QPR - VGRS ONLINE FORM SCREENSHOTS
Control No.: 1293-0014
Homeless Veterans' Reintegration Program Grant Recipient Reporting

This document contains respondent-facing screenshots from the U.S. Department of Labor (DOL) Veterans' Employment & Training Service (VETS) Homeless Veterans' Reintegration Program (HVRP) VETS Grantee Reporting System (VGRS) which is the quarterly reporting system for HVRP grant recipients. The Office of Management and Budget (OMB) control numbers for this information collection:

OMB Control Number	Collection Title	Form Number/Names
1293-0014	HVRP Grant Recipient Reporting	Quarterly Performance Report (QPR) • VETS-701 Technical Performance Report (TPR) • VETS-702 Technical Performance Narrative (TPN)
1293-0018	HVRP Applicant Forms	Abstract-PGC-CoPP

These images represent the complete set of fields, instructions, and system navigation procedures used by grant recipients during required quarterly reporting. Screenshots are arranged in the same sequence encountered by respondents and include all mandatory fields, conditional logic, review screens, and system generated validation messages. All screenshots are captured from the production equivalent VGRS environment and contain no personally identifiable information. These images reflect the system interface and workflow described in system documentation such as the *VGRS Grant Recipient User Guide* on the DOL VGRS website.

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System Access & Homepage

System Access

Screen title: DOL Case Management Platform (CMP) Login.gov Rules of Behavior

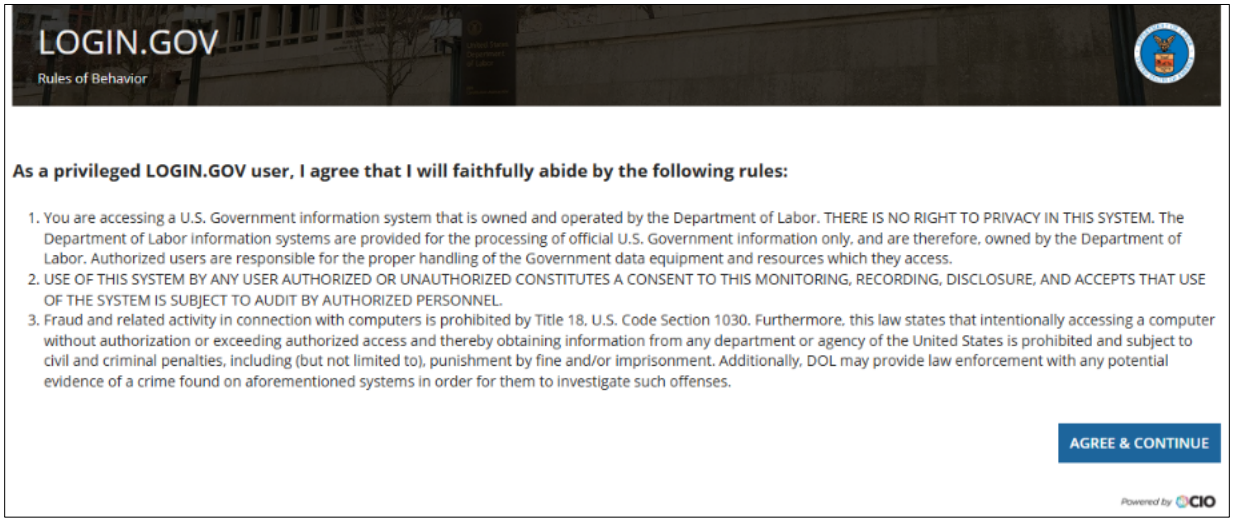


Figure 1: DOL Case Management Platform (CMP) Login.gov Rules of Behavior

- **Purpose:** This screen displays the Rules of Behavior that a user must agree to before accessing the system as a privileged Login.gov user, since the underlying system is owned and operated by the Department of Labor.
- **Embedded instructions:** The screen states three rules: that the system is a U.S. Government information system with no right to privacy and that use of the system constitutes consent to monitoring, recording, disclosure, and audit; that fraud and related computer activity is prohibited under Title 18, U.S. Code Section 1030, with civil and criminal penalties; and that DOL may refer evidence of a crime to law enforcement.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The user selects *Agree & Continue* to proceed past this screen.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Login.gov – Update Profile



Figure 2: Login.gov – Update Profile

- **Purpose:** This screen allows the user to update their first, middle, and last name associated with their Login.gov account.
- **Embedded instructions:** The screen displays the label "Allows the user to update first, last and middle name" beneath the screen title, along with the user's associated User Name/Email.
- **Data-entry fields:** The screen includes three fields: *First Name*, *Middle Name*, and *Last Name*. *First Name* and *Last Name* are required fields, and *Middle Name* is optional.
- **Navigation or workflow indicators:** The user selects *Submit* to save changes or *Cancel* to exit without saving.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: VGRS Landing Card



Figure 3: VGRS Landing Card

- **Purpose:** This screen serves as the entry point for the VETS Grantee Reporting System (VGRS), where the user can register for the system or access help.
- **Embedded instructions:** The screen displays the description "Quarterly reporting system for Veterans Employment and Training Service (VETS) grant recipients" beneath the system name and logo.

- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The user selects *Register* to begin registration or *Help* to access help resources.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: DOL Programs Selection Grid

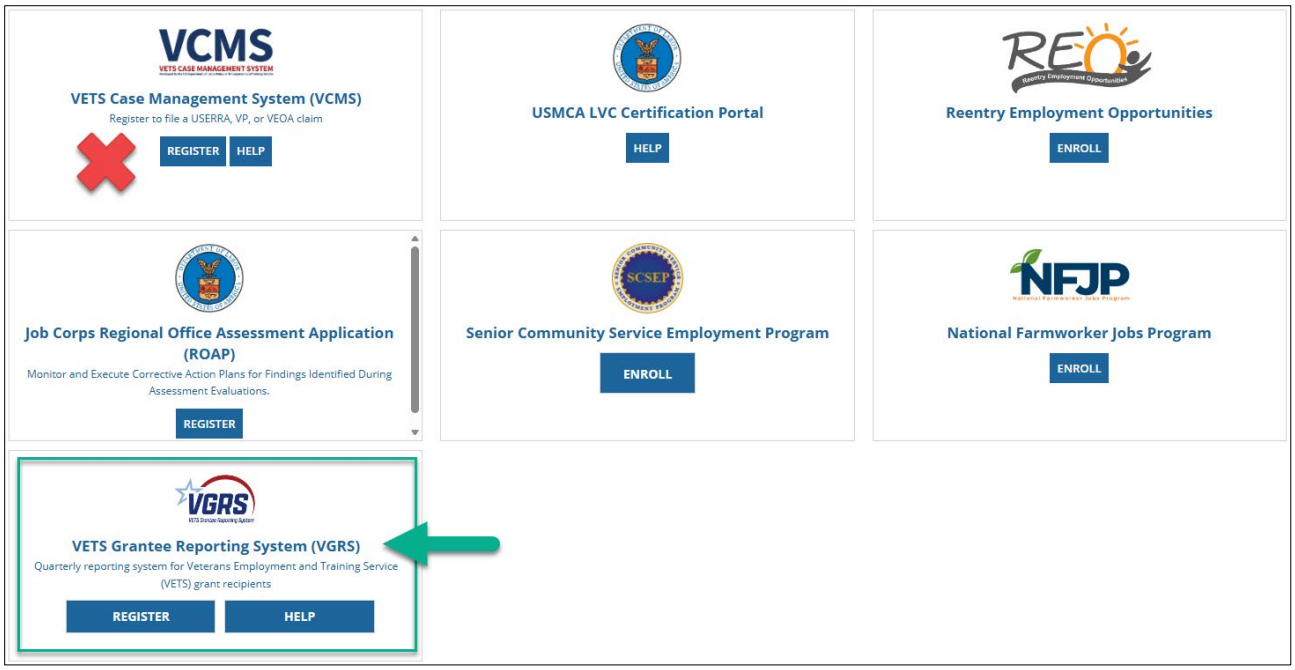


Figure 4: DOL Programs Selection Grid

- **Purpose:** This screen displays a grid of DOL-affiliated programs and systems, allowing the user to navigate to the appropriate system for registration or enrollment, including VGRS.
- **Embedded instructions:** N/A
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen presents seven program cards, including VETS Grantee Reporting System (VGRS), each with a *Register*, *Enroll*, or *Help* button depending on the program. The user selects the VGRS card's *Register* button to proceed with VGRS registration.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Choose a Program

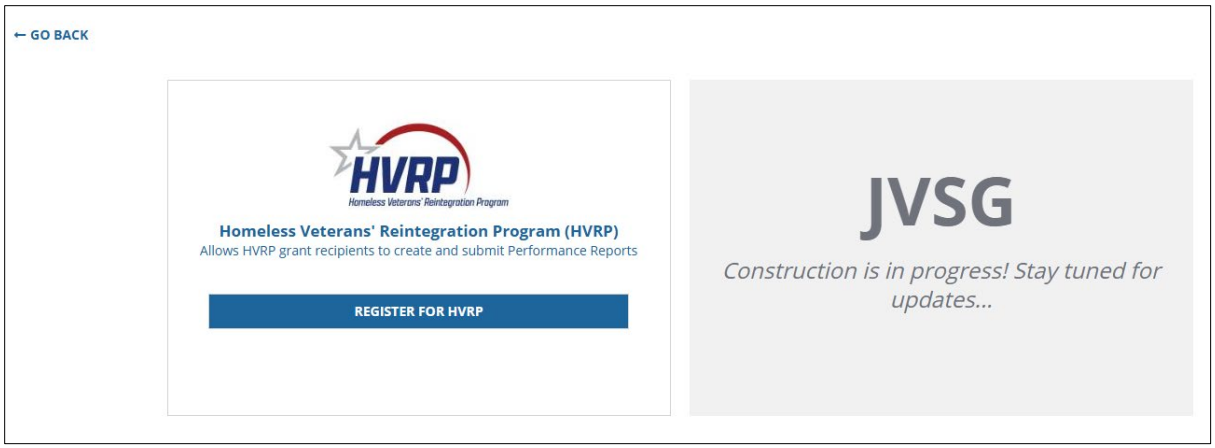


Figure 5: Choose a Program

- **Purpose:** This screen allows the user to select between the Homeless Veterans' Reintegration Program (HVRP) and the Jobs for Veterans State Grants (JVSG) program to proceed with registration.
- **Embedded instructions:** The HVRP card displays the description "Allows HVRP grant recipients to create and submit Performance Reports." The JVSG card displays the message "Construction is in progress! Stay tuned for updates..." indicating the program is not yet available.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The user selects *Go Back* to return to the previous screen or *Register for HVRP* to proceed with HVRP registration. The JVSG card has no active navigation option, as it is not yet built.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Homepage & User Profile Settings

Screen title: HVRP Homepage

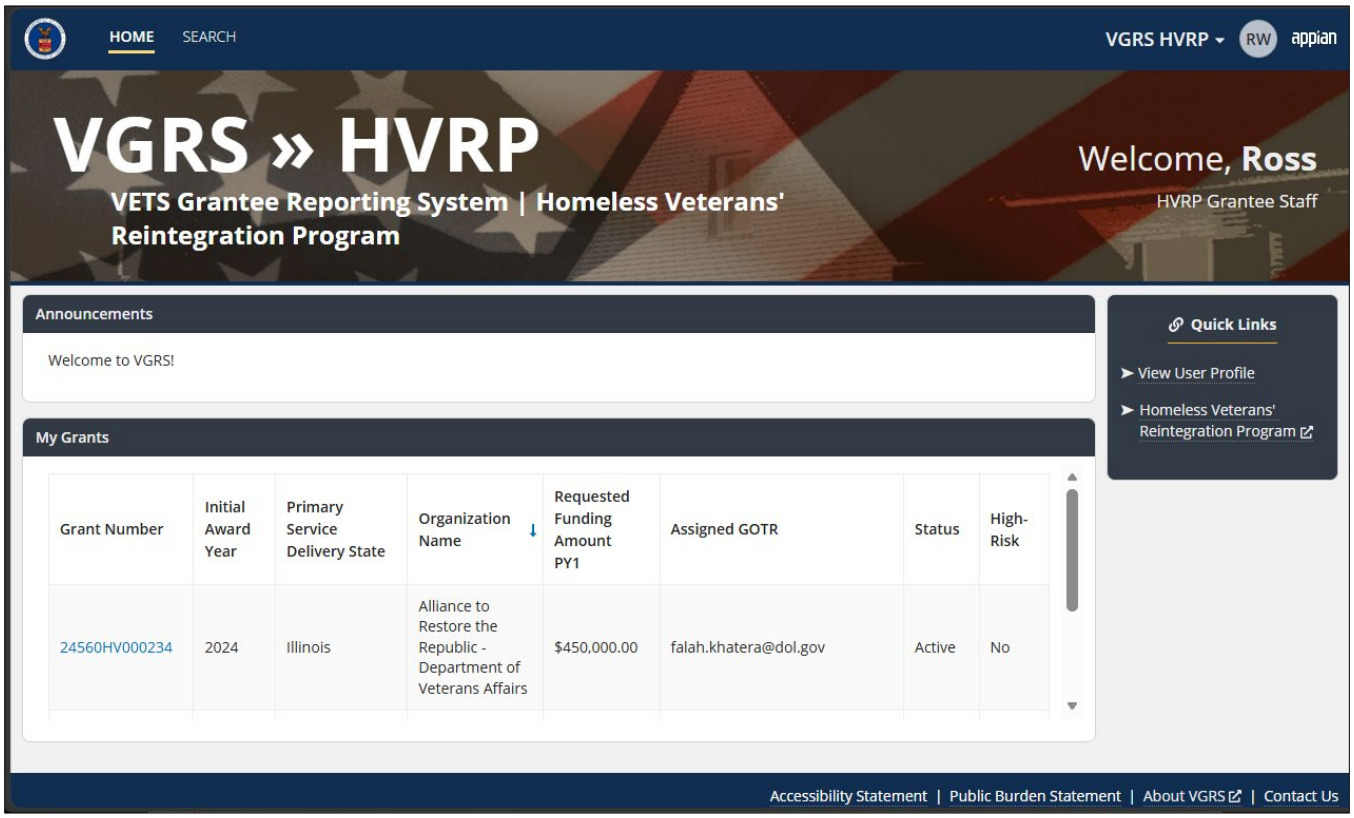


Figure 6: HVRP Homepage

- **Purpose:** This screen serves as the homepage for a Grant Recipient after signing in to the HVRP module of VGRS, providing access to announcements, grant information, and system navigation.
- **Embedded instructions:** The Announcements panel displays "Welcome to VGRS!"
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The top navigation bar includes *Home* and *Search*. The Quick Links panel includes *View User Profile* and *Homeless Veterans' Reintegration Program*. The My Grants table lists the user's grants with columns for Grant Number, Initial Award Year, Primary Service Delivery State, Organization Name, Requested Funding Amount PY1, Assigned GOTR, Status, and High-Risk. The footer includes *Accessibility Statement*, *Public Burden Statement*, *About VGRS*, and *Contact Us*. *About VGRS* links to the DOL VGRS website.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Accessibility Statement

