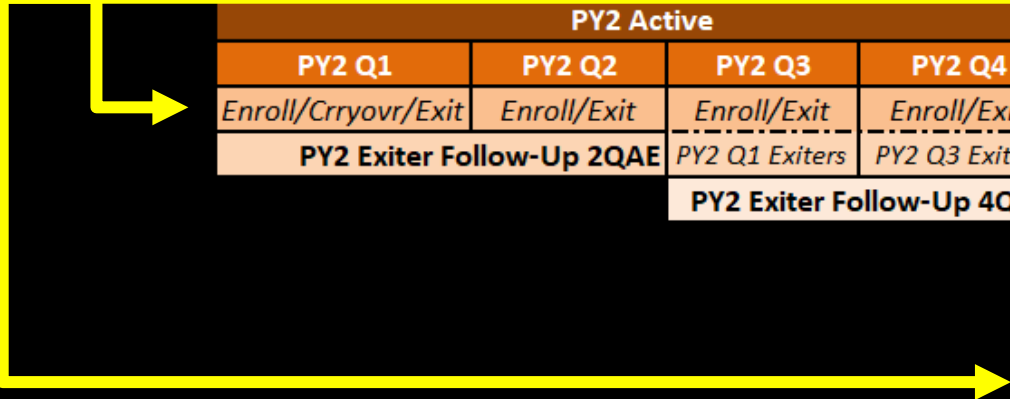
Performance Reporting Framework



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

The old Planned Goals Charts had one set of Q1-4 and Q5-8 goals that were used for all three PYs.



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 PY23 TPR v.1.1

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

Planned Goals	Q1	Q2	Q3	Q4	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%

Planned Goals Budget (1 of 4)





PY 2023
v1.1

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: _____

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

Lock Status: UNLOCKED **Lock Goals**

Primary State: _____

WARNING: PLANNED GOALS UNLOCKED

Users must only edit empty yellow cells when this form is unlocked. GOTR must lock Planned Goals before submitting TPR to National Office

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

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.

Planned Goals Budget (2 of 4)

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	\$	\$	\$	\$	\$

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

Planned Goals Budget (3 of 4)



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.

- 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.

You may need to adjust cents in one quarter to get the exact total

Planned Measures	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Direct Costs	\$54,194.03	\$54,194.03	\$54,194.03	\$54,194.04					\$216,776.13
Indirect Costs									\$0.00
Total Planned Expenditures	\$54,194.03	\$54,194.03	\$54,194.03	\$54,194.04					\$216,776.13

Planned Goals Budget (4 of 4)



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

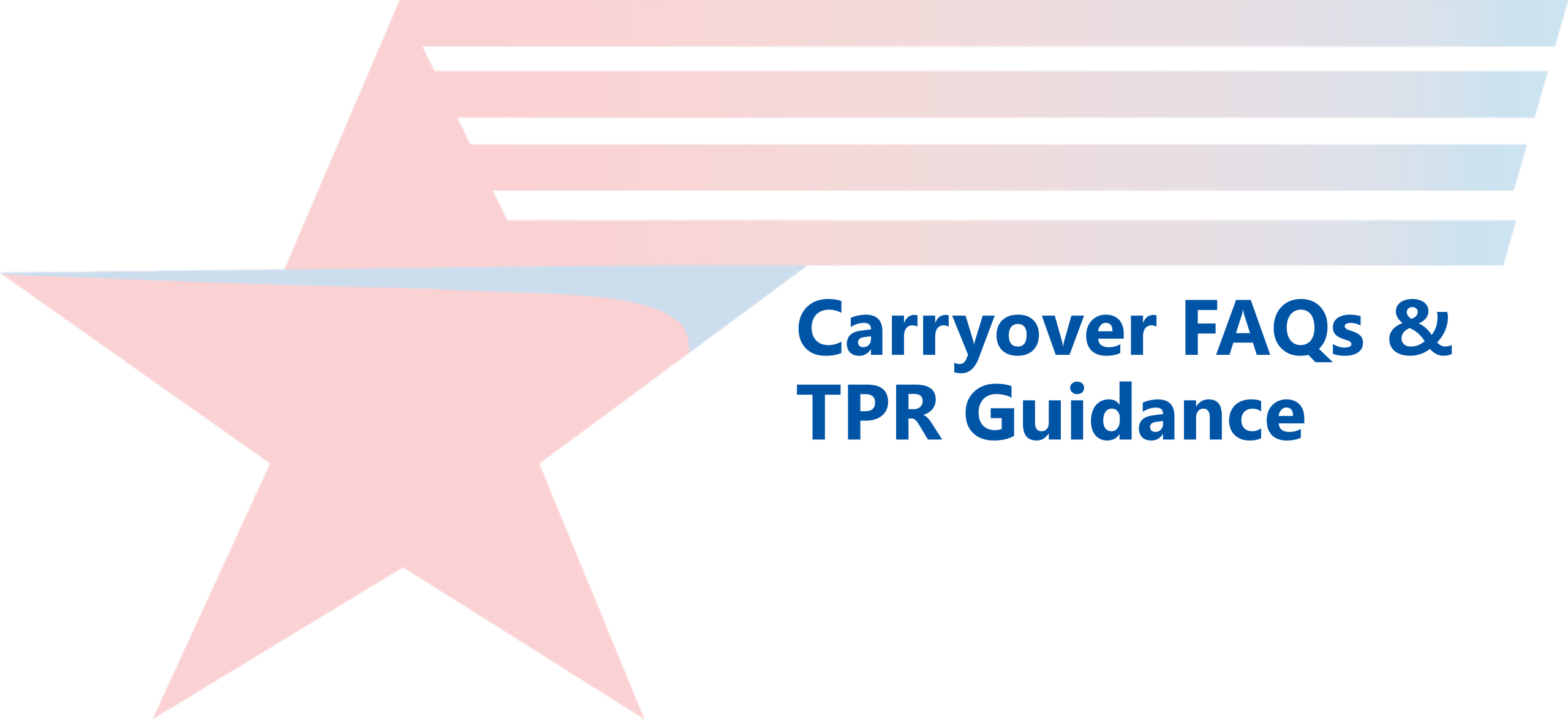
- **The even distribution by quarter is not required.** For example, if you didn't receive grant funds until late July, you may want to lower amount allotted in Q1 compared to Q2-Q4 because you will have less time to expend the money in Q1.

