U.S. Department of Labor Veterans' Employment and Training Service (VETS)
Homeless Veterans' Reintegration Program (HVRP) Listening Session
Tuesday, December 19, 2023, 2 – 3 p.m. ET

HVRP Listening Session:
Guidance on HVRP Performance, Management, and Reporting
Questions and Answers

Q: Where can we find the active policy documents?

A: We have an active policy directory that is sortable and searchable. You can use terms like HVRP and performance management. We have also added related resources to redirect you to the HVRP website, the National Veterans' Training Institute (NVTI), or the National Veterans' Technical Assistance Center (NVTAC) to have access to webinars, guides, and aids that will assist you in understanding and applying the policy to your program. Links related to Veterans' Program Letter (VPL) 03-24 Homeless Veterans' Reintegration Program Performance, Management, and Reporting can be found below:

- VETS Policy Guidance
- HVRP website
- VPL 03-24 HVRP Performance, Management, and Reporting
- VPL 03-24 Attachment 1: HVRP Corrective Action Plan Technical Assistance Guide

Q: What is cost per placement, and how is it calculated?

A: You can find this and other terms on the HVRP Glossary of Terms. The cost per placement measure is calculated by dividing the total cumulative expenditures for the reporting period by the total number of participants placed in one or more jobs during the reporting period.

Q: How do I know if I report on Placement Rate for Episodically Homeless or the Cost per Placement?

A: Grants with grant number sequence HV38XXX and HV36XXX report quarterly on Placement Rate for Episodically Homeless. Grants with grant number sequence HV0000XX report on Cost per Placement and not Placement Rate for the Episodically Homeless. There is also a line on the Technical Performance Report (TPR) that says it only applies to Period of Performance (PoP) Year 1 grantees, and the Episodically Homeless says it applies to PoP Years 2 and 3.

Q: That has not been automatic with the new TPR—I still received an X for PoP Year 1 grantees only, and we are on our third year of the grant. Is this issue going to be corrected with the new version on the TPR?

A: Grantees will need to send a message to their Grant Officer's Technical Representative (GOTR) outlining the details of the errors they are receiving on their TPR, and we can provide direct technical assistance with their GOTR. We will also review your workbook to ensure that it is functioning correctly. Once we receive the message from the GOTR, we will get back to you in 24 hours.

Q: Will you be clarifying what a grantee is required to report when on a CAP, what the format is, and how often? Are monthly CAP report updates required? The previous TAG seemed to provide guidance for GOTRs but limited for grantees.

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A: If a performance-based Corrective Action Plan (CAP) is triggered, you will receive a Red X indicator, requiring the development of a CAP in the relevant section of the Technical Performance Narrative (TPN). The criteria for developing the plan is specified in the Technical Assistance Guide (TAG). However, submission of performance reports should not be confused with the approval of the CAP, which might require updating progress. It can be better related to reporting to the GOTR. The frequency of updates or reporting depends on the individual circumstances of the grantee. The development and application of corrective measures are not one-size-fits-all, necessitating an individualized approach they develop with their GOTR based on the specific situation and challenges faced by the grant recipient.

Q: If we are not subject to the cost per placement, do we have to answer in the TPN about it?

A: If you are a PoP Year 2 or 3 grantee, you do not have to address the cost per placement at all in the TPN.

Q: If my placement rate changes for Q1 after I input 2023 Q2, do I have to submit a TPN for placement rate in 2023 Q1?

A: Placement rate should not have changed for Q1. Barring any significant adjustments, like a typo or an error, the placement rate goal and outcome should not have changed at all for Q1. The only score we anticipate could have changed in the TPR conversion to version 1.2 is the cost per placement for Q1. We would not expect you to do anything on the TNP for placement rates for Q1 or for any of your Q2 data entries.

Q: And if the Q1 changed, do they have a CAP now?

A: If the Q1 changed for version 1.2, they would have a CAP. We would want to see wording related to a CAP in the revised TPN Q1 because of the scoring change.

Q: Our cost per placement did not change. Do I need to discuss this further with my GOTR?

A: Unless you have any additional questions for your GOTR, you are not required to take any further action if your cost per placement did not change.