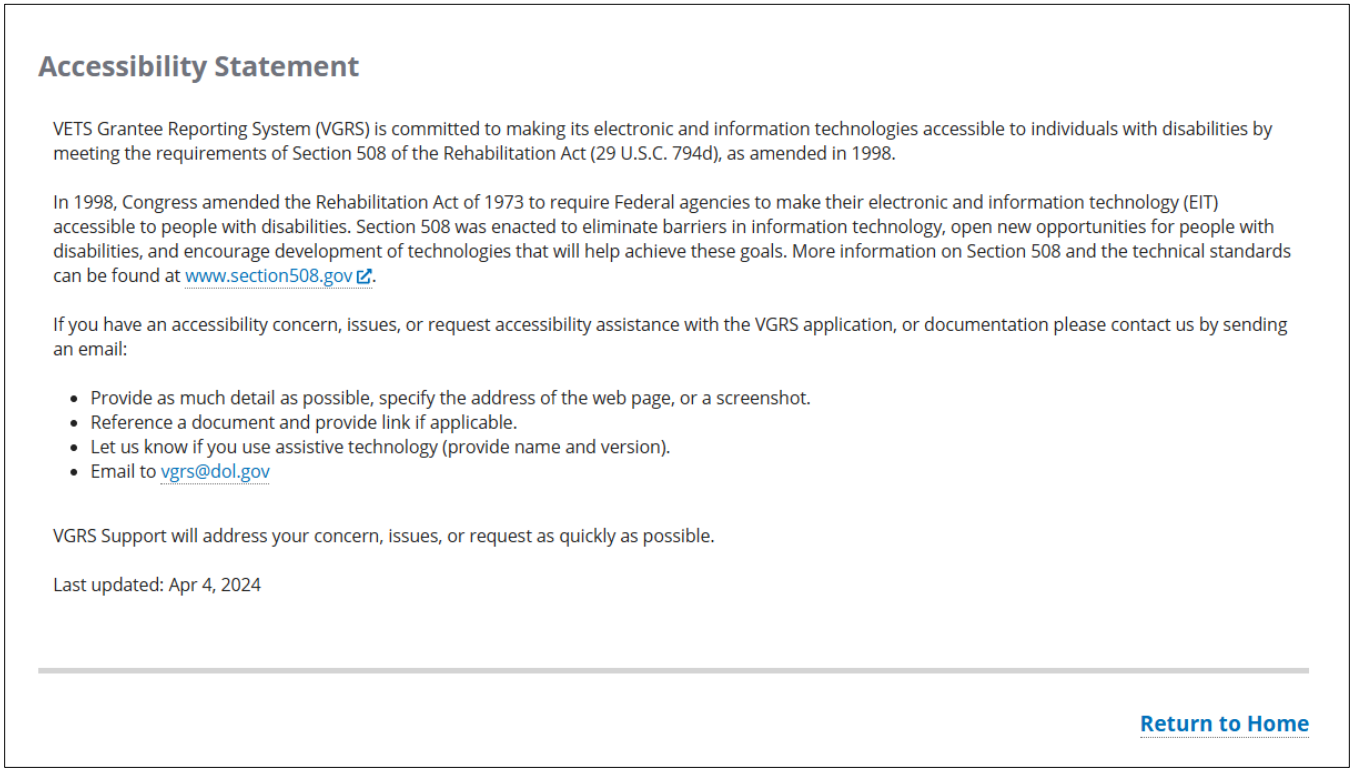


Figure 7: Homepage – Accessibility Statement

- **Purpose:** This screen displays VGRS's accessibility statement, describing its commitment to Section 508 compliance and how users can request accessibility assistance.
- **Embedded instructions:** The screen explains that VGRS is committed to Section 508 compliance under the Rehabilitation Act, with a link to www.section508.gov for more information. Users with an accessibility concern are instructed to email VGRS Support, providing as much detail as possible: the affected web page or a screenshot, a linked document if applicable, and the name and version of any assistive technology used. The screen notes that VGRS Support will address the request as quickly as possible and displays a last-updated date of April 4, 2024.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The user selects *Return to Home* to exit the screen. The email address vgrs@dol.gov and www.section508.gov are also provided as links.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Public Burden Statement

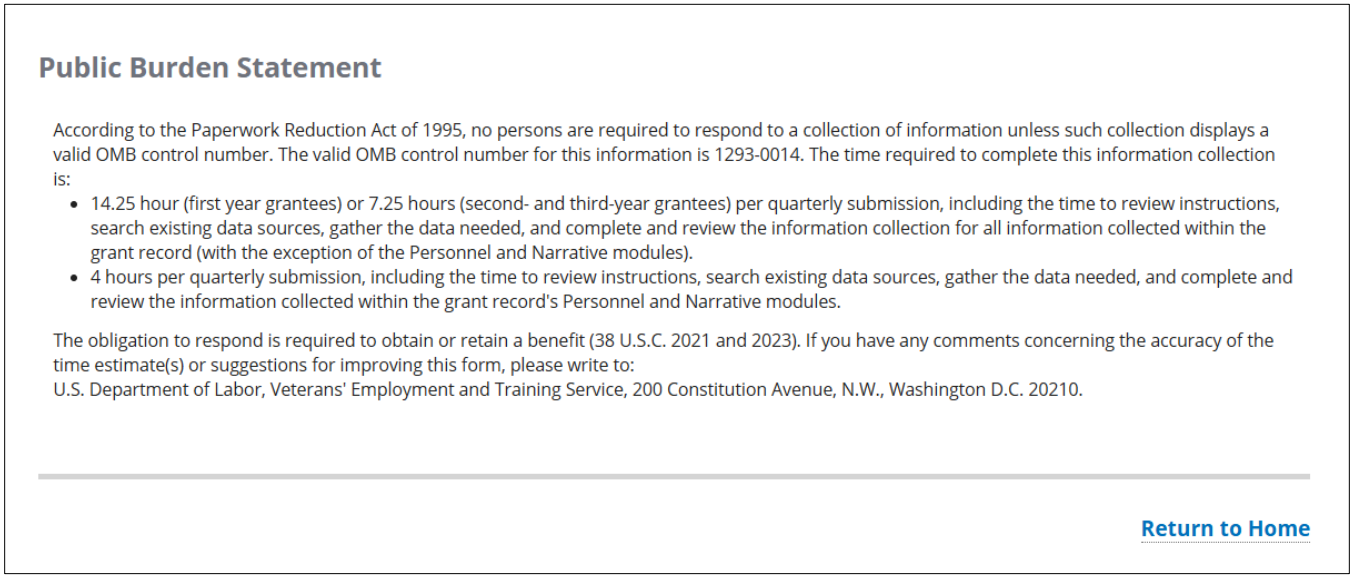


Figure 8: Homepage – Public Burden Statement

- **Purpose:** This screen displays the Public Burden Statement required under the Paperwork Reduction Act of 1995, informing users of the OMB control number and estimated time burden for completing the information collection.
- **Embedded instructions:** The screen displays the OMB control number (1293-0014) and estimated time burden: 14.25 hours for first-year grantees or 7.25 hours for second- and third-year grantees per quarterly submission (excluding Personnel and Narrative modules), and 4 hours per submission for those two modules. It also cites the legal basis for the collection and provides a mailing address for comments.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The user selects *Return to Home* to exit the screen.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Contact Us

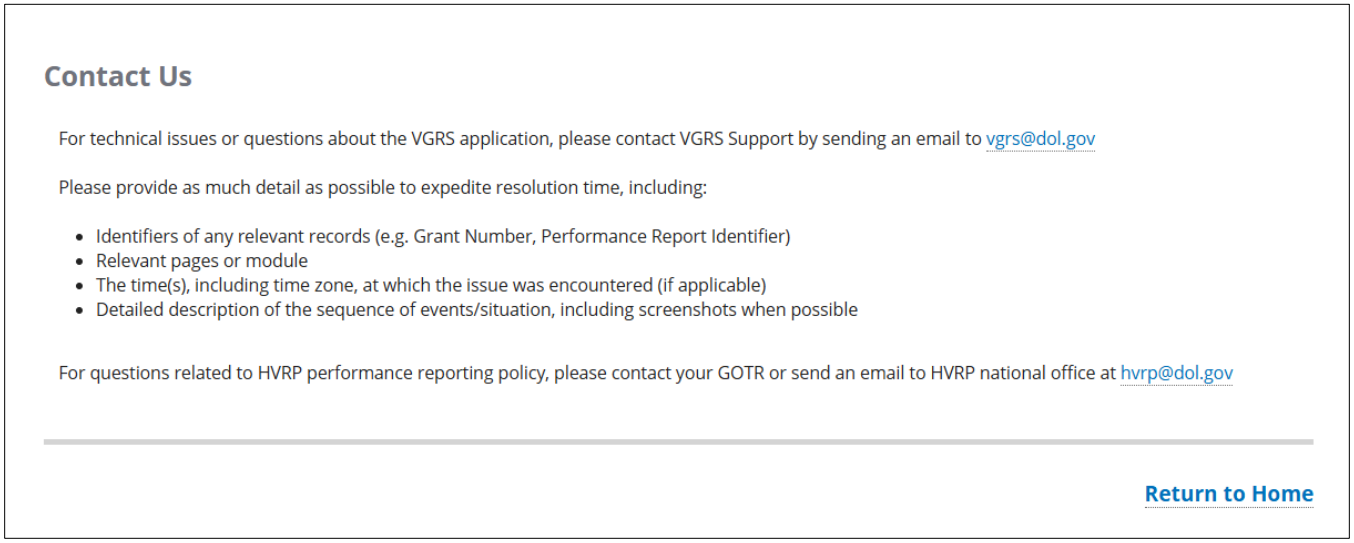


Figure 9: Homepage – Contact Us

- **Purpose:** This screen provides contact information for users with technical issues, application questions, or HVRP performance reporting policy questions.
- **Embedded instructions:** The screen directs users with technical issues or application questions to contact VGRS Support via email and lists details to include for faster resolution: relevant record identifiers, affected pages or module, time and time zone of the issue, and a description of the sequence of events with screenshots when possible. It directs users with HVRP performance reporting policy questions to contact their GOTR or the HVRP national office.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The user selects *Return to Home* to exit the screen. Email addresses vgrs@dol.gov and hvrp@dol.gov are provided as links.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – View User Profile

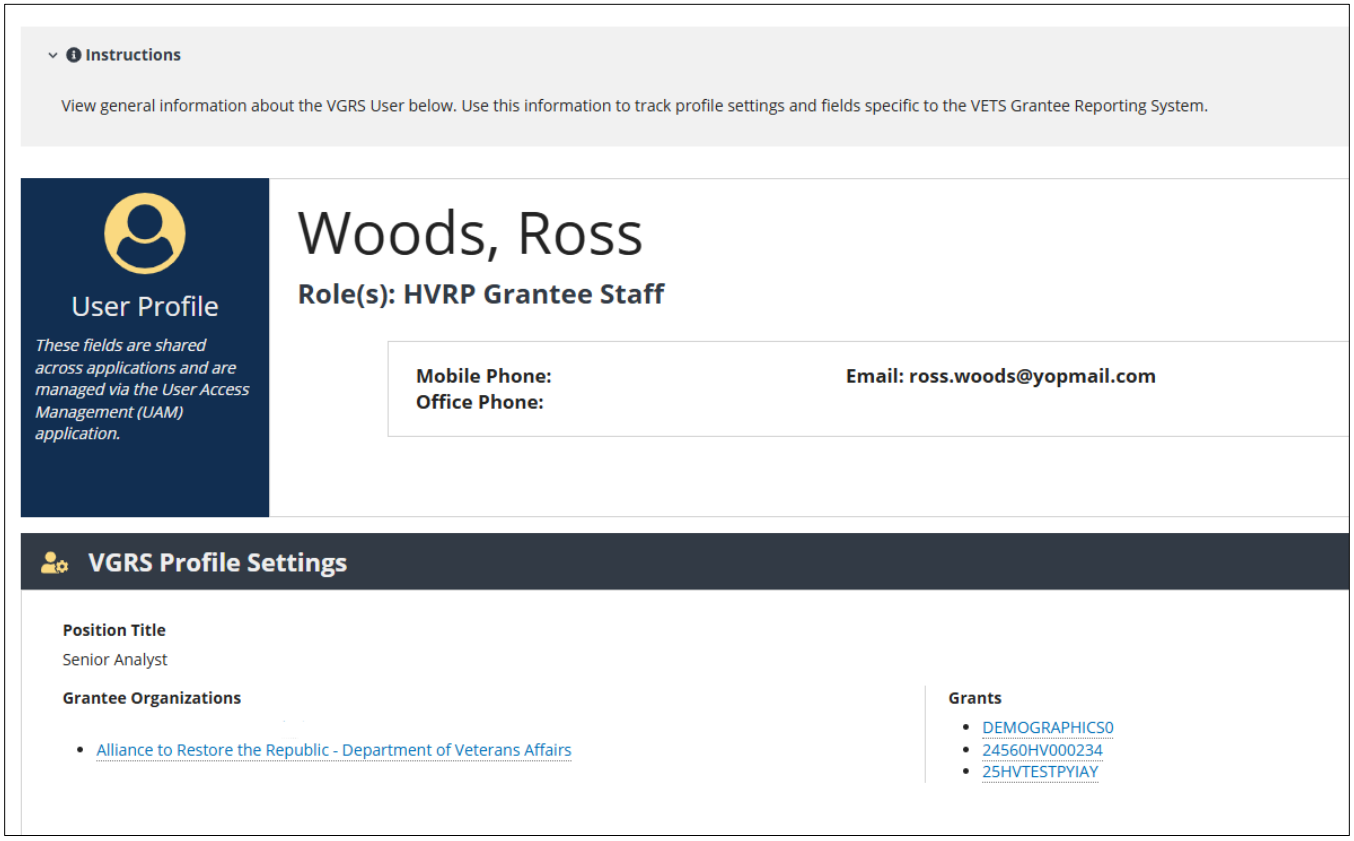


Figure 10: Homepage – View User Profile

- **Purpose:** This screen displays a Grant Recipient's user profile, including general account information and VGRS-specific profile settings.
- **Embedded instructions:** The screen displays the message "View general information about the VGRS User below. Use this information to track profile settings and fields specific to the VETS Grantee Reporting System." The User Profile panel notes these fields are shared across applications and managed via the User Access Management (UAM) application.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen displays the user's name, role, mobile phone, office phone, and email under User Profile, and Position Title, Grantee Organizations, and Grants under VGRS Profile Settings. Grant numbers and grantee organization names are shown as links.
- **Tooltips & Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Settings