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

- **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	\$54,194.03	\$54,194.03	\$54,194.03	\$54,194.04					\$216,776.13
Indirect Costs	\$9,555.97	\$9,555.97	\$9,555.97	\$9,555.96					\$38,223.87
Total Planned Expenditures	\$63,750.00	\$63,750.00	\$63,750.00	\$63,750.00					\$255,000.00

You may need to adjust cents in one quarter to get the exact total



Carryover FAQs & TPR Guidance

Carryover TPR Guidance



- Grant recipients will record carryover participants into the PY23 TPR by completing the fields in the **New Enrollment tab** or the **Participant Info tab**.
- You **cannot copy/paste** 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 guidance does not apply).



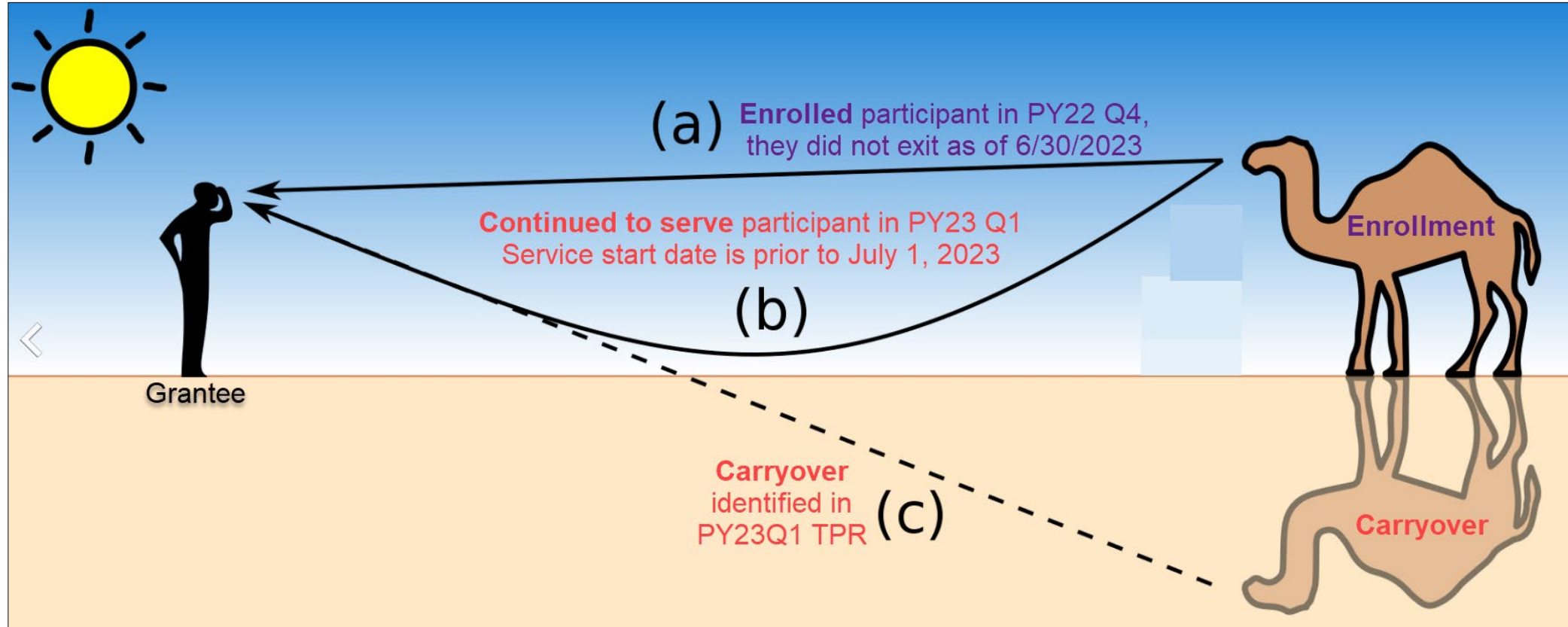
What are carryovers in the context of grant reporting?

