



Veterans' Employment
and Training Service

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

December 19, 2023



Agenda

- Publication of Veterans' Program Letter (VPL) 03-24
- What's new in the new guidance?
- Discussion

VPL 03-24 Homeless Veterans' Reintegration Program Performance, Management, and Reporting



VETERANS' PROGRAM LETTER NO. 03-24

TO: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE
(VETS) HOMELESS VETERANS' REINTEGRATION
PROGRAM GRANT RECIPIENTS
ALL VETS STAFF

FROM: JAMES D. RODRIGUEZ, MA JAMES RODRIGUEZ
Assistant Secretary Digitally signed by JAMES
RODRIGUEZ
Date: 2023.11.28
09:17:40 -05'00'

SUBJECT: Homeless Veterans' Reintegration Program Performance, Management,
and Reporting

I. Purpose

This Veterans' Program Letter (VPL) provides guidance on submitting and managing performance and financial reports for VETS' Homeless Veterans' Reintegration Program (HVRP) grant recipients.

- Rescinds:
 - VPL 02-17, Quarterly Reporting Guidance for Competitive Grant Recipients and Non-Competitive Stand Down Grant Recipients, and its Technical Assistance Guide (TAG) for Competitive Grants
 - GO Memo 07-16, HVRP Expenditure Period Change
 - Corrective Action Plan (CAP) and High Risk (HR) Designation Guide dated April 9, 2018

VPL 03-24 Homeless Veterans' Reintegration Program Performance, Management, and Reporting, cont.



Find VPLs in [the Active Policy Directory](#).

Active Policy Directory

Show entries

Search:

↑↓	Date ↑↓	Type ↑↓	Number ↑↓	Subject ↑↓
01	2023/11/28	VPL	03-24	Homeless Veterans' Reintegration Program Performance, Management, and Reporting.(PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP, closeout Related Resource: HVRP Cash vs. Accrual Desk Aid (PDF) , PY23 TPR TPN Desk Guide (PDF) , Grantee Grant CO Webinar (nvti.org, PDF)
02	2023/11/28	VPL	03-24 Att. 1	HVRP Corrective Action Plan TAG (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP
03	2023/11/28	VPL	03-24 Att. 2	HVRP High Risk Designations TAG (PDF) Tags: hvrp, quarterly, performance, financial, reporting, high risk, CAP



What's new?



VPL 03-24 Guidance Organization

Sections of VPL are broken out by specific topic that describes the requirements of the grant recipient in:

1. Records Management (Section V)
2. Quarterly Performance Reports (Section VI)
3. Quarterly Financial Reports (Section VII)
4. Quarterly Report Due Dates (Section VIII)
5. Program Risk Management (Section IX)
6. End of Grant Reporting (Section X)

Records Management (Section V)



Recipients must maintain a case file for each participant containing the required documentation for enrollment in the program. Crosswalk to Program Year (PY) 2023 grant recipients' Terms and Conditions (T&C) Part A(14), as well as [VPL 02-23](#) for eligibility documentation.

At a minimum, a Homeless Veterans' Reintegration Program grant recipient's participant case file must include:

1. Source documentation of veteran status;
2. Verification of veterans' homelessness or at risk of homelessness status;
3. An HVRP Intake, which includes the collection of necessary information to determine eligibility for the program;
4. An assessment that provides a comprehensive evaluation that may include education, skills, employment history, desired career, and employment barriers;

Records Management (Section V), cont.



5. Individual Employment Plan that documents a plan of action and services designed to overcome the barriers that exist and achieve the employment goals identified;
6. Case notes documenting activities such as contact with the participant, services provided, training, and referrals to other agencies in order to gain/retain meaningful employment;
7. Supporting financial records for participant support costs incurred for the participant spent in accordance with the grant recipient's budget narrative and 2 CFR 200.1; and
8. Verification of employment (through the employer or participant for wages and hours worked) for the quarter placed and for each quarter after exit during the follow-up period during the Period of Performance (PoP).