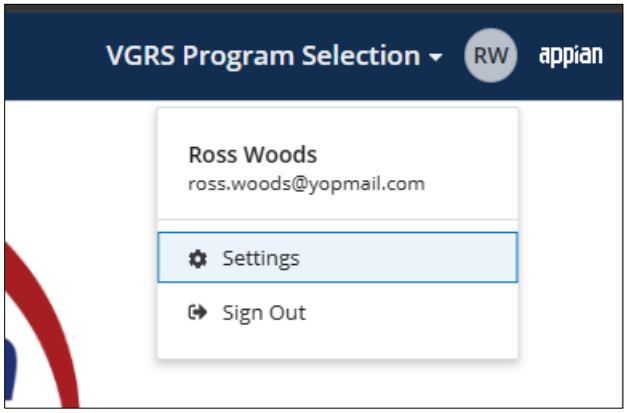


Figure 11: Homepage – Settings

- **Purpose:** This screen displays the user's account menu, accessible from the Home screen.
- **Embedded instructions:** N/A
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The Home screen has a button containing the user's First and Last name initials. When the button is selected, a dropdown populates, containing two more buttons, *Settings* and *Sign Out*.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Settings – General

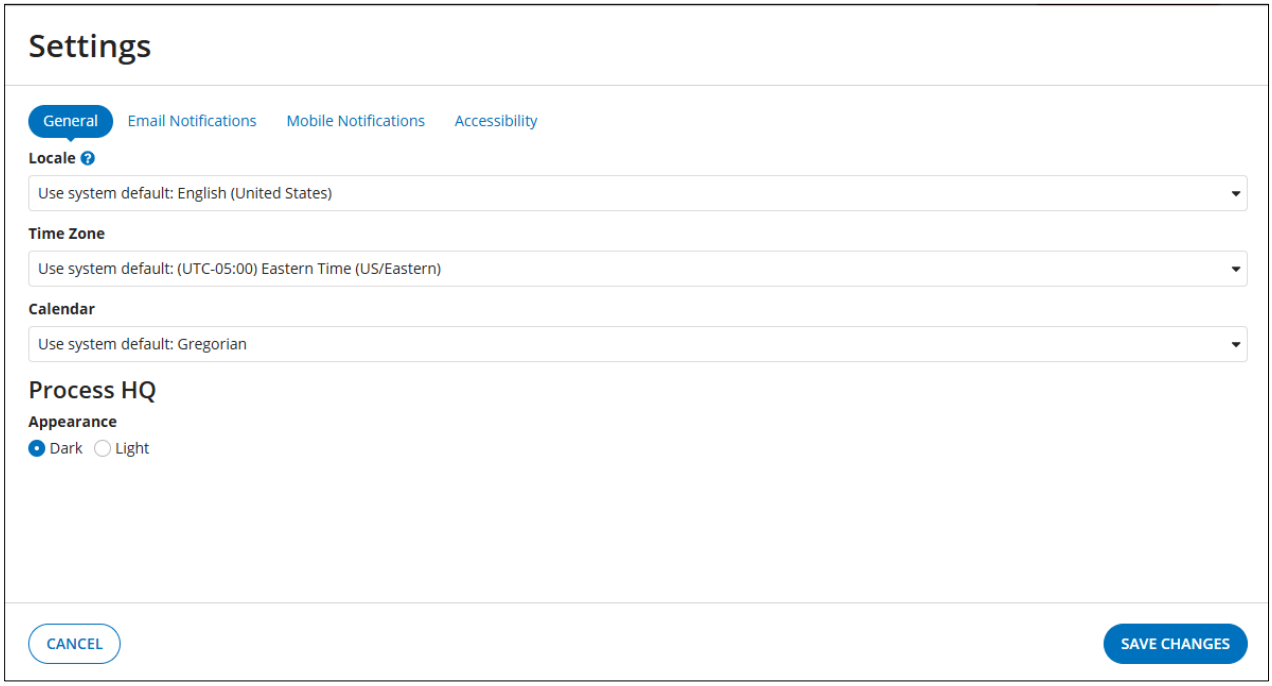


Figure 12: Homepage – Settings – General

- **Purpose:** This screen displays the user's General settings.
- **Embedded instructions:** N/A
- **Data-entry fields:** *Locale*, *Time Zone*, and *Calendar* are dropdown fields, and there is an *Appearance* setting under the *Process HQ* section that has radio buttons.
- **Navigation or workflow indicators:** There are four tabs at the top: *General*, *Email Notifications*, *Mobile Notifications*, and *Accessibility*. At the bottom, there are two buttons, *Cancel* and *Save Changes*.
- **Tooltips and Help icons:** *Locale* has a question mark icon with a tooltip.
- **Learn More expandable text, if applicable:** The *Locale* tooltip reads, "Locale controls the language of text and the format of dates, times, and numbers."
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Settings – Email Notifications

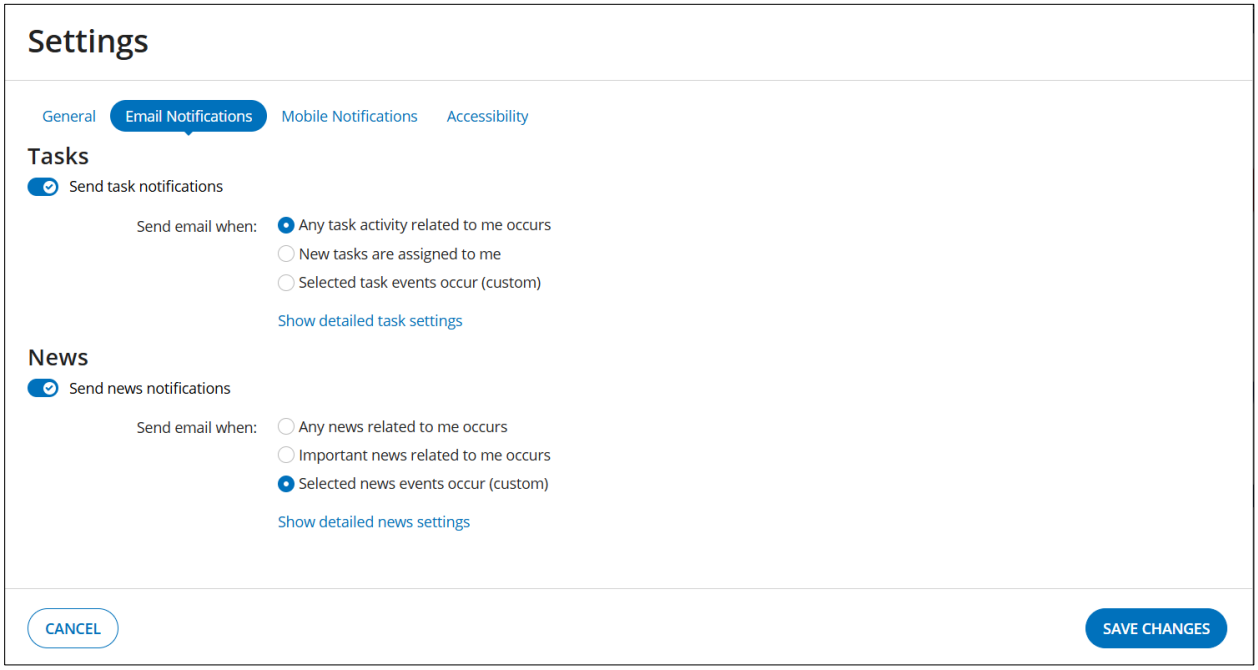


Figure 13: Homepage – Settings – Email Notifications

- **Purpose:** This screen displays the user's Email Notifications settings.
- **Embedded instructions:** N/A
- **Data-entry fields:** *Send task notifications* and *Send news notifications* are toggle switches. Under *Tasks*, the *Send email when* field has radio buttons for three trigger options, including a custom option. Selecting *Show detailed task settings* reveals additional checkbox fields grouped into two categories, *New Tasks* and *Task Updates*, each containing several task-notification options.
- **Navigation or workflow indicators:** There are four tabs at the top: *General*, *Email Notifications*, *Mobile Notifications*, and *Accessibility*. There are two expandable links, *Hide detailed task settings* and *Show detailed news settings*; selecting *Show detailed news settings* will change the link to say *Hide detailed news settings*, revealing the additional checkbox options. When either the task or news detailed settings are shown, a scrollbar appears on the right, indicating additional content below. At the bottom, there are two buttons, *Cancel* and *Save Changes*.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Settings – Mobile Notifications

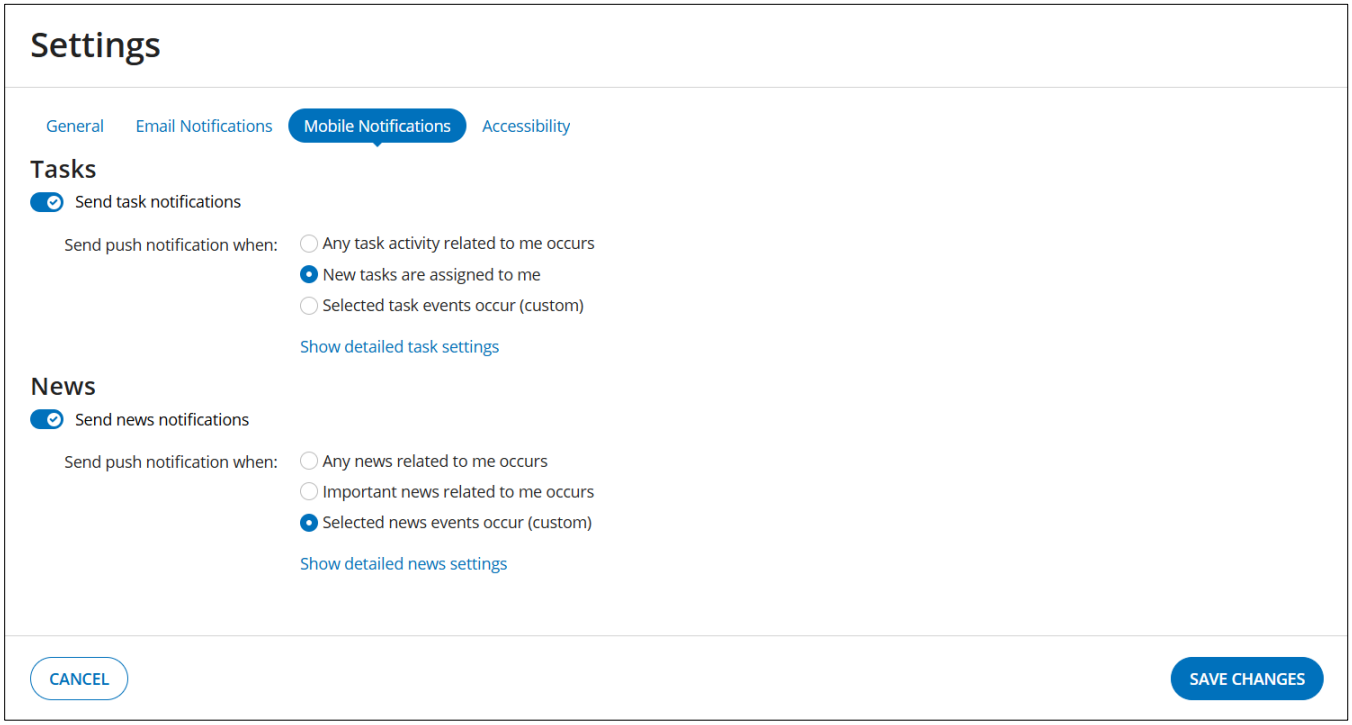


Figure 14: Homepage – Settings – Mobile Notifications

- **Purpose:** This screen displays the user's Mobile Notifications settings.
- **Embedded instructions:** N/A
- **Data-entry fields:** *Send task notifications* and *Send news notifications* are toggle switches. When *Send task notifications* is switched on, the *Send push notification when* field populates with radio buttons for three trigger options, including a custom option. Selecting *Show detailed task settings* reveals additional checkbox fields grouped into two categories, *New Tasks* and *Task Updates*, each containing several task-notification options. When *Send news notifications* is switched on, the *Send push notification when* field populates with radio buttons for three trigger options, including a custom option. Selecting *Show detailed news settings* reveals additional checkbox fields grouped into four categories, *Published News*, *Shared News*, *Hazards On*, and *Comments On*, each containing several notification-type options.
- **Navigation or workflow indicators:** There are four tabs at the top: *General*, *Email Notifications*, *Mobile Notifications*, and *Accessibility*. There are two expandable links, *Hide detailed task settings* and *Hide detailed news settings*; when collapsed, these links say *Show detailed task settings* and *Show detailed news settings*. When either the task or news detailed settings are shown, a scrollbar appears on the right, indicating additional content below. At the bottom, there are two buttons, *Cancel* and *Save Changes*.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Homepage – Settings – Accessibility

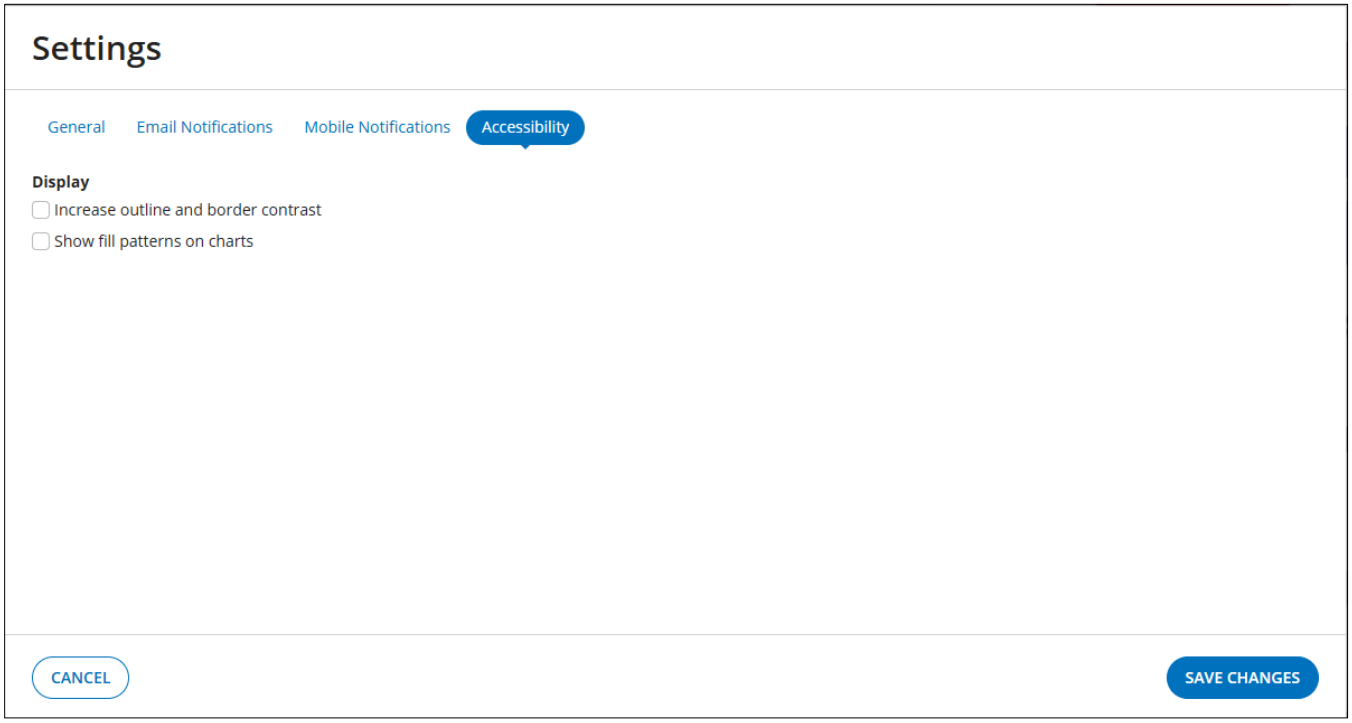


Figure 15: Homepage – Settings – Accessibility

- **Purpose:** This screen displays the user's Accessibility settings.
- **Embedded instructions:** N/A
- **Data-entry fields:** Under *Display*, there are two checkbox fields: *Increase outline and border contrast* and *Show fill patterns on charts*.
- **Navigation or workflow indicators:** There are four tabs at the top: *General*, *Email Notifications*, *Mobile Notifications*, and *Accessibility*. At the bottom, there are two buttons, *Cancel* and *Save Changes*.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Grant Information