- A "carryover" participant is the term we use to identify an unexited participant that was enrolled in the previous program year. They are identified in the TPR as a carryover when the service start date is before July 1 of the current PY.
- **Carryovers only happen twice during the grant's PoP.**
 1. PY2 Q1 (or PoP Q5)
 2. PY3 Q1 (or PoP Q9)
- **Carryovers are an artificial construct...a mirage...an optical illusion!**
 - The only reason carryovers exist is because the TPR does not align with the grant's PoP. Instead, we break the PoP into 3 separate TPRs based on the PY.
 - If our TPR was set up in a way so that all three PYs could be represented in one file, there would be no such thing as carryover participant.

Carryover FAQs (2 of 3)



The Carryover Mirage



Base image source (edited): <https://en.wikipedia.org/wiki/Mirage>

Carryover FAQs (3 of 3)



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		
Example PY#1 Q4 TPR	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	
	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 (1 of 5)



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 cannot apply because of the new standardized Participant ID format.**
 - Grant recipients may retain the prior year's Participant ID by placing it in the optional Grantee Participant ID field.

Carryover TPR Entry (2 of 5)



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 program year. 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 (3 of 5)



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 (4 of 5)



What information is **NOT** required to report carryovers?

- **New PY23 TPR Fields:** Service Delivery State/Territory, County, City, Zip Code, Housing Status at Enrollment and Employment History fields are required but grant recipients may not have this information in the case file.
 - VETS understands that carryover participants' data for these new fields may not be available.
 - If you have this information in the case file, you can enter it in the PY23 TPR, but it is not required. Otherwise, leave these fields blank for carryover participants.

Carryover TPR Entry (5 of 5)



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 <Program Year Start</i>	Date of First Training	Job Search Assistance: Date Last Provided	Enrollment Quarter <i>Blank= Carryover</i>	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	