Quarterly Performance Reports (Section VI)



- Provides grant recipients with less technical instruction on the completion and submission of performance and financial reports and focuses on what is required and when it is required. VETS uses the [TPR/TPN Desk Guide](#) for how grant recipients will complete and submit performance reports.

HVRP Performance

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

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

Quarterly Financial Reports (Section VII)



- VETS will require HVRP grant recipients to report on an accrual basis. Grant recipients have a resource titled [HVRP Cash Vs. Accrual Desk Aid](#) on the [HVRP Website](#).
- Addresses “carryover funding.” Grant recipients must use carryover funding on a first-in, first-out basis, prioritizing the charging of expenditures to any remaining funding attached to the earliest awarded increment.

Program Risk Management (Section IX)



- Defines Corrective Action Plan (CAP), its application and use, frequency, implications, and grant recipient and Grant Officer's Technical Representative (GOTR) roles. Policy is complimented by a TAG for grant recipients and GOTRs to use.
- Defines High Risk designation, its application and use, frequency, implications, and grant recipient and GOTR roles.
- Notifies grant recipients of additional restrictions that may be recommended by the GOTR/RAVET to the Grant Officer for non-compliance, drawdown restrictions, or stop work orders.

End of Grant Reporting (Section X)



States grant recipients' role in closeout and the requirements to complete the performance and financial reporting requirements once the PoP ends.



Changes the closeout due date to align with 2 C.F.R.—120 days. Identifies the correct report name for closeout—Final FFR.



Communicates in policy the changes regarding the transmission of the closeout notification and forms via GrantSolutions.

Attachment 1: HVRP Corrective Action Plan Technical Assistance Guide



- Revised for a 36-month/12-quarter PoP and aligns with the current performance indicators for HVRP.
- The what and how of VPL 03-24 that describes what necessitates a CAP and describes what the two types of CAPs are: **1) performance-based, and 2) administrative and managerial, that require corrective action.**
- Notification and approval process of performance-based CAP is through the performance outputs of the Technical Performance Report (TPR) (action indicators). The use of the Technical Performance Narrative (TPN) and acceptance of the quarterly performance reports within the quarterly reporting process and timeline are outlined in VPL 03-24 Section VI.

Attachment 1: HVRP Corrective Action Plan Technical Assistance Guide, cont.



Notification, approval, and removal process of administrative and managerial is in writing and utilizes GrantSolutions for filing.



CAPs can span multiple PYs within the PoP for both performance-based and administrative and managerial.



States that grant recipients do not have to develop or modify a CAP for poor performance within their final quarterly performance report (PoP year 3, quarter 12).

Attachment 1: HVRP Corrective Action Plan Technical Assistance Guide, FAQ 1.



- FAQ: Does a grant recipient continue a CAP from one PY to another, or do we wait to see how we do at the end of Q1 of the next PY?
- A:
 - Failure to meet one or more of the performance indicators provided in Table 1 of the TAG in PoP quarters 1 through 11 will require a CAP within the narrative section of the quarterly report for that quarter.
 - CAPs can span multiple program years until performance indicators meet minimum expectations or an administrative or managerial CAP has come into compliance.

Status	PY1 Q1 PoP Q1	PY1 Q2 PoP Q2	PY1 Q3 PoP Q3	PY1 Q4 PoP Q4	PY2 Q1 / PY1 Q5 / PoP Q5	PY2 Q2 / PY1 Q6 / PoP Q6	PY2 Q3 / PY1 Q7 / PoP Q7	PY2 Q4 / PY1 Q8 / PoP Q8	PY3 Q1 / PY2 Q5 / PoP Q9	PY3 Q2 / PY2 Q6 / PoP Q10	PY3 Q3 / PY2 Q7 / PoP Q11	PY3 Q4 / PY2 Q8 / PoP Q12
Red	5	5	7	7	8	8	8	8	8	8	8	8
Yellow	4	4	6	6	7	7	7	7	7	7	7	7
Green	5	5	7	7	8	8	8	8	8	8	8	8

Attachment 1: HVRP Corrective Action Plan Technical Assistance Guide, FAQ 2.