Summary

Screen title: Grantee Organization Members

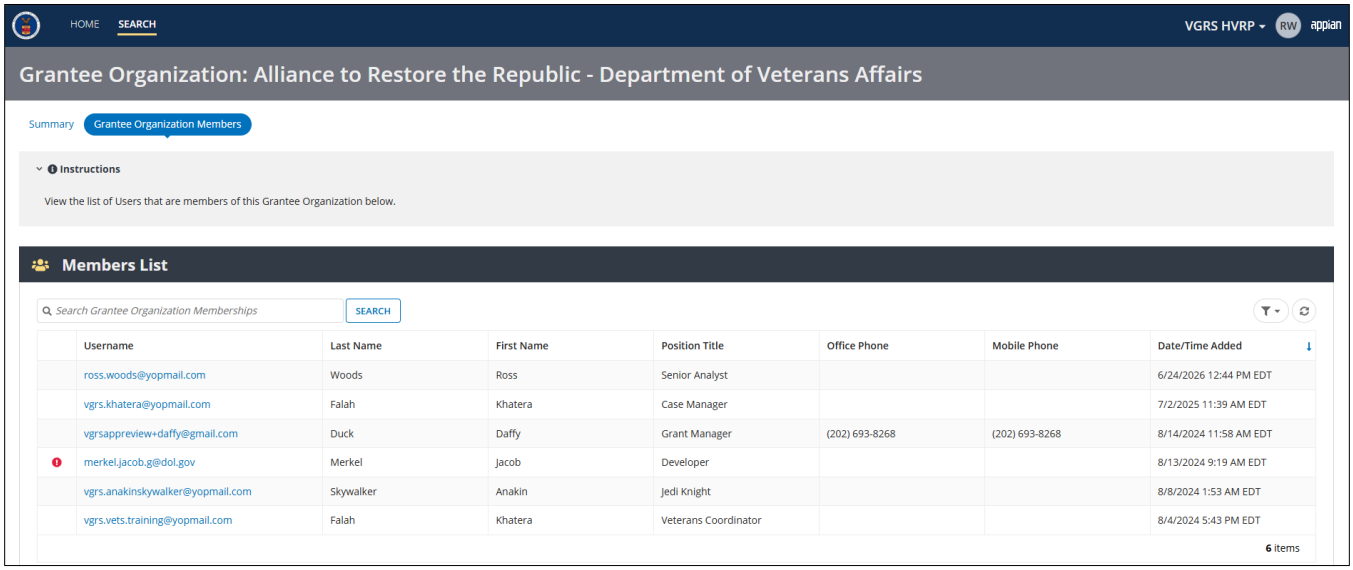


Figure 16: Grantee Organization Members

- **Purpose:** This screen displays the list of Users who are members of the Grantee Organization, including their contact and role details.
- **Embedded instructions:** The screen displays the instructional text "View the list of Users that are members of this Grantee Organization below" beneath a collapsible *Instructions* header.
- **Data-entry fields:** The screen includes a *Search Grantee Organization Memberships* text field for searching the members list.
- **Navigation or workflow indicators:** The screen includes a top-level tab bar with the tabs *Summary* and *Grantee Organization Members*, with *Grantee Organization Members* currently selected. The *Instructions* panel includes a collapse/expand control (shown as a downward chevron) to hide or show the instructional text. The *Members List* includes a *Search* button, a filter control (funnel icon with dropdown arrow), and a refresh icon. The *Username* column values are displayed as hyperlinks. The table includes a sortable *Date/Time Added* column header (shown with a down arrow) and pagination controls at the bottom right, showing "1 – 10 of 23" with first/previous/next/last page navigation arrows.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Summary

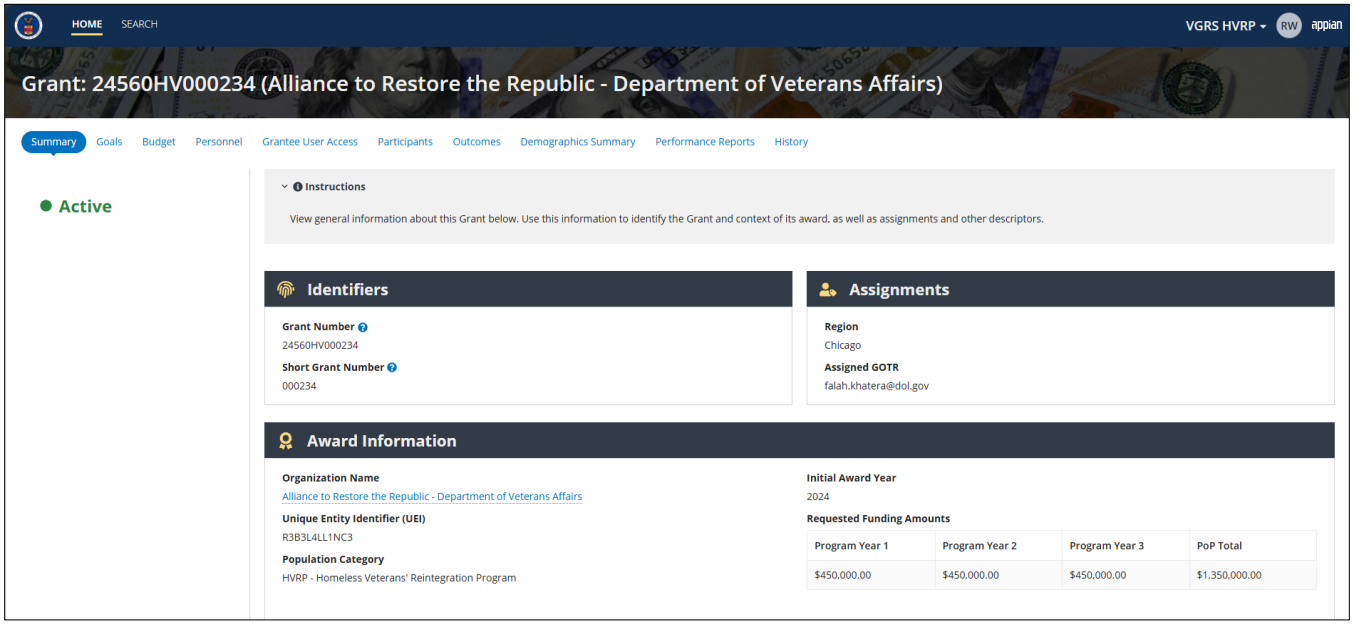


Figure 17: Summary

- **Purpose:** This screen displays a summary of a Grant record, including its status, identifiers, assignments, and award information, allowing users to identify the grant and its context.
- **Embedded instructions:** The screen displays the instructional text "View general information about this Grant below. Use this information to identify the Grant and context of its award, as well as assignments and other descriptors" beneath a collapsible *Instructions* header.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen includes a top-level tab bar with the tabs *Summary*, *Goals*, *Budget*, *Personnel*, *Grantee User Access*, *Participants*, *Outcomes*, *Demographics Summary*, *Performance Reports*, and *History*, with *Summary* currently selected. The *Instructions* panel includes a collapse/expand control (shown as a downward chevron) to hide or show the instructional text. An *Active* status indicator with a green dot is displayed on the left side of the page, below the tab bar. The *Organization Name* value, Adaptive Construction Solutions, Inc, is displayed as a hyperlink.
- **Tooltips and Help icons:** The *Grant Number* field and the *Short Grant Number* field each have an info icon; the tooltip for *Grant Number* reads "Enter only the Core Grant Number, excluding hyphenated additions (e.g., 22A55HV123456)." The tooltip for the *Short Grant Number* reads "The second half (6 digits) of the Grant Number, used to more quickly reference the Grant."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** The *PoP Total* column under *Requested Funding Amounts* is the sum of *Program Year 1*, *Program Year 2*, and *Program Year 3*.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Summary (Part 2 – Service Delivery Area & Additional Information)

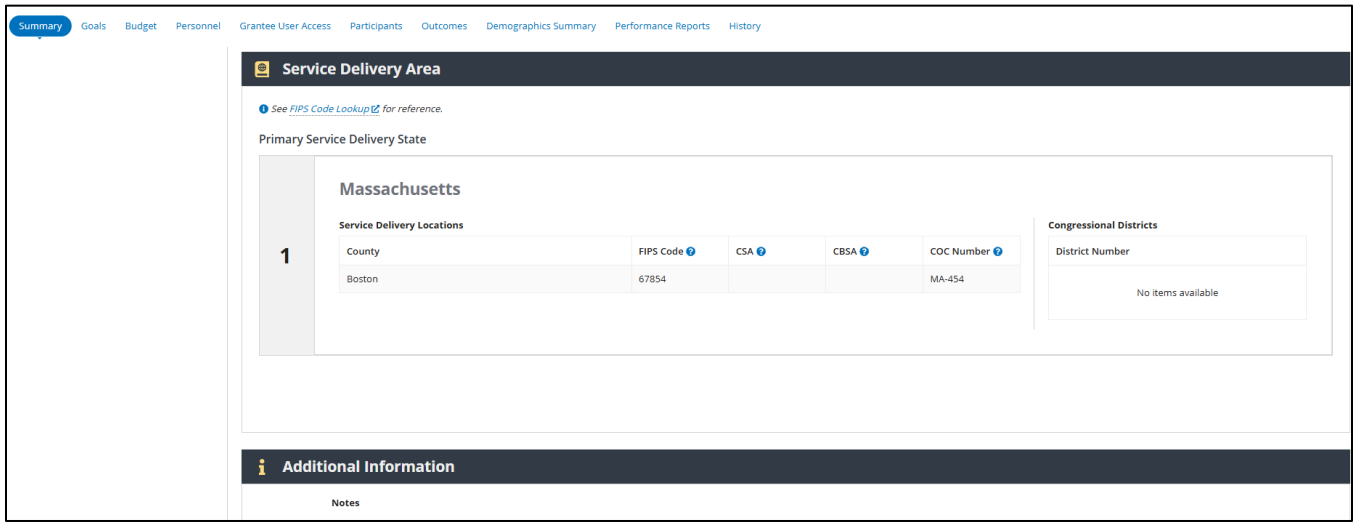


Figure 18: Summary (Part 2 – Service Delivery Area & Additional Information)

- **Purpose:** This screen displays the Service Delivery Area information for the Grant, including the primary service delivery state, associated service delivery locations, and congressional districts, as well as an Additional Information section for supplementary notes.
- **Embedded instructions:** The screen displays the instructional text "See FIPS Code Lookup for reference" next to an info icon, with *FIPS Code Lookup* shown as a hyperlink.
- **Data-entry fields:** The *Additional Information* section includes a *Notes* field.
- **Navigation or workflow indicators:** The screen includes the same top-level tab bar as the Summary screen (10 tabs total), with *Summary* currently selected. The *FIPS Code Lookup* link opens an external reference page, indicated by an external-link icon. The *County* value, Boston, is displayed as a hyperlink.
- **Tooltips and Help icons:** The *FIPS Code*, *CSA*, *CBSA*, and *COC Number* columns each have an info icon next to their column header; the tooltip for *FIPS Code* reads "Federal Information Processing Standards (FIPS) Code [5 digits]." The tooltip for *CSA* reads "Federal Information Processing Standards (FIPS) Code [5 digits]." The tooltip for *CBSA* reads "Core-Based Statistical Area (CBSA) [5 digits]." The tooltip for *COC Number* reads "Continuum of Care (COC) Number [6 characters]."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Goals

Screen title: Goals – Enrollments and Exits

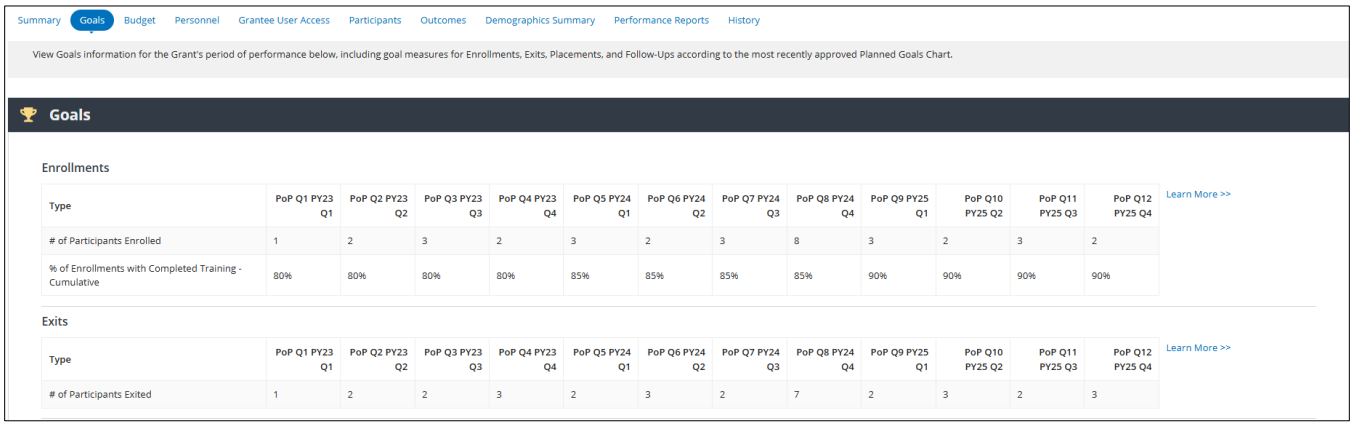
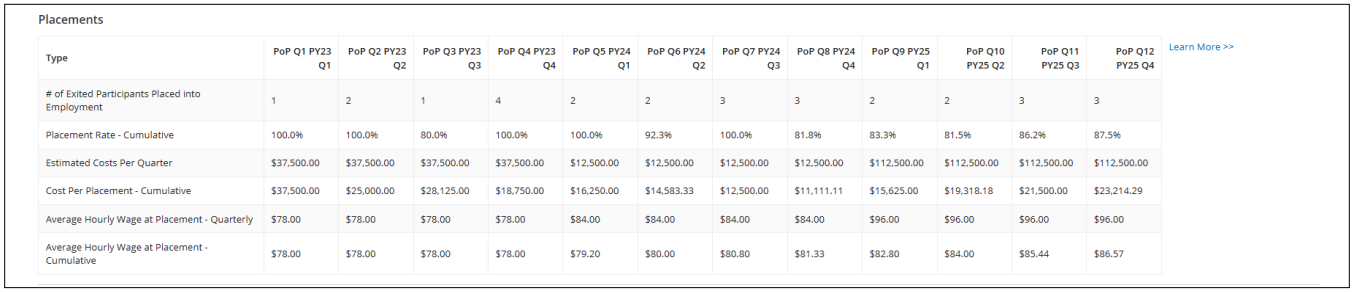