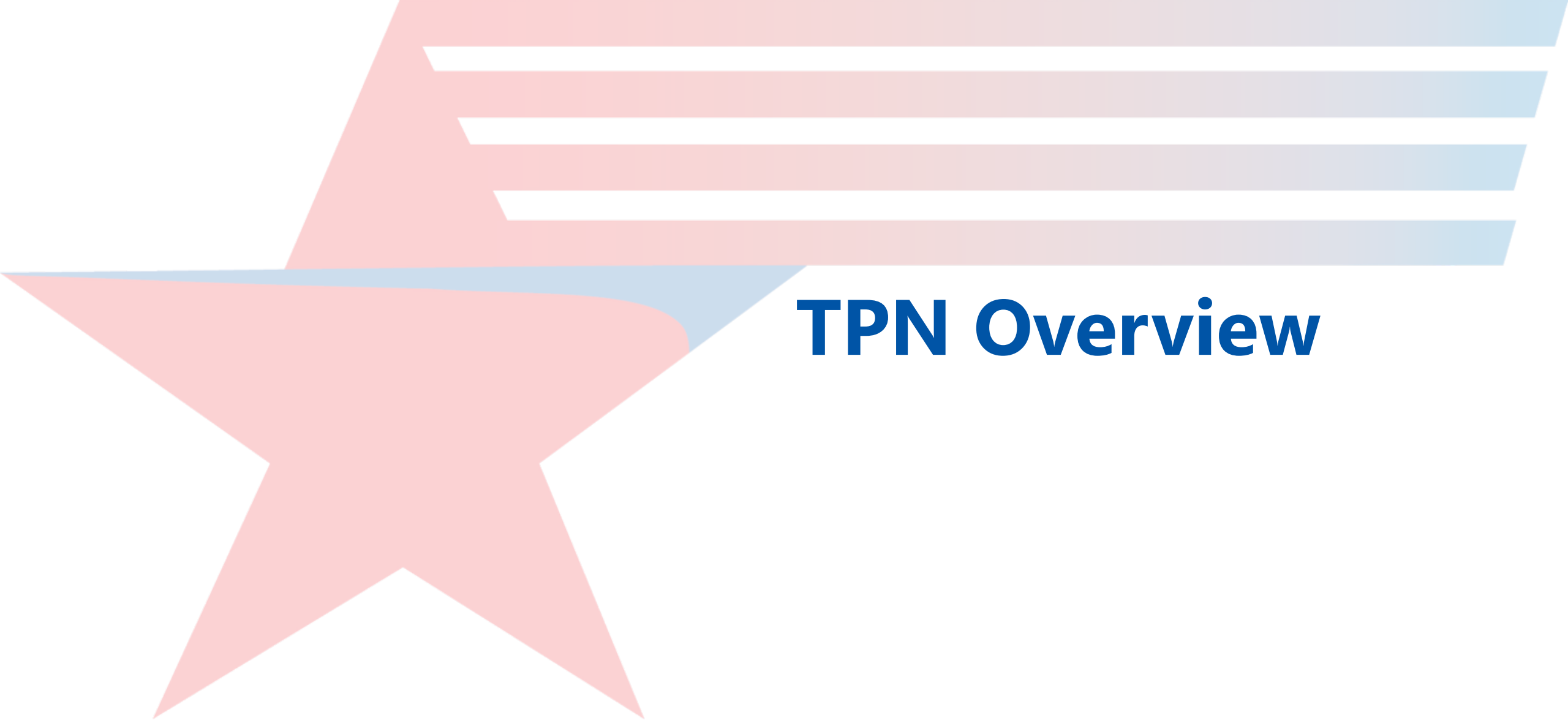
Start date prior to current PY

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



TPN Overview

Reporting Cycle by PoP Year



- This chart displays the TPR/TPN reports due based on PoP Year

Qtr Ending	9/30/23	12/31/23	3/31/24	6/30/24	9/30/24	12/31/24	3/31/25	6/30/25	9/30/25	12/31/25
PoP Year 1 (0000XX)	PY23 Q1	PY23 Q2	PY23 Q3	PY23 Q4	PY23 Q5 PY24 Q1	PY23 Q6 PY24 Q2	PY23 Q7 PY24 Q3	PY23 Q8 PY24 Q4	PY24 Q5 PY25 Q1	PY24 Q6 PY25 Q2
PoP Year 2 (38XXX)	PY22 Q5 PY23 Q1	PY22 Q6 PY23 Q2	PY22 Q7 PY23 Q3	PY22 Q8 PY23 Q4	PY23 Q5 PY24 Q1	PY23 Q5 PY24 Q1	PY23 Q5 PY24 Q1	PY23 Q5 PY24 Q1	<i>N/A PoP End 6/30/25</i>	
PoP Year 3 (36XXX)	PY22 Q5 PY23 Q1	PY22 Q6 PY23 Q2	PY22 Q7 PY23 Q3	PY22 Q8 PY23 Q4	<i>N/A PoP End 6/30/24</i>					

Understanding the TPN Action Indicator



Q2 Example

Reporting Period: Q2 October 1 - December 31

Period of Performance (PoP) Year: First Year

Recipient: ...it scores the percentage of goal achieved to date.

Scores will change depending on the Reporting Period selected because...

