

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

Grantee Name: _____

Grant Number: _____ Grant Amount: _____

Address: _____

Performance Quarter: _____ Program Year: _____

Certification

As an authorized representative of the grantee, I attest to the completeness and accuracy of the information contained in this report.

Name: _____ Title: _____ Date: _____

Technical Performance Narrative Q1 - Q4 only

Please refer to the Technical Performance Report for the period covered by this report. Each critical performance measure showing a **red indicator** requires a corrective action statement in item 1. The critical performance goals are:

- Total enrollments (1b on the TPR)
- Total placed in employment (1f on the TPR)
- Computed placement rate (1h on the TPR)
- Cost per placement (1i on the TPR)

1. **POOR PERFORMANCE REQUIRING CORRECTIVE ACTION.** For each critical performance measure flagged with a red indicator, please provide the following:

- The critical goal not met,
- The underlying cause(s) for the underperformance,

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- The timeline to be in compliance.

Each data element showing a **yellow indicator** is within 85% (120% for cost per placement) of your planned goal. A yellow indicator does not require corrective action. However, you are required to describe the results of your analyses of this underperformance in Item 2. Underperformance highlighted by a yellow indicator for the following TPR data elements should be addressed: 1b, 1c, 1f, 1g, 1h, 1i, 2a, and 2b.

2. UNDERPERFORMANCE NOT REQUIRING A CORRECTIVE ACTION PLAN. For each data element indicator showing a yellow indicator, provide the following:

- The non-critical performance measure not met
- The underlying cause(s) for the underperformance
- Remedies you are presently taking to address the underperformance

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

4. GRANT STAFF. Identify all staff who charged time to the grant.

| Name | Title | % of Time Charged to HVRP | Date Hired | Date Vacant |
|------|-------|---------------------------|------------|-------------|
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Does the staff title and percentage of time match with your Direct Cost Description in your last modification? YES or NO

If NO you must submit a budget modification to your DVET/GOTR.

5. **CUMULATIVE FISCAL PERFORMANCE.** If a cumulative expenditure item on the TPR shows a **red indicator** it is not within 85% of your planned expenditure. Provide for each red expenditure item (participant services, administrative costs, and total expenditures) the following:

- The expenditure item where performance shows red
- The underlying cause(s) for the unmet performance
- Action(s) to correct the unmet performance
- The timeline to be in compliance

Do the SF 425 and the TPR crosswalk? YES or NO (They must match.)

6. **GRANT RELATED ACTIVITIES.** Describe the current quarter's community awareness activities, outreach activities to homeless veterans, 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 which may adversely affect performance outcomes.

Technical Performance Narrative Q5 - Q8 only

Each non-critical performance measure showing a **yellow indicator** is not within 85% of your planned goal. A yellow indicator does not require corrective action in quarters 5 - 8. However, you are required to describe the results of your analyses of underperformance for the following items in item 7:

- Entered employment rate (1m on the TPR)
- Employment retention rate (1p on the TPR)
- Participant service expenditures (4a on the TPR)
- Administrative costs (4b on the TPR)
- Total expenditures (4d on the TPR)

7. UNDERPERFORMANCE NOT REQUIRING A CORRECTIVE ACTION PLAN. For each performance measure listed above showing a yellow indicator, provide the following:

- The non-critical performance measure not met
- The underlying cause(s) for the underperformance
- Remedies you are presently taking to address the underperformance

8. FINANCIAL REVIEW

- Do the SF 425 and the TPR crosswalk? YES or NO (They must match.)
- Is the FFR marked as Final? YES or NO
- Is the FFR marked as Close-Out? YES or NO