Figure 19: Goals – Enrollments and Exits

- **Purpose:** This screen displays Enrollments and Exits goal information for the Grant's period of performance, according to the most recently approved Planned Goals Chart.
- **Embedded instructions:** The screen displays the instructional text "View Goals information for the Grant's period of performance below, including goal measures for Enrollments, Exits, Placements, and Follow-ups according to the most recently approved Planned Goals Chart."
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen includes the same top-level tab bar as the Summary screen (10 tabs total), with *Goals* currently selected. The *Enrollments* and *Exits* subsections each include their own *Learn More* link.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** A Learn More link is shown for each subsection (*Enrollments*, *Exits*).
- **Automated calculations, if applicable:** The *Enrollments* table includes several cumulative and derived metrics that calculate automatically from underlying quarterly counts.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Goals – Placements



Placements

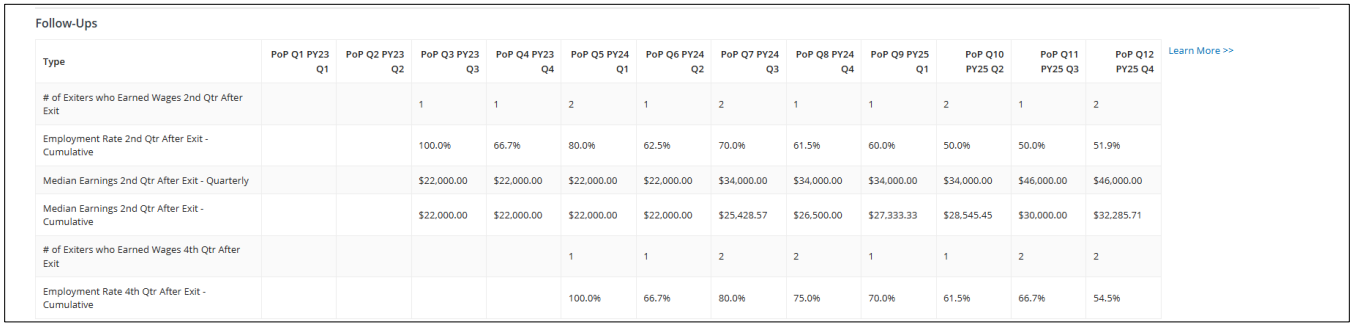
Type	PoP Q1 PY23 Q1	PoP Q2 PY23 Q2	PoP Q3 PY23 Q3	PoP Q4 PY23 Q4	PoP Q5 PY24 Q1	PoP Q6 PY24 Q2	PoP Q7 PY24 Q3	PoP Q8 PY24 Q4	PoP Q9 PY25 Q1	PoP Q10 PY25 Q2	PoP Q11 PY25 Q3	PoP Q12 PY25 Q4
# of Exited Participants Placed into Employment	1	2	1	4	2	2	3	3	2	2	3	3
Placement Rate - Cumulative	100.0%	100.0%	80.0%	100.0%	100.0%	92.3%	100.0%	81.8%	83.3%	81.5%	86.2%	87.5%
Estimated Costs Per Quarter	$37,500.00	$37,500.00	$37,500.00	$37,500.00	$12,500.00	$12,500.00	$12,500.00	$12,500.00	$112,500.00	$112,500.00	$112,500.00	$112,500.00
Cost Per Placement - Cumulative	$37,500.00	$25,000.00	$28,125.00	$18,750.00	$16,250.00	$14,583.33	$12,500.00	$11,111.11	$15,625.00	$19,318.18	$21,500.00	$23,214.29
Average Hourly Wage at Placement - Quarterly	$78.00	$78.00	$78.00	$78.00	$84.00	$84.00	$84.00	$84.00	$96.00	$96.00	$96.00	$96.00
Average Hourly Wage at Placement - Cumulative	$78.00	$78.00	$78.00	$78.00	$79.20	$80.00	$80.80	$81.33	$82.80	$84.00	$85.44	$86.57

Learn More >>

Figure 20: Goals – Placements

- **Purpose:** This screen displays Placements goal information for the Grant's period of performance, according to the most recently approved Planned Goals Chart.
- **Embedded instructions:** The screen displays the instructional text "View Goals information for the Grant's period of performance below, including goal measures for Enrollments, Exits, Placements, and Follow-ups according to the most recently approved Planned Goals Chart."
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen includes the same top-level tab bar as the Summary screen (10 tabs total), with *Goals* currently selected. The *Placements* subsection includes its own *Learn More* link.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** A Learn More link is shown for the *Placements* subsection.
- **Automated calculations, if applicable:** The *Placements* table includes several cumulative and derived metrics that calculate automatically from underlying quarterly counts.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Goals – Follow-ups



Follow-Ups

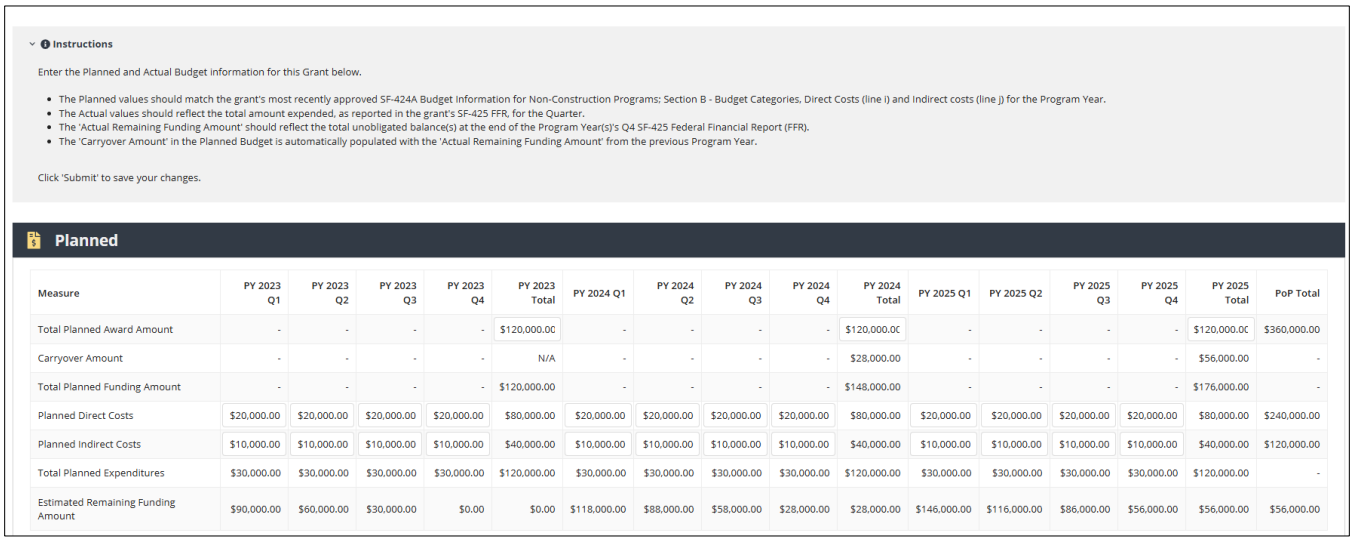
Type	PoP Q1 PY23 Q1	PoP Q2 PY23 Q2	PoP Q3 PY23 Q3	PoP Q4 PY23 Q4	PoP Q5 PY24 Q1	PoP Q6 PY24 Q2	PoP Q7 PY24 Q3	PoP Q8 PY24 Q4	PoP Q9 PY25 Q1	PoP Q10 PY25 Q2	PoP Q11 PY25 Q3	PoP Q12 PY25 Q4	Learn More >>
# of Exiters who Earned Wages 2nd Qtr After Exit			1	1	2	1	2	1	1	2	1	2	
Employment Rate 2nd Qtr After Exit - Cumulative			100.0%	66.7%	80.0%	62.5%	70.0%	61.5%	60.0%	50.0%	50.0%	51.9%	
Median Earnings 2nd Qtr After Exit - Quarterly			$22,000.00	$22,000.00	$22,000.00	$22,000.00	$34,000.00	$34,000.00	$34,000.00	$34,000.00	$46,000.00	$46,000.00	
Median Earnings 2nd Qtr After Exit - Cumulative			$22,000.00	$22,000.00	$22,000.00	$22,000.00	$25,428.57	$26,500.00	$27,333.33	$28,545.45	$30,000.00	$32,285.71	
# of Exiters who Earned Wages 4th Qtr After Exit					1	1	2	2	1	1	2	2	
Employment Rate 4th Qtr After Exit - Cumulative					100.0%	66.7%	80.0%	75.0%	70.0%	61.5%	66.7%	54.5%	

Figure 21: Goals – Follow-ups

- **Purpose**: This screen displays Follow-ups goal information for the Grant's period of performance, according to the most recently approved Planned Goals Chart.
- **Embedded instructions**: The screen displays the instructional text "View Goals information for the Grant's period of performance below, including goal measures for Enrollments, Exits, Placements, and Follow-ups according to the most recently approved Planned Goals Chart."
- **Data-Entry Fields**: N/A
- **Navigation or workflow indicators**: The screen includes the same top-level tab bar as the Summary screen (10 tabs total), with Goals currently selected. The Follow-ups subsection includes its own Learn More link.
- **Tooltips and Help icons**: N/A
- **Learn More expandable text, if applicable**: A Learn More link is shown for the Follow-ups subsection.
- **Automated calculations, if applicable**: The Follow-ups table includes several cumulative and derived metrics that calculate automatically from underlying quarterly counts.
- **Validation rules and messages, if applicable**: N/A
- **System-generated messages, if applicable**: N/A

Budget

Screen title: Manage Budget – Planned



Measure	PY 2023 Q1	PY 2023 Q2	PY 2023 Q3	PY 2023 Q4	PY 2023 Total	PY 2024 Q1	PY 2024 Q2	PY 2024 Q3	PY 2024 Q4	PY 2024 Total	PY 2025 Q1	PY 2025 Q2	PY 2025 Q3	PY 2025 Q4	PY 2025 Total	PoP Total
Total Planned Award Amount	-	-	-	-	$120,000.00	-	-	-	-	$120,000.00	-	-	-	-	$120,000.00	$360,000.00
Carryover Amount	-	-	-	-	N/A	-	-	-	-	$28,000.00	-	-	-	-	$56,000.00	-
Total Planned Funding Amount	-	-	-	-	$120,000.00	-	-	-	-	$148,000.00	-	-	-	-	$176,000.00	-
Planned Direct Costs	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$80,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$80,000.00	$20,000.00	$20,000.00	$20,000.00	$20,000.00	$80,000.00	$240,000.00
Planned Indirect Costs	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$40,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$40,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$40,000.00	$120,000.00
Total Planned Expenditures	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$120,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$120,000.00	$30,000.00	$30,000.00	$30,000.00	$30,000.00	$120,000.00	-
Estimated Remaining Funding Amount	$90,000.00	$60,000.00	$30,000.00	$0.00	$0.00	$118,000.00	$88,000.00	$58,000.00	$28,000.00	$28,000.00	$146,000.00	$116,000.00	$86,000.00	$56,000.00	$56,000.00	$56,000.00

Figure 22: Manage Budget – Planned

- **Purpose**: This screen displays the Planned Budget information for the Grant, broken out by program year and quarter.
- **Embedded instructions**: The screen displays instructional text stating that Planned values should match the Grant's most recently approved SF-424A Budget Information for Non-Construction Programs, Section B – Budget Categories, Direct Costs (line i) and Indirect Costs (line j) for the Program Year, and that the Carryover Amount is automatically populated with the Actual Remaining Funding Amount from the previous Program Year. It also instructs users to click Submit to save changes.
- **Data-entry fields**: The Planned Direct Costs and Planned Indirect Costs rows are data-entry fields, shown with bordered input boxes for each quarter.
- **Navigation or workflow indicators**: The Instructions panel includes a collapse/expand control to hide or show the instructional text.
- **Tooltips and Help icons**: N/A
- **Learn More expandable text, if applicable**: N/A
- **Automated calculations, if applicable**: The Carryover Amount auto-populates from the prior Program Year's Estimated Remaining Funding Amount. Total Planned Funding Amount sums the Total Planned Award Amount and Carryover Amount. Total Planned Expenditures sums Planned Direct Costs and Planned Indirect Costs. Estimated Remaining Funding Amount reflects the running balance after expenditures. The PoP Total column sums each measure across all Program Years.
- **Validation rules and messages, if applicable**: N/A
- **System-generated messages, if applicable**: N/A

Screen title: Manage Budget – Actual

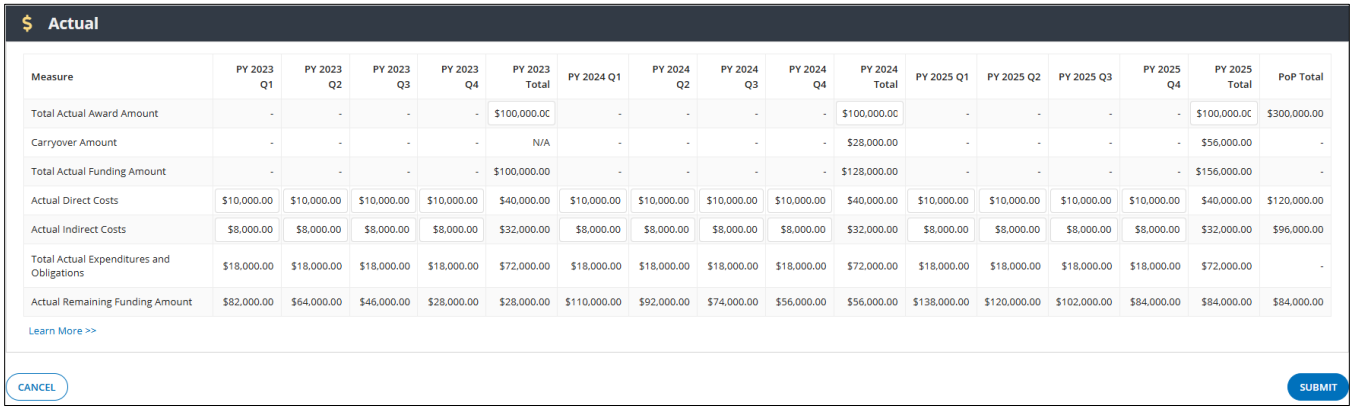


Figure 23: Manage Budget – Actual

- **Purpose:** This screen displays the Actual Budget information for the Grant, broken out by program year and quarter.
- **Embedded instructions:** N/A
- **Data-entry fields:** The *Actual Direct Costs* and *Actual Indirect Costs* rows are data-entry fields, shown with bordered input boxes for each quarter.
- **Navigation or workflow indicators:** The screen includes a *Cancel* button and a *Submit* button at the bottom, and a *Learn More* link below the table.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** A Learn More link is shown.
- **Automated calculations, if applicable:** *Total Actual Funding Amount* sums the *Total Actual Award Amount* and *Carryover Amount*. *Total Actual Expenditures and Obligations* sums *Actual Direct Costs* and *Actual Indirect Costs*. *Actual Remaining Funding Amount* reflects the running balance after expenditures. The *PoP Total* column sums each measure across all Program Years.
- **Validation rules and messages, if applicable:** A validation message appears when the value is not positive, stating "Value must be between $0.00 and $999,999.99."
- **System-generated messages, if applicable:** N/A