Displays the cumulative results as the end of the reporting period selected

Actual Measures	TPN Action	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
1 # of Participants Enrolled	✘ -1	8	8							16
2 Average Hourly Wage at Placement	⚠ 0	\$22.87	\$28.85							\$24.86
3 Placement Rate	✔ 1	100.0%	100.0%							100.0%
Placement Rate of Exiters who were Episodically Homeless (PoP Year 2 and Year 3 grantees only)	✔ 1	100.0%	0.0%							100.0%
4 Cost Per Placement (PoP Year 1 grantees only)	✘ -1	\$28,000	\$75,200							\$43,733
Employment Rate in the 2nd Qtr After Exit	✔ 1									0.0%
Median Earnings 2nd Qtr After Exit	✔ 1									0.00
Employment Rate in the 4th Qtr After Exit	✔ 1									0.0%
5 % of Enrollments Trained	✘ -1									56.3%

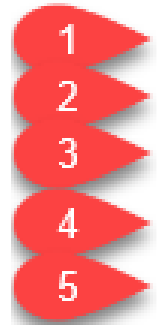
2nd Qtr After Exit indicators will not be scored until Q3

4th Qtr After Exit indicators will not be scored until Q5

TPN Response – Failed Performance



For each measure showing a **red "X"** TPN Action indicator, please provide the following:



- The indicator(s) where performance failed to meet minimum performance expectations;
- The underlying cause(s) for the failure;
- Proposed action(s) to improve performance;
- The timeline for actual performance to be aligned with planned performance; and
- If the failure is related to a continuing issue from the previous quarter(s), include what remedies you have previously taken to address and improve performance.

For each indicator with a **red "X"** you must:

- **Name the indicator;** and
- **Describe the underlying causes that you believe contributed to the failure;** and
- Provide your **proposed actions to improve and the expected timeline for the goal to be met;** and
- *If the same indicator had a **red X in the previous quarter(s)**, explain what you have already done to try to improve performance.*

TPN Response – Minimal Performance



For each measure showing a **yellow “X”** TPN Action indicator, please provide the following:

- 1
- 2
- 3
- 5

- The indicator(s) where performance is minimally acceptable;
- The underlying cause(s) for not meeting the performance goal(s);
- Remedies you are presently taking to address and improve performance; and
- If the underperformance is related to a continuing issue from the previous quarter(s), include what remedies you have previously taken to address and improve performance.

For each indicator with a **Yellow “!”** you must:

- **Name the indicator;** and
- Describe **the underlying causes for underperformance;** and
- **Actions you are currently taking to improve;** and
- *If the same indicator had a **Yellow “!”** in the previous quarter,* explain **what actions you have already done to try to improve performance.**

**Jul 1- Sep 30
PY23 Q1 &
PY22 Q5**

- **Red X:** Enrollments & Training
- **Yellow !:** Cost per Placement

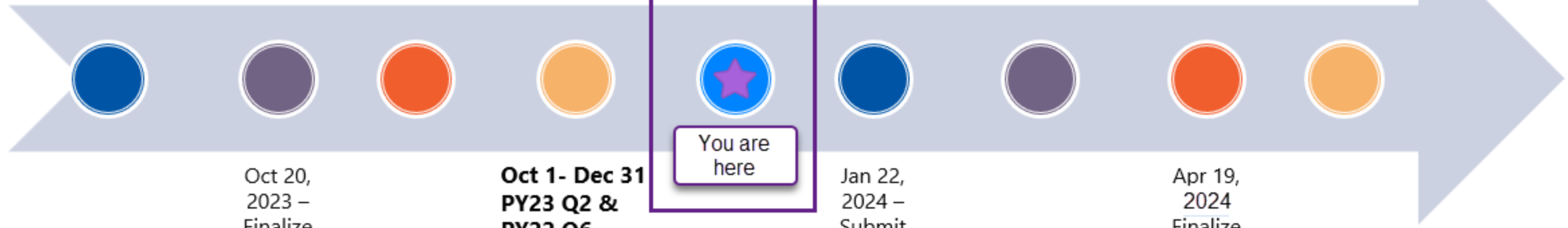
Oct 23, 2023 – Submit TPRs/TPNs to GOTR

Jan 19, 2024 – Finalize TPR(s) and complete your TPN(s)

**Jan 1- Mar 31
PY23 Q3 & PY22
Q7**

- **Red X:** Enrollments
- **Yellow !:** Cost per Placement

Apr 22, 2024 Submit TPRs/TPNs to GOTR



Oct 20, 2023 – Finalize TPR(s) and complete your TPN(s)

**Oct 1- Dec 31
PY23 Q2 &
PY22 Q6**

- **Red X:** Enrollments & Cost per Placement
- **Yellow !:** Average Hourly Wage

Jan 22, 2024 – Submit TPRs/TPNs to GOTR

Apr 19, 2024 Finalize TPR(s) and complete your TPN(s)

You are here

TPN Underperformance Responses for PY23 Q2

- 1. Indicator:** Average Hourly Wage
- 2. Cause(s):** What do you think occurred between Oct 1 & Dec 31 to cause the underperformance?
- 3. Current action:** What are you currently doing (as of Jan 19, 2024) to improve performance?
- 5. Continuing Issue:** N/A as Average Hourly Wage did not have a yellow "!" in the previous quarter.