- FAQ: Which quarters do the TPN Action indicators apply to for the different measures?
- A: VPL 03-24 Attachment 1 Corrective Action Plan Technical Assistance Guide addresses this through description and the utilization of tables.

Performance Indicator	Red	Yellow	Green
1. Number of Participants Enrolled	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
2. Average Hourly Wage at Placement	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
3. Placement Rate	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
4. Placement Rate Episodically Homeless or Cost per Placement	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
5. Percentage of Enrollments Receiving Training Services	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12	PY1 Q1-Q4 PY2 Q1-Q4 PY3 Q1-Q4 PoP Q1-Q12
6. Employment Rate 2 nd Quarter After Exit	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12
7. Median Earnings 2 nd Quarter After Exit	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12	PY1 Q3-Q6 PY2 Q3-Q6 PY3 Q3-Q4 PoP Q3-Q12
8. Employment Rate 4 th Quarter After Exit	PY1 Q5-Q8 PY2 Q5-Q8 PY3 N/A PoP Q5-Q12	PY1 Q5-Q8 PY2 Q5-Q8 PY3 N/A PoP Q5-Q12	PY1 Q5-Q8 PY2 Q5-Q8 PY3 N/A PoP Q5-Q12

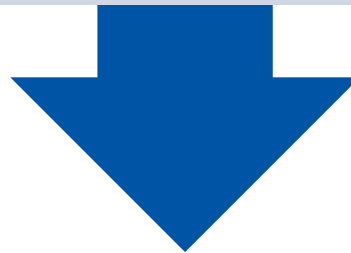
Attachment 1: Table 1 Performance Indicator Clarification



VETS replaced the Placement Rate for Episodically Homeless performance indicator with Cost Per Placement for grants awarded under FOA VETS-23-01 and beyond.

Grant number sequence HV38XXX and HV36XXX report quarterly on the Placement Rate for Episodically Homeless

Grant number sequence HV0000XX reports on Cost Per Placement and not Placement Rate for the Episodically Homeless



Either indicator is among the group of planned outcomes for the HVRP that is subject to a performance-based CAP or High-Risk designation

Attachment 2: HVRP High Risk Designation Technical Assistance Guide



- No longer states that HR designations are unusual and rare, and ties designations directly to performance and specific common examples of grant recipient non-compliance.
- HR designations **can** require additional or more detailed financial and/or performance reports.
- Provides grant recipients a timeframe of three consecutive quarters to improve performance or address/resolve non-compliance issues before the Grant Officer considers remedies for non-compliance that is listed in 2 C.F.R. §§ [200.339-200.340](#).

Attachment 2: HVRP High Risk Designation Technical Assistance Guide, FAQ.



FAQ: How many measures must a grant recipient fail to be considered High Risk?

A: VETS lists five indicators; the grant recipient fails to meet minimum performance expectations for at least three of them for three consecutive quarters.

- Enrollments;
- Average Hourly Wage at Placement;
- Placement Rate;
- Placement Rate Episodically Homeless (HV38XXX, HV36XXX) / Cost Per Placement (HV0000XX); or
- Percentage of Enrollments Trained

Questions?



What questions do you have regarding this new guidance?

Q: Do you know where to find our Active Policy Directory?

A: On the VETS [Policy Guidance](#) page.

Q: Do you know where to find HVRP Program Information, documents, resources, and partners?

A: On the VETS [HVRP website](#).

Upcoming Policy Releases and Events



- Grant Officer's Memorandum on Incremental Funding Procedures for Program Year 2024 – Friday, December 22
- Veterans' Program Letter on HVRP Award Amendments – Late December, early January
- Be on the lookout for an HVRP Listening Session Invitation covering both of these policies early in January.