Personnel

Screen title: Manage Personnel – Personnel

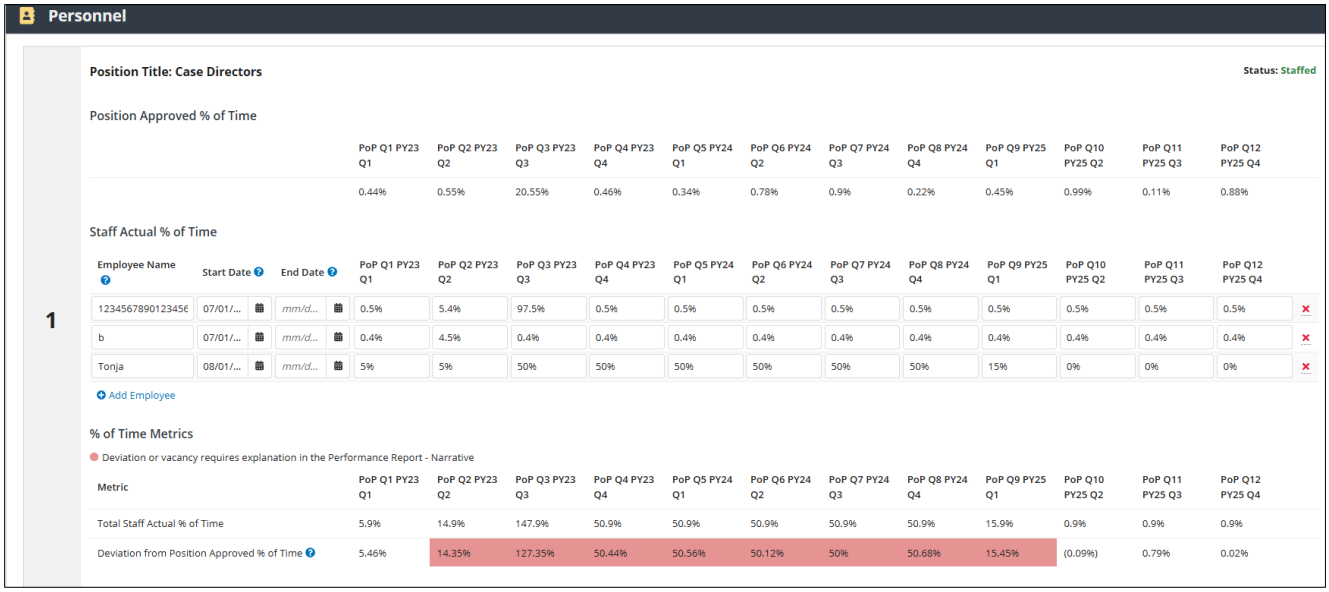


Figure 24: Manage Personnel – Personnel

- **Purpose:** This screen allows users to manage Personnel information for the Grant, including the Position Approved % of Time, Staff Actual % of Time, and % of Time Metrics for the position.
- **Embedded instructions:** The screen explains how *Position Approved % of Time* and *Staff Actual % of Time* should be entered and calculated, including how % of time is derived from hours worked, a 100% combined quarterly cap across HVRP grants, links to four examples, and an instruction to click *Submit* to save changes.
- **Data-entry fields:** The *Staff Actual % of Time* table includes an *Employee Name* field, a *Start Date* field, an *End Date* field, and a *% of Time* field per quarter for the employee row.
- **Navigation or workflow indicators:** The screen includes a *Glossary of Terms* link, four *Example* links, an *Add Employee* link, and a red "X" icon to remove the employee row. Calendars can be opened to click a specific date.
- **Tooltips and Help icons:** The *Employee Name* column header, the *Start Date* column header, the *End Date* column header, and the *Deviation from Position Approved % of Time* metric each have an info icon. The tooltip for *Employee Name* reads "Enter the employee's first name and last name. Entries must be distinct." The tooltip for *Start Date* reads "Enter the date the employee first charged hours to the position. The start date is entered only once per employee for the position." The tooltip for *End Date* reads "If the employee has stopped working in this position, enter the last date of work. Otherwise, leave blank." The tooltip for *Deviation* reads "Calculated as Total Staff Actual % of Time minus the Position Approved % of Time for the quarter. Requires explanation when variance meets or exceeds ±10.0%."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** *Total Staff Actual % of Time* and *Deviation from Position Approved % of Time* are both calculated automatically based on the entered data.
- **Validation rules and messages, if applicable:** For the end date, end date must be after the employee's *Start Date*. For date fields, a value may be provided only for quarters between the employee's *Start Date* and *End Date*. For percentage fields, value must be between 0 and 100 (inclusive).
- **System-generated messages, if applicable:** N/A

Grantee User Access & Profile Settings

Screen title: Grantee User Access

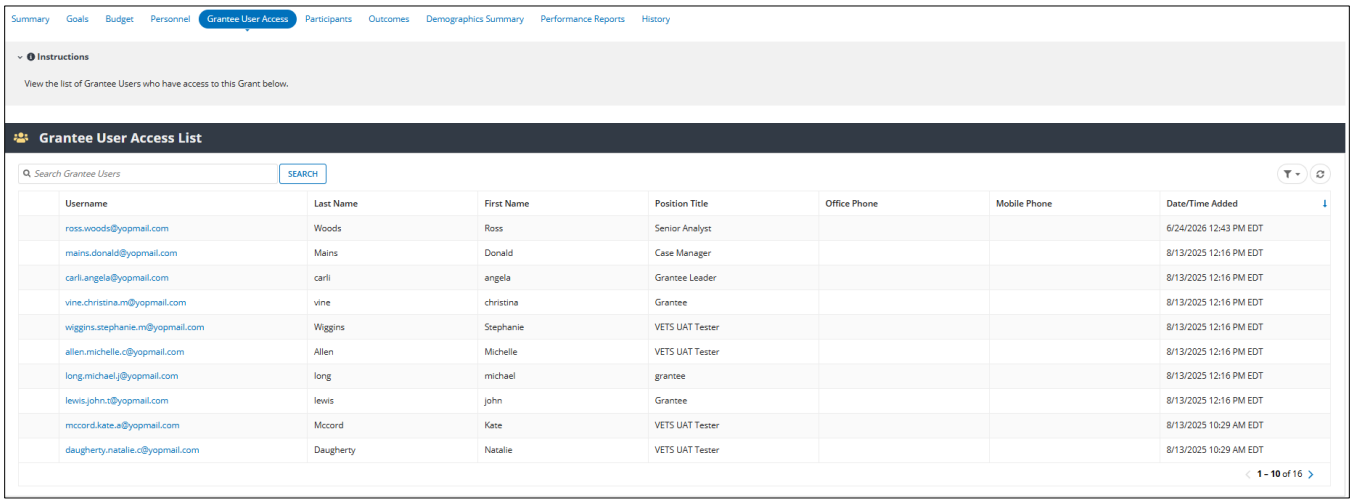


Figure 25: Grantee User Access

- **Purpose of this Screen:** This screen displays the list of Grantee Users who have access to this Grant, including their contact and role details.
- **Embedded instructions:** The screen displays the instructional text "View the list of Grantee Users who have access to this Grant below" beneath a collapsible *Instructions* header.
- **Data-entry fields:** The screen includes a *Search Grantee Users* text field for searching the access list.
- **Navigation or workflow indicators:** The screen includes the same top-level tab bar as the Summary screen (10 tabs total), with *Grantee User Access* currently selected. The *Grantee User Access List* includes a *Search* button, a filter control, and a refresh icon. The *Username* column values are displayed as hyperlinks. The table includes a sortable *Date/Time Added* column and pagination controls.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: VGRS Profile Settings

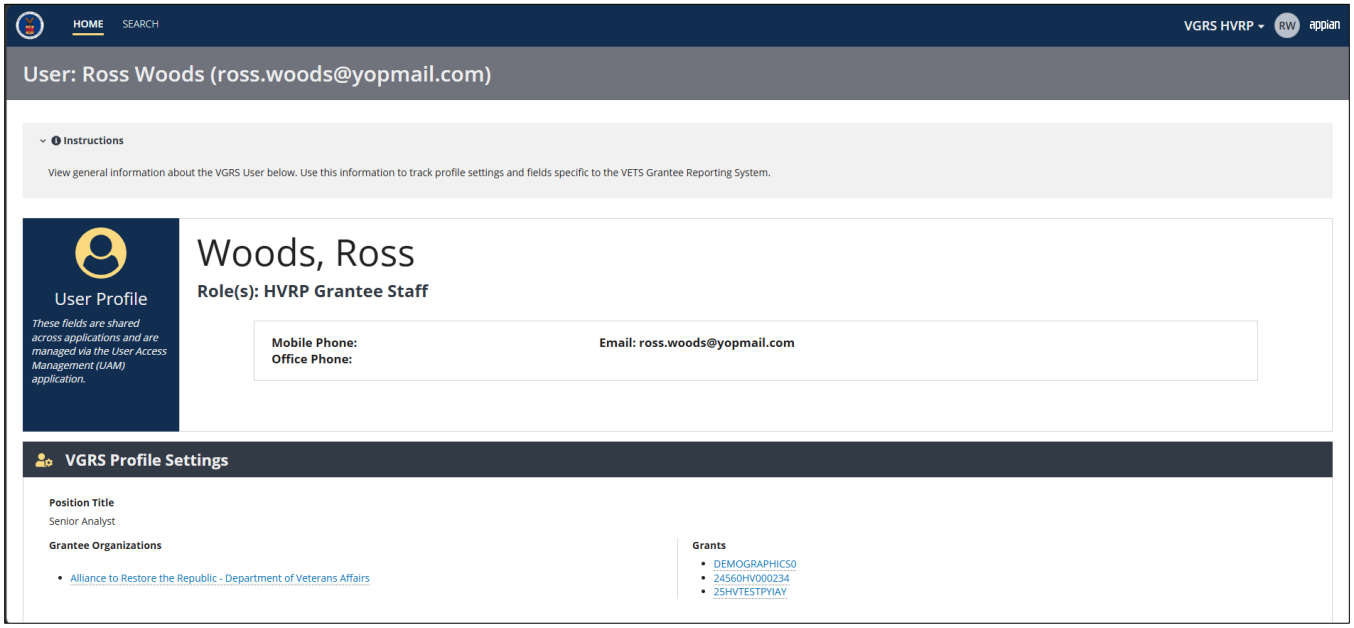


Figure 26: VGRS Profile Settings

- **Purpose:** Hyperlink accessed from Grantee User Access Page. This screen displays general information about a VGRS User, including profile settings and fields specific to the VETS Grantee Reporting System.
- **Embedded instructions:** The screen displays the instructional text "View general information about the VGRS User below. Use this information to track profile settings and fields specific to the VETS Grantee Reporting System" beneath a collapsible *Instructions* header.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The *Instructions* panel includes a collapse/expand control to hide or show the instructional text. The *User Profile* panel notes that these fields are shared across applications and managed via the User Access Management (UAM) application. The *Grantee Organizations* list and *Grants* list are displayed as hyperlinks.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Participants

Screen title: Manage Participants

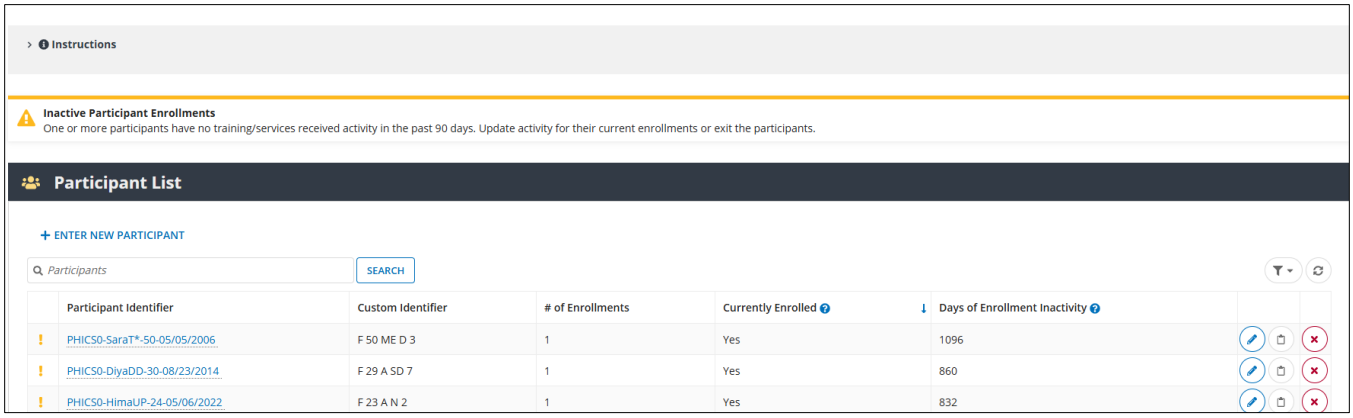


Figure 27: Manage Participants

- **Purpose:** This screen allows users to view, create, edit, and manage Participants and their Enrollments for the Grant.
- **Embedded instructions:** The screen displays instructional collapsible text explaining that a Participant is an individual who may take part in Grant program activities during one or more enrollments, with persistent participant-level information distinct from enrollment-level information that changes over time. It further explains how to create a new Participant using the *Enter New Participant* button, view more information via the *Participant Identifier* link, edit a Participant using the pencil icon, manage Enrollments using the clipboard icon, and remove a Participant using the red "X" icon. A separate warning banner states that one or more participants have no training/services received activity in the past 90 days and instructs users to update activity for their current enrollments or exit the participants.
- **Data-entry fields:** The screen includes a *Search Participants* text field.
- **Navigation or workflow indicators:** The screen includes an *Enter New Participant* link/button, a *Search* button, a filter control, and a refresh icon. Each participant row includes a pencil icon to edit the participant, a clipboard icon to manage enrollments, and a red "X" icon to remove the Participant from the Grant. The *Participant Identifier* column values are displayed as hyperlinks. The *Currently Enrolled* column is sortable (shown with a down arrow). Rows with an inactivity warning display a yellow exclamation icon next to the *Participant Identifier*.
- **Tooltips and Help icons:** The *Currently Enrolled* and *Days of Enrollment Inactivity* column headers each have an info icon; the tooltip for *Currently Enrolled* reads "Indicates whether the participant has an enrollment from which they have not been exited (service end date is blank)." The tooltip for *Days of Enrollment Inactivity* reads "Number of calendar days that a participant has no trainings or services received for a current enrollment (enrollment where service end date is blank)." The tooltip for the pencil icon reads "Update Participant." The tooltip for the clipboard icon reads "Manage Enrollments." The tooltip for the red X reads "Remove Participant."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** *Days of Enrollment Inactivity* appears to be calculated based on the elapsed time since the participant's last recorded training/services activity.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** The screen displays a system-generated warning message stating that one or more participants have no training/services received activity in the past 90 days, prompting users to update activity or exit the participants.