TPN Failed Performance Responses for PY23 Q2

- 1. Indicator:** Enrollments
- 2. Cause(s):** What do you think occurred between Oct 1 & Dec 31 to cause the failure?
- 3. Proposed action:** What are you going to do between Jan 1 - March 31 to improve ^
- 4. Timeline:** When do you expect the indicator to be green? It may take longer than a single quarter.
- 5. Continuing Issue:** Enrollments had a red X in the previous quarter, which means you submitted a corrective action plan (CAP) in the PY23 Q1 TPN. Explain how you implemented the CAP between Oct 1 and Dec 31, any other actions you undertook, and any challenges and roadblocks you experienced.

**Jul 1- Sep 30
PY23 Q1 &
PY22 Q5**

- **Red X:** Enrollments & Training
- **Yellow !:** Cost per Placement

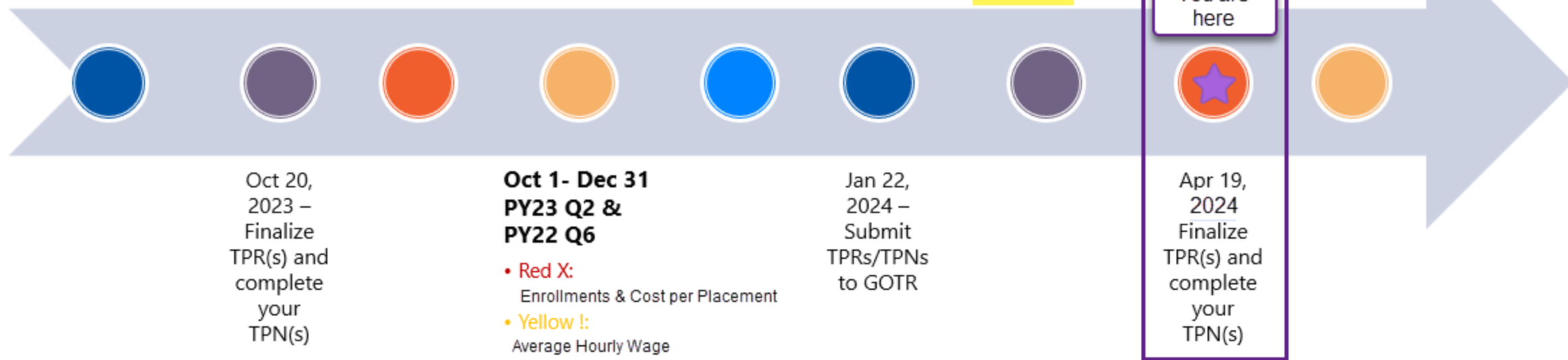
Oct 23,
2023 –
Submit
TPRs/TPNs
to GOTR

Jan 19,
2024 –
Finalize
TPR(s) and
complete
your
TPN(s)

**Jan 1- Mar 31
PY23 Q3 & PY22
Q7**

- **Red X:** Enrollments
- **Yellow !:** Cost per Placement

Apr 22,
2024
Submit
TPRs/TPNs
to GOTR



Oct 20,
2023 –
Finalize
TPR(s) and
complete
your
TPN(s)

**Oct 1- Dec 31
PY23 Q2 &
PY22 Q6**

- **Red X:** Enrollments & Cost per Placement
- **Yellow !:** Average Hourly Wage

Jan 22,
2024 –
Submit
TPRs/TPNs
to GOTR

Apr 19,
2024
Finalize
TPR(s) and
complete
your
TPN(s)

TPN Underperformance Responses for PY23 Q3

- 1. Indicator:** Cost per Placement
- 2. Cause(s):** What do you think occurred between Jan 1 & Mar 31 to cause the underperformance?
- 3. Current action:** What are you currently doing (as Apr 19, 2024) to improve performance?
- 5. Continuing Issue:** N/A as Cost per Placement did not have a yellow "!" in the previous quarter.

