

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

Grantee Name: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Address: \_\_\_\_\_

Quarter (Select):

- 1     2     3     4    (Period of performance)
- 5     6     7     8    (Follow-up tracking only)

Program Year:

### Grantee 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: \_\_\_\_\_

Please refer to the VETS-701 Technical Performance Report (TPR) for the period covered by this report. The TPR's red or yellow indicators require narrative response or explanation in the associated fields of this TPN.

All fields on this form are required. For any that are not applicable, please enter N/A.

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Reset Form

Print Form

## Operation Year Technical Performance (Quarters 1-4)

1. **POOR PERFORMANCE REQUIRING CORRECTIVE ACTION.** For each critical performance measure flagged with a **red indicator** on the quarterly TPR (i.e., performance is failing to meet minimum expectations), please provide the following:
- The critical goal not met,
  - The underlying cause(s) for the underperformance,
  - Proposed action(s) to improve performance, and
  - The timeline for actual performance to be aligned with planned performance.

2. **UNDERPERFORMANCE NOT REQUIRING A CORRECTIVE ACTION PLAN.** Data elements on the TPR showing a **yellow indicator** are considered to be meeting minimum performance expectations and do not require corrective action. However, you are required to describe the results of your analyses of this underperformance. For each element in the Performance section of the TPR showing a yellow indicator, provide the following:

- The indicator where performance is minimally acceptable
- The underlying cause(s) for not performing at or above the stated goal
- Remedies you are presently taking to address to improve performance

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

Additional Staff?

Does the staff title and percentage of time match with your Direct Cost Description form in your most recent modification?

Yes    No

If NO, explain any variation(s) here; your GOTR will notify you if a budget modification is required:

5. **CUMULATIVE PERCENTAGE OF PARTICIPANTS RECEIVING TRAINING SERVICES.** If a cumulative percentage on the TPR shows a yellow indicator, less than 80% of participants have received training services. Please provide the following:

- The cumulative percentage of participants trained
- The underlying cause(s) of underperformance
- Remedies you are presently taking to address to improve performance

6. **CUMULATIVE FISCAL PERFORMANCE.** If the Total Expenditures on the TPR shows a yellow indicator, it is not within 85% of your planned budget. Provide the following:

- The expenditure item where performance is highlighted with a yellow indicator
- The underlying cause(s) for the under-spending
- Remedies you are presently taking to address to improve performance

7. **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.

8. **FINANCIAL REVIEW**

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

## Follow-up Period Technical Performance (Quarters 5-8)

The TPR and its accompanying TPN for a specific grant award must be submitted for each of the four participation quarters in the grant period of performance AND for each of the four follow-up tracking quarters covered by a subsequent award that immediately follows. Grantees receiving these subsequent awards are required to submit separate TPRs and TPNs for the initial award and each immediate subsequent award until all follow-up tracking quarters are reported in each separate TPR. Please note that a grant not receiving an immediate subsequent award is not required to collect and report the four quarters of follow-up outcome results for its award.

Each post-program employment and earnings indicator applicable to your grant showing a yellow indicator is not within the acceptable range (85%) of your planned goal. Please refer to your grant award for the applicable measures. A yellow indicator does not require corrective action. However, you are required to describe the results of your analyses of underperformance for the post-program employment and earnings indicators applicable to your grant.

9. **UNDERPERFORMANCE NOT REQUIRING A CORRECTIVE ACTION PLAN.** For each post program performance measure 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

### Post Program Reminders & Best Practices

#### Reminders:

- Every exiter receives twelve months of follow-up services through HVRP.
- Follow-up must be conducted on all program exiters, even the ones who were not placed into employment. Your work with participants may have assisted them even if it did not result in a placement at the time of exit. Following up on all participants allows your successes to be documented.
- Follow-up activities in Q5-Q8 are funded by the current active program year, even if granted under a new Funding Opportunity Announcement instead of through an option year.

#### Best Practices:

- HVRP exiters can be difficult to follow up on. For this reason, HVRP funding can be used to provide incentives for continued contact, as long as it is consistent with your approved budget.
- When following up with employed exiters, ask if they are experiencing any challenges such as transportation, child care, or interpersonal issues. Offer any needed follow-up services to support their continued success.
- If it has been fewer than 90 days since the participant exited your program, evaluate the exiter for re-entry into the HVRP if needed. (Remember, the exiter must meet eligibility requirements in order to be re-entered.)
- Consider asking exited participants to mentor a current participant. Veterans operate best as part of a team, and reigniting those leadership skills can be vital to keeping them successful.
- Contact our National Veterans Technical Assistance Center (NVTAC) if you are having any difficulties in your program.