Screen title: Create Participant – Personal Information

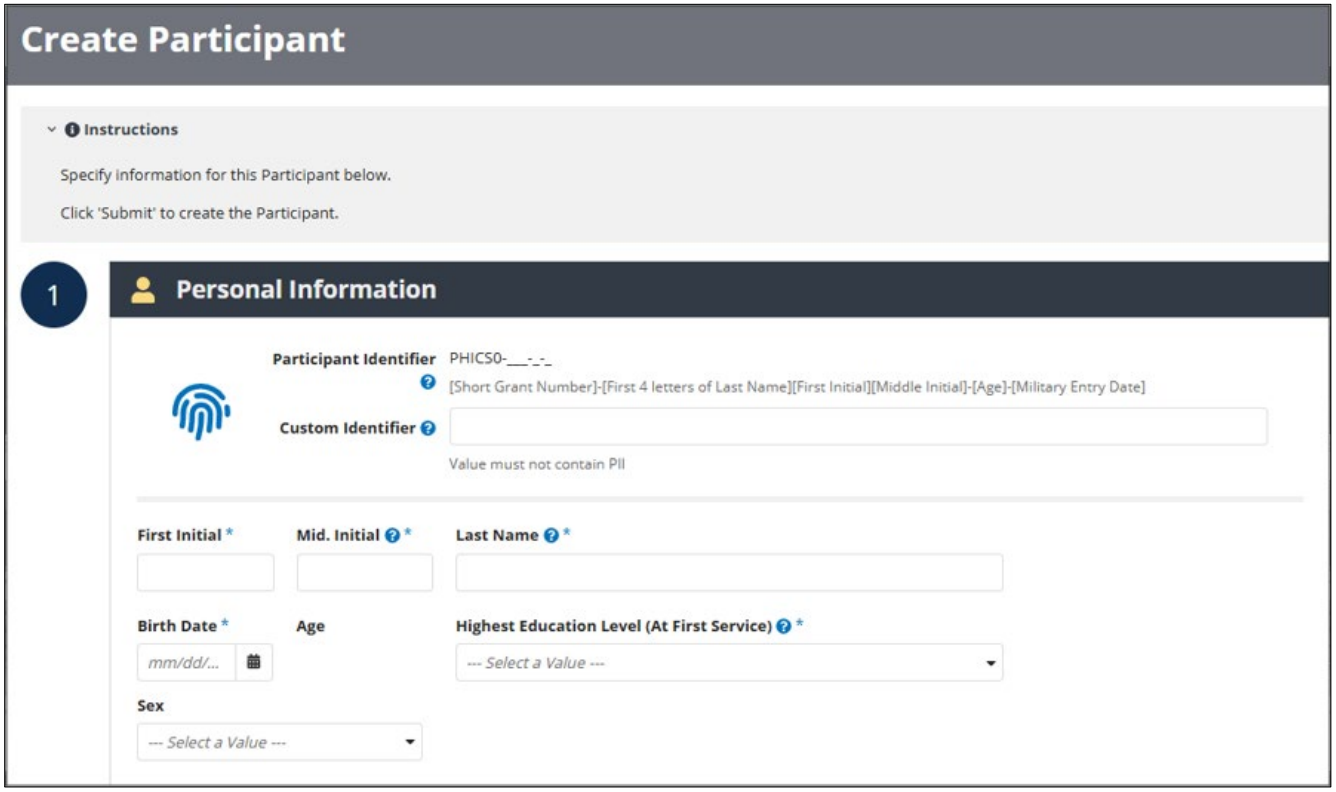


Figure 28: Create Participant – Personal Information

- **Purpose:** This screen allows users to create a new Participant by entering personal information.
- **Embedded instructions:** The screen instructs users to specify Participant information below and click *Submit* to create the Participant. The *Participant Identifier* field shows a format guide based on the Short Grant Number, Last Name, initials, Age, and Military Entry Date. The *Custom Identifier* field notes that its value must not contain PII.
- **Data-entry fields:** The *Personal Information* section includes several fields (including *Custom Identifier*, *First Initial*, *Last Name*, and *Disability Status*) covering identity, demographic, and eligibility details.
- **Navigation or workflow indicators:** The screen is organized into two numbered steps: 1 (Personal Information) and 2 (Military Service). A *Learn More* link appears next to *Disability Status*.
- **Tooltips and Help icons:** In the *Personal Information* section, info icons appear next to *Participant Identifier*, *Custom Identifier*, *Mid. Initial*, *Last Name*, *Highest Education Level (At First Service)*, and *Disability Status*. The tooltip for *Participant Identifier* reads "Concatenation of fields uniquely identifying a participant in VGRS." The tooltip for *Custom Identifier* reads "Supplementary identifier to facilitate tracking a participant across systems." The tooltip for *Middle Initial* reads "Enter * if the Participant has no middle name." The tooltip for *Last Name* reads "Enter the first four characters of the Participant's Last Name." The tooltip for *Highest Education Level* reads "Enter the Highest Education Level at the time the first service was rendered."
- **Learn More expandable text, if applicable:** A Learn More link is shown next to *Disability Status*.
- **Automated calculations, if applicable:** The *Participant Identifier* auto-populates from the Short Grant Number, Last Name, initials, Age, and Military Entry Date.
- **Validation rules and messages, if applicable:** Several fields are marked as required with an asterisk, including *First Initial*, *Last Name*, *Birth Date*, *Highest Education Level*, and *Disability Status*.
- **System-generated messages, if applicable:** N/A

Screen title: Create Participant – Personal Information (Ethnicity/Race) & Military Service

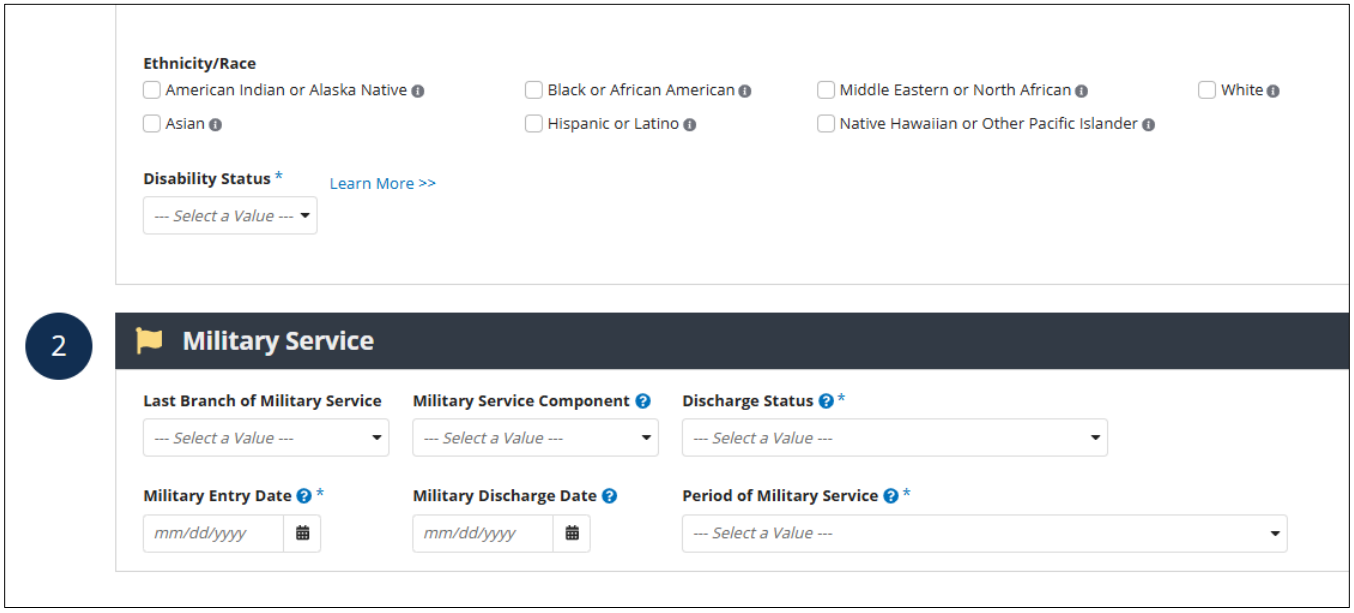


Figure 29: Create Participant – Personal Information (Ethnicity/Race) & Military Service

- **Purpose:** This screen allows users to create a new Participant by entering Ethnicity/Race and military service details.
- **Embedded instructions:** The screen instructs users to specify Participant information below and click *Submit* to create the Participant.
- **Data-entry fields:** The *Personal Information* section includes *Ethnicity/Race* checkboxes. The *Military Service* section includes several fields (including *Last Branch of Military Service*, *Discharge Status*, and *Period of Military Service*) covering service history.
- **Navigation or workflow indicators:** The screen is organized into two numbered steps: 1 (Personal Information) and 2 (Military Service).
- **Tooltips and Help icons:** In the *Personal Information* section, info icons appear next to each *Ethnicity/Race* checkbox option. The *Ethnicity* tooltips give examples of ethnicities. In the *Military Service* section, info icons appear next to *Military Service Component*, *Discharge Status*, *Military Entry Date*, and *Period of Military Service*. The tooltip for *Military Service Component* describes each component. The tooltip for *Discharge Status* reads "Select the Participant's military discharge status. The DD Form 214 must have a Service Characterization of anything other than dishonorable to be considered a veteran." The tooltip for *Military Entry Date* reads "The date the veteran entered into Military Service as indicated in the DD Form 214, Record of Service section. The participant must be under 61 years of age as of the Military Entry Date." The tooltip for *Military Discharge Date* reads "The date the veteran was discharged from military service as indicated in the DD Form 214." The tooltip for *Period of Military Service* reads "Select the period that best represents when the participant served in the Armed Forces."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** *Discharge Status* and *Period of Military Service* are marked as required with an asterisk.
- **System-generated messages, if applicable:** N/A

Outcomes & Demographics

Screen title: Outcomes

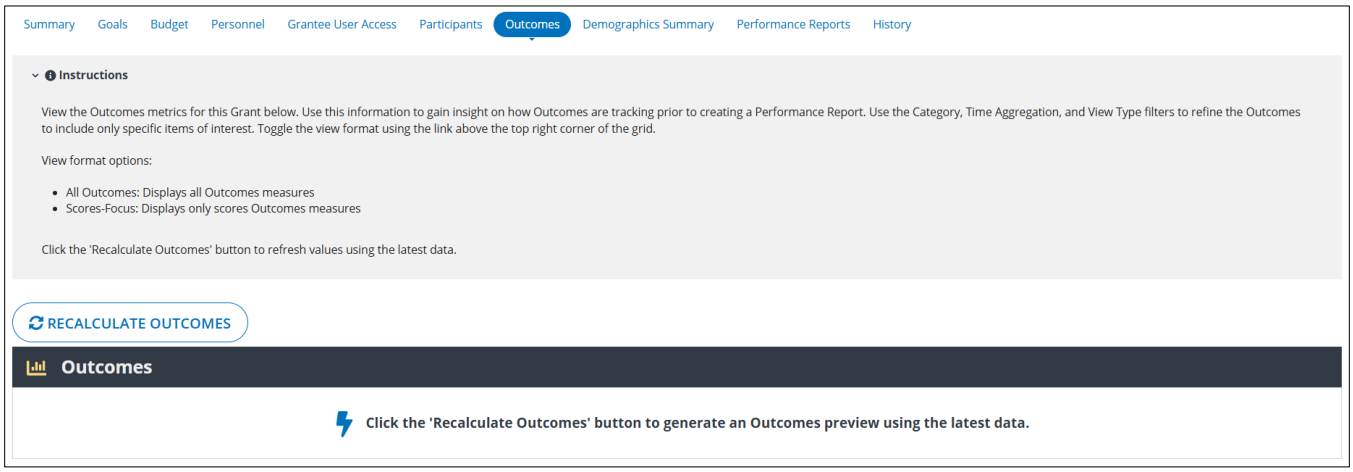


Figure 30: Outcomes

- **Purpose:** This screen displays Outcomes metrics for the Grant to help users gain insight on how outcomes are tracking prior to creating a Performance Report.
- **Embedded instructions:** The screen instructs users to use the *Category*, *Time Aggregation*, and *View Type* filters to refine the Outcomes shown and to toggle the view format using the link above the top right of the grid. It describes two view format options: *All Outcomes*, which displays all Outcomes measures, and *Scores-Focus*, which displays only scores Outcomes measures. It also instructs users to click the *Recalculate Outcomes* button to refresh values using the latest data.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** A *Recalculate Outcomes* button is displayed above the Outcomes panel. The Outcomes panel currently shows a prompt to click *Recalculate Outcomes* to generate an Outcomes preview using the latest data, indicating no data has been calculated yet.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Outcomes – Calculated

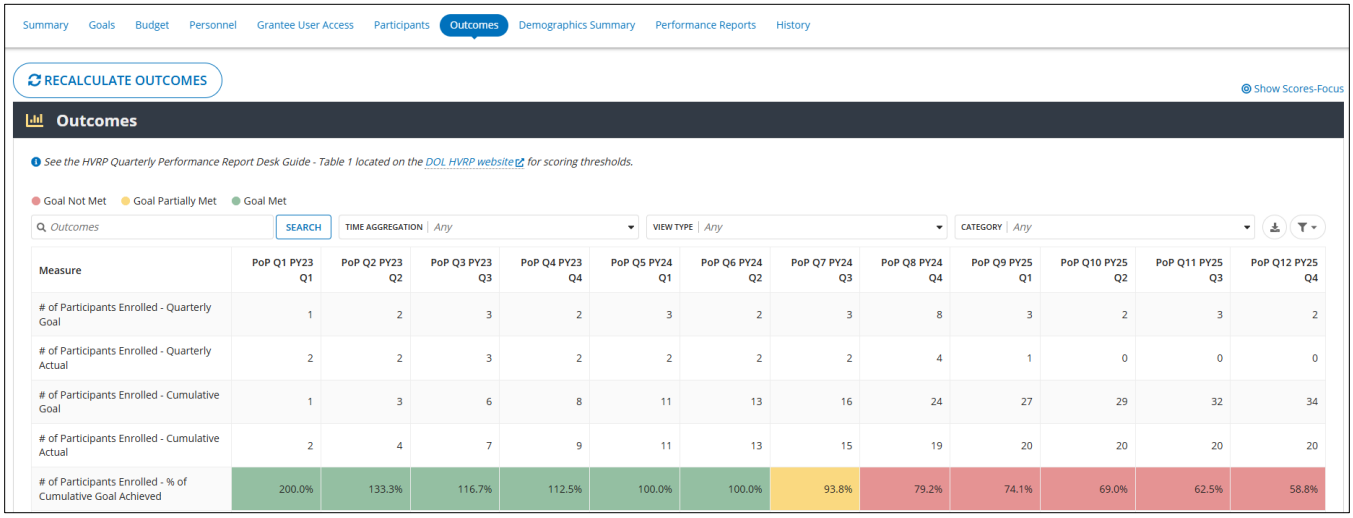


Figure 31: Outcomes – Calculated

- **Purpose:** This screen displays Outcomes metrics for the Grant, allowing users to review goal-versus-actual performance across categories before creating a Performance Report.
- **Embedded instructions:** The screen notes to see the HVRP Quarterly Performance Report Desk Guide – Table 1 on the DOL HVRP website for scoring thresholds. A color-coded legend indicates *Goal Not Met* (red), *Goal Partially Met* (yellow), and *Goal Met* (green).
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen includes a *Recalculate Outcomes* button and a *Show Scores-Focus* toggle link above the Outcomes grid. Filters include a *Time Aggregation* dropdown (*Quarterly*, *Cumulative*), a *View Type* dropdown (*Goal*, *Actual*), and a *Category* dropdown covering 10 general outcome categories, with 91 total measures available across these categories. An *Export to Excel* icon and a *Manage Filters* icon are also available.
- **Tooltips and Help icons:** The tooltip for the *Show Scores-Focus* link reads "Display only Outcomes information related to scored measures." The tooltip for the *Export to Excel* icon reads "Export to Excel – Exports the currently filtered list of records as an Excel file." The tooltip for the *Manage Filters* icon reads "Manage filters."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** The *# of Participants Enrolled – % of Cumulative Goal Achieved* row is calculated by dividing the Cumulative Actual by the Cumulative Goal, with results color-coded according to the *Goal Not Met*, *Goal Partially Met*, and *Goal Met* thresholds.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Demographics Summary – Age

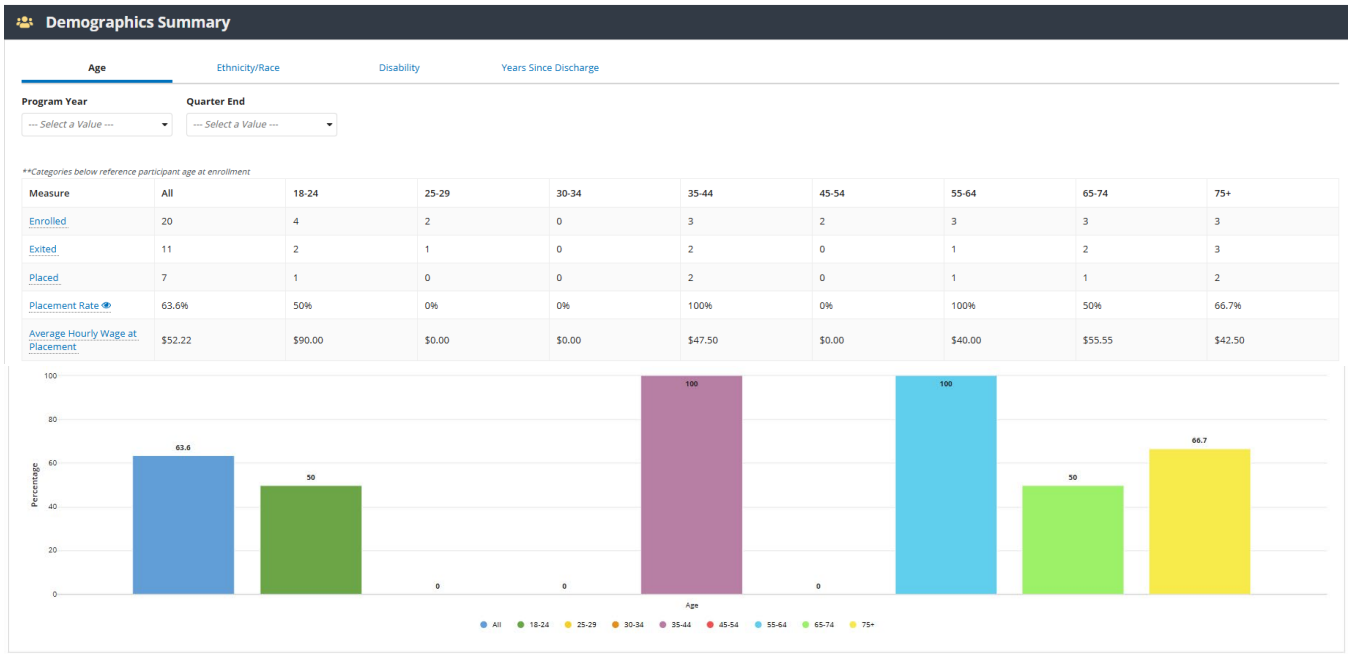


Figure 32: Demographics Summary – Age

- **Purpose:** This screen displays Participants demographics information for the Grant, allowing users to view enrollment, exit, and placement metrics broken out by demographic category, in both table and chart form.
- **Embedded instructions:** The screen instructs users to use the tab selectors above the grid to change which demographics category is displayed and to use the *Program Year* and *Quarter End* filters to refine results to Participants for whom the applicable measure activity occurred during the specified time period, noting as an example that the *Enrolled* measure counts Participants who enrolled during the period while the *Placed* measure counts those who exited during that period. It also instructs users to click a measure to visualize the corresponding data in chart format and to select or deselect a demographic grouping in the chart legend to toggle its visibility.
- **Data-entry fields:** The screen includes a *Program Year* dropdown and a *Quarter End* dropdown.
- **Navigation or workflow indicators:** The Demographics Summary panel includes four tabs, with *Age* currently selected. The *Measure* column values (*Enrolled*, *Exited*, *Placed*, *Placement Rate*, *Average Hourly Wage at Placement*) are displayed as hyperlinks; clicking a measure moves an eye icon to that row and updates the chart below to visualize that measure's values. The chart includes a toggleable legend allowing users to show or hide individual demographic groupings.
- **Tooltips and Help icons:** Whatever value is selected in the *Measure* column will display an info/eye icon next to it, with the tooltip reading "Currently Displayed Measure in Chart." When hovering over the bar chart, a tooltip appears summarizing values.
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** *Placement Rate* is calculated as *Placed* divided by *Exited* for each age group. *Average Hourly Wage at Placement* reflects the average wage among *Placed* participants in each age group. The chart dynamically renders the percentage values from the selected measure's row based on the selected demographic groupings.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Demographics Summary – Ethnicity/Race

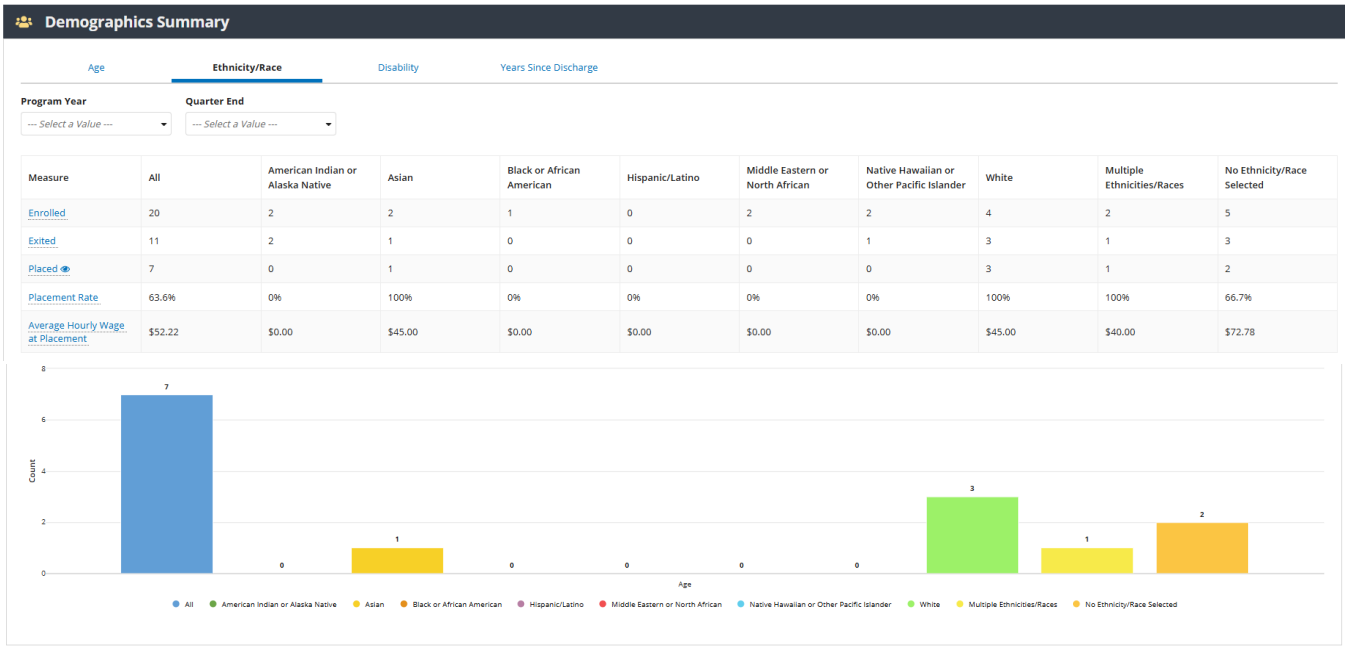


Figure 33: Demographics Summary – Ethnicity/Race

- **Purpose:** This screen displays Participants demographics information for the Grant, allowing users to view enrollment, exit, and placement metrics broken out by Ethnicity/Race category, in both table and chart form.
- **Embedded instructions:** The screen instructs users to use the tab selectors above the grid to change which demographics category is displayed and to use the *Program Year* and *Quarter End* filters to refine results to Participants for whom the applicable measure activity occurred during the specified time period, noting as an example that the *Enrolled* measure counts Participants who enrolled during the period while the *Placed* measure counts those who exited during that period. It also instructs users to click a measure to visualize the corresponding data in chart format and to select or deselect a demographic grouping in the chart legend to toggle its visibility.
- **Data-entry fields:** The screen includes a *Program Year* dropdown and a *Quarter End* dropdown.
- **Navigation or workflow indicators:** The Demographics Summary panel includes four tabs, with *Ethnicity/Race* currently selected. The *Measure* column values are displayed as hyperlinks; clicking a measure moves an eye icon to that row and updates the chart below to visualize that measure's values, currently set to *Placed*. The chart includes a toggleable legend allowing users to show or hide individual demographic groupings across the various ethnicity/race categories shown in the table.
- **Tooltips and Help icons:** Whatever value is selected in the *Measure* column will display an info/eye icon next to it, with the tooltip reading "Currently Displayed Measure in Chart." When hovering over the bar chart, a tooltip appears summarizing values.
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** *Placement Rate* is calculated as *Placed* divided by *Exited* for each ethnicity/race group. *Average Hourly Wage at Placement* reflects the average wage among *Placed* participants in each ethnicity/race group.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Demographics Summary – Disability

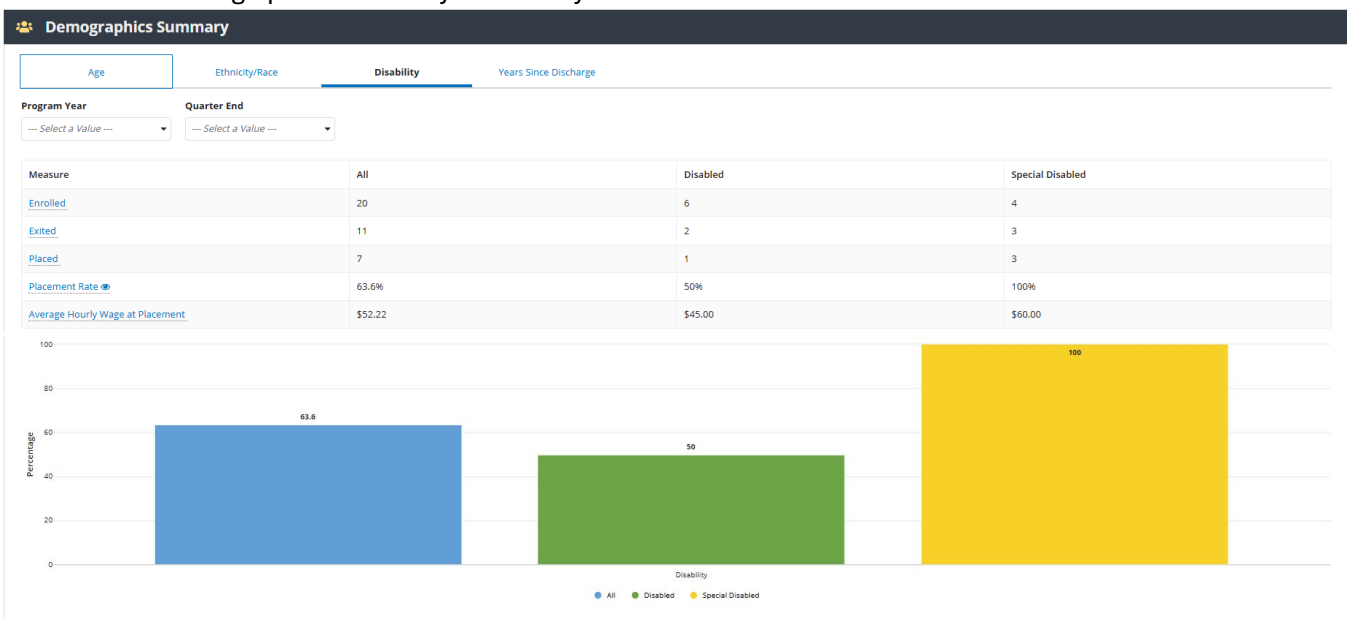


Figure 34: Demographics Summary – Disability

- **Purpose:** This screen displays Participants demographics information for the Grant, allowing users to view enrollment, exit, and placement metrics broken out by Disability category, in both table and chart form.
- **Embedded instructions:** The screen instructs users to use the tab selectors above the grid to change which demographics category is displayed and to use the *Program Year* and *Quarter End* filters to refine results to Participants for whom the applicable measure activity occurred during the specified time period, noting as an example that the *Enrolled* measure counts Participants who enrolled during the period while the *Placed* measure counts those who exited during that period. It also instructs users to click a measure to visualize the corresponding data in chart format and to select or deselect a demographic grouping in the chart legend to toggle its visibility.
- **Data-entry fields:** The screen includes a *Program Year* dropdown and a *Quarter End* dropdown.
- **Navigation or workflow indicators:** The Demographics Summary panel includes four tabs, with *Disability* currently selected. The *Measure* column values are displayed as hyperlinks; clicking a measure moves an eye icon to that row and updates the chart below to visualize that measure's values, currently set to *Placement Rate*. The chart includes a toggleable legend allowing users to show or hide the demographic groupings shown in the table (*All*, *Disabled*, *Special Disabled*).
- **Tooltips and Help icons:** Whatever value is selected in the *Measure* column will display an info/eye icon next to it, with the tooltip reading "Currently Displayed Measure in Chart." When hovering over the bar chart, a tooltip appears summarizing values.
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** *Placement Rate* is calculated as *Placed* divided by *Exited* for each disability group. *Average Hourly Wage at Placement* reflects the average wage among *Placed* participants in each disability group.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Demographics Summary – Years Since Discharge