TPN Failed Performance Responses for PY23 Q3

- 1. Indicator:** Enrollments
- 2. Cause(s):** What do you think occurred between Jan 1 & Mar 31 to cause the failure?
- 3. Proposed action:** What are you going to do between Apr 1 - June 30 to improve?
- 4. Timeline:** Do you expect your proposed actions will make this indicator green by the end of Q4 or is yellow the most likely outcome?
- 5. Continuing Issue:** Enrollments had a red X in the previous two quarters, which means you submitted a corrective action plan (CAP) in the PY23 Q1 and PY23 Q2 TPNs. Explain how you implemented the CAPs between Oct 1 and Mar 31, any other

Table 2. TPN Action Indicators by Quarter

Performance Indicator	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. Episodically Homeless Placement Rate or Cost per Placement	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4	Q1, Q2, Q3, Q4
5. Percentage of Enrollments Receiving Training Services	Q1, Q2, Q3, Q4	N/A	Q1, Q2, Q3, Q4
6. Employment Rate 2 nd Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
7. Median Earnings 2 nd Quarter After Exit	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6	Q3, Q4, Q5, Q6
8. Employment Rate 4 th 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

- Table 2. TPN Action Indicators by Quarter is found on page 7 of the [HVRP TPR/TPN Desk Guide](#)
- It explains the maximum number of red, yellow, and green indicators found in the TPR by quarter.
- You don't have to consult this table to interpret your scores, the TPR will display the results of this table automatically.

TPN Entry – Failed Performance (1 of 2)



Q5 Example

7. FAILED PERFORMANCE IN QUARTERS 5–8.

Performance measures on the quarterly TPR flagged with a red “X” TPN Action indicator are failing to meet minimum performance expectations and require corrective action. If any of the post-exit Employment Rate or Median Earnings measures show a red “X” TPN Action indicator, please provide the following:

- The indicator(s) where performance failed to meet minimum performance expectations;
- The underlying cause(s) for the failure;
- Proposed actions to improve performance;
- The timeline for actual performance to be aligned with planned performance; and
- If the failure is related to a continuing issue from the previous quarter(s), include what remedies you have previously taken to address and improve performance.

Actual Measures	TPN Action	Q1	Q2	Q3	Q4	Q5
# of Participants Enrolled	✘ -1	8	8	5	12	
Average Hourly Wage at Placement	✘ -1	\$22.87	\$28.85	\$16.77	\$20.00	
Placement Rate	✔ 1	100.0%	100.0%	50.0%	100.0%	
Cost Per Placement (PoP Year 1 grantees only)	✘ -1	\$28,000	\$75,200	\$90,064	\$50,956	
Employment Rate in the 2nd Qtr After Exit	✔ 1			50.0%	100.0%	100.0%
Median Earnings 2nd Qtr After Exit	✔ 1			\$7,500.00	\$9,000.00	\$10,500.00
Employment Rate in the 4th Qtr After Exit	✘ -1					0.0%
% of Enrollments Trained	✘ -1					

TPN Entry – Failed Performance (2 of 2)



Q6 Example

7. FAILED PERFORMANCE IN QUARTERS 5–8.

Performance measures on the quarterly TPR flagged with a **red "X"** TPN Action indicator are failing to meet minimum performance expectations and require corrective action. If any of the post-exit Employment Rate or Median Earnings measures show a **red "X"** TPN Action indicator, please provide the following:

- The indicator(s) where performance failed to meet minimum performance expectations;
- The underlying cause(s) for the failure;
- Proposed actions to improve performance;
- The timeline for actual performance to be aligned with planned performance; and
- If the failure is related to a continuing issue from the previous quarter(s), include what remedies you have previously taken to address and improve performance.

Actual Measures	TPN Action	Q1	Q2	Q3	Q4	Q5	Q6
# of Participants Enrolled	-1	8	8	5	12		
Average Hourly Wage at Placement	-1	\$22.87	\$28.85	\$16.77	\$20.00		
Placement Rate	1	100.0%	100.0%	50.0%	100.0%		
Cost Per Placement (PoP Year 1 grantees only)	-1	\$28,000	\$75,200	\$90,064	\$50,956		
Employment Rate in the 2nd Qtr After Exit	1			50.0%	100.0%	100.0%	100.0%
Median Earnings 2nd Qtr After Exit	1			\$7,500.00	\$9,000.00	\$10,500.00	\$31,200.00
Employment Rate in the 4th Qtr After Exit	0					0.0%	100.0%
% of Enrollments Trained	-1						

No failed indicators

TPN – Achievements, Activities, & Personnel



3. FINANCIAL REVIEW.

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. Yes No

We'll cover this in the next agenda topic:
Financial Reporting in the TPR/TPN

4. IDENTIFYING ACHIEVEMENTS. Describe success stories, accomplishments, or achievements for your program that you consider to be exemplary in nature. Attachments to this form are accepted.