Performance Reports

The PY23 TPR and TPN



TPRs Quarter Ending 9/30/2023

- **December 15**
 - The National Office Performance Team converted all PY23 TPRs from v.1.1 to v.1.2.
- **December 18**
 - GOTRs will send the TPR v.1.2 file back to grant recipients for PY23 Q2 entries.
- **December 19**
 - Updated guidance published to [HVRP website](#):
 - [PY23 TPR v.1.2](#)
 - [TPR/TPN Desk Guide \(rev Dec 2023\)](#)
 - [TPR Summary of Changes](#)
 - [GOTR TPR/TPN Checklist](#)

TPRs Quarter Ending 9/30/2023, cont.



Significant Changes PY23 TPR v.1.2

- **Planned Goals:** Revised Cost Per Placement (CPP) goal from user entry to calculation; added formula for CPP quarterly goals.
- **Technical Performance Report:** Revised CPP scoring thresholds; At-Risk designation for IVTP eligible participants; Military Discharge Date validation correction; fixed counts for unduplicated participants receiving services.
- **New Enrollment/Participant Info:** Military Discharge Date validation, removed coding that caused cell to delete all contents when double clicked.
- **Goals v. Actual:** Corrected call references for cumulative planned goals for Enrollments, Placements, Average Hourly Wage, Exits, and Cost Per Placement.

Cost Per Placement Scoring Threshold Change – only applies to PoP Year 1 Grantees



- A CPP that is any percentage below the goal is no longer considered a **failing** indicator.
 - Under v.1.1, a grantee would have received a red X if their CPP was below 80% of their planned goal.
 - There is no change to the failing threshold ceiling of **>120.0%**.
- A CPP **between 0%-75% of the goal** will be marked **yellow** (underperformance).
- The floor for having **met the goal** was reduced from 95.0% to **75.0%**.

PY23 TPR v.1.1 CPP Thresholds	PY23 TPR v.1.2 CPP New Thresholds	Summary of Changes
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); background-color: black; color: white; padding: 5px; font-weight: bold;">% of Goal Achieved</div> <div style="margin-left: 20px;"> <div style="background-color: green; color: white; padding: 5px; margin-bottom: 5px; text-align: center;">95-105%</div> <div style="background-color: yellow; color: black; padding: 5px; margin-bottom: 5px; text-align: center;">80%-94% or 106%-120%</div> <div style="background-color: red; color: white; padding: 5px; text-align: center;"><80% or ≥121%</div> </div> </div>	<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); background-color: black; color: white; padding: 5px; font-weight: bold;">% of Goal Achieved</div> <div style="margin-left: 20px;"> <div style="background-color: yellow; color: black; padding: 5px; margin-bottom: 5px; text-align: center;">≤ 74.9%</div> <div style="background-color: green; color: white; padding: 5px; margin-bottom: 5px; text-align: center;">75.0% - 105.0%</div> <div style="background-color: yellow; color: black; padding: 5px; margin-bottom: 5px; text-align: center;">105.1% - 120.0%</div> <div style="background-color: red; color: white; padding: 5px; text-align: center;">≥ 120.1%</div> </div> </div>	<ul style="list-style-type: none"> • Yellow floor changed from 80% to 0%; no change to ceiling of 120%. • Green floor changed from 95% to 75%; no change to ceiling of 105%. • Red floor removed; no change to ceiling of >120%. • Add second yellow bar so thresholds are in chronological order. • Added decimals to clarify exact break points.

Cost Per Placement Scoring Threshold Change – only applies to PoP Year 1 Grantees



PoP Year 1 Grant Recipients Action Only

- The changes to the CPP planned goals calculation and scoring thresholds may have changed your Q1 score for this indicator.
- If your CPP score changed, grant recipients should complete a revised PY23 Q1 TPN to ensure it aligns with the scores shown in TPR v.1.2 and submit to the GOTR no later than the Q2 reporting deadline (i.e., you can submit it along with your PY23 Q2 TPR/TPN).

Questions on Performance Reports?





Thank you!



Discussion