5. GRANT-RELATED ACTIVITIES. Describe the current quarter's community awareness activities, outreach activities to veterans experiencing homelessness, job-driven training initiatives, and program linkages to the activities offered through the American Job Centers. Describe any administrative or programmatic challenges not already addressed that may adversely affect performance outcomes.

6. PERSONNEL. Identify all staff who charged time to the grant. Additional staff rows are available on pages 8-9.

- Enter the "Percent of Time" as a decimal. 1.0 or 100% is 40 hours per week; .5 or 50% is 20 hours per week.
- If a position is vacant due to staff turnover, do not delete the position from the table.
 - Enter "Vacant" in the Employee Name column;
 - Retain the title in the Position Title column;
 - Clear the entries for the Percentage of Time and Date Hired columns; and
 - Update the Date Vacant column with the last date of position occupancy.

Employee Name:					
Position Title:					
Percent of Time:	0%	Date Hired:		Date Vacant:	
Employee Name:					
Position Title:					
Percent of Time:	0%	Date Hired:		Date Vacant:	
Employee Name:					
Position Title:					
Percent of Time:	0%	Date Hired:		Date Vacant:	
Employee Name:					
Position Title:					
Percent of Time:	0%	Date Hired:		Date Vacant:	

Do the position titles and percentages of time shown above and on pages 8-9 match the budget narrative in your grant award or most recently approved budget-related amendment? If "No," contact your GOTR to explain why the grant personnel deviates from the approved budget. Yes No



Financial Reporting in the TPR & TPN

Cost Entries in the TPR – Technical Performance Report Expenditures & Obligations (1 of 2)



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	\$5,934.64	\$57,815.36
Remaining Balance	N/A	0.00	\$197,184.64

Cost Entries in the TPR – Technical Performance Report Expenditures & Obligations (2 of 2)



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 Participant Support Costs of **\$5,934.64**

Actual Measures	TPN Action	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Expenditures										
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**, enter Direct costs of **\$48,572.36** for a PY23 funding total of **\$57,815.36**

Actual Measures	TPN Action	Q1
Expenditures & Obligations		
Direct Costs		\$48,572.36
Indirect Costs		\$9,243.00
Total Actual Expenditures and Obligations - Current PY Funds		\$57,815.36
Unobligated Balance of Current PY Funds		\$197,184.64

Cost Entries in the TPN – Financial Review (1 of 2)



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
<p>Expenditures reported: \$5,934.64</p>	<p>Expenditures reported: \$57,815.36</p>
<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 <input checked="" type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 Follow-up tracking only </p> <p>8. FINANCIAL REVIEW.</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 style="background-color: #e6f2ff; height: 150px; width: 100%;"></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 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 </p> <p>3. FINANCIAL REVIEW.</p> <p>Do the SF-425 and the TPR crosswalk? <i>If “No,” please explain below why they do not match, and notify your GOTR of the discrepancy.</i> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <div style="background-color: #e6f2ff; height: 50px; width: 100%;"></div>

Cost Entries in the TPN – Financial Review (2 of 2)



FFR – PY22 Funds				FFR – PY23 Funds			
Expenditures reported: \$5,934.64				Expenditures reported: \$57,815.36			
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		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				Standard Form OMB Number 4040-0014 Expiration Date Jan 31, 2019	
3. <u>Recipient Organization (Name and complete address including ZIP code)</u> PY22 Funds				3. <u>Recipient Organization (Name and complete address including ZIP code)</u> PY23 Funds			
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>
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. Transactions:				Previous Period	This Period	Cur	
Federal Cash: (DOL records reflect quarter end cumulative drawdowns of \$)							
a. <u>Cash Receipts</u>				0.00			
b. <u>Cash Disbursements</u>				0.00			
c. <u>Cash on Hand (line a minus b)</u>				0.00	0.00		
Federal Expenditures and Unobligated Balance:							
d. <u>Total Federal funds authorized</u>							
e. <u>Federal share of expenditures</u>				0.00	\$5,934.64		
f. <u>Federal share of unliquidated obligations</u>							
Federal Cash: (DOL records reflect quarter end cumulative drawdowns of \$)							
a. <u>Cash Receipts</u>				0.00			
b. <u>Cash Disbursements</u>				0.00			
c. <u>Cash on Hand (line a minus b)</u>				0.00	0.00		
Federal Expenditures and Unobligated Balance:							
d. <u>Total Federal funds authorized</u>							
e. <u>Federal share of expenditures</u>				0.00	\$57,815.36		
f. <u>Federal share of unliquidated obligations</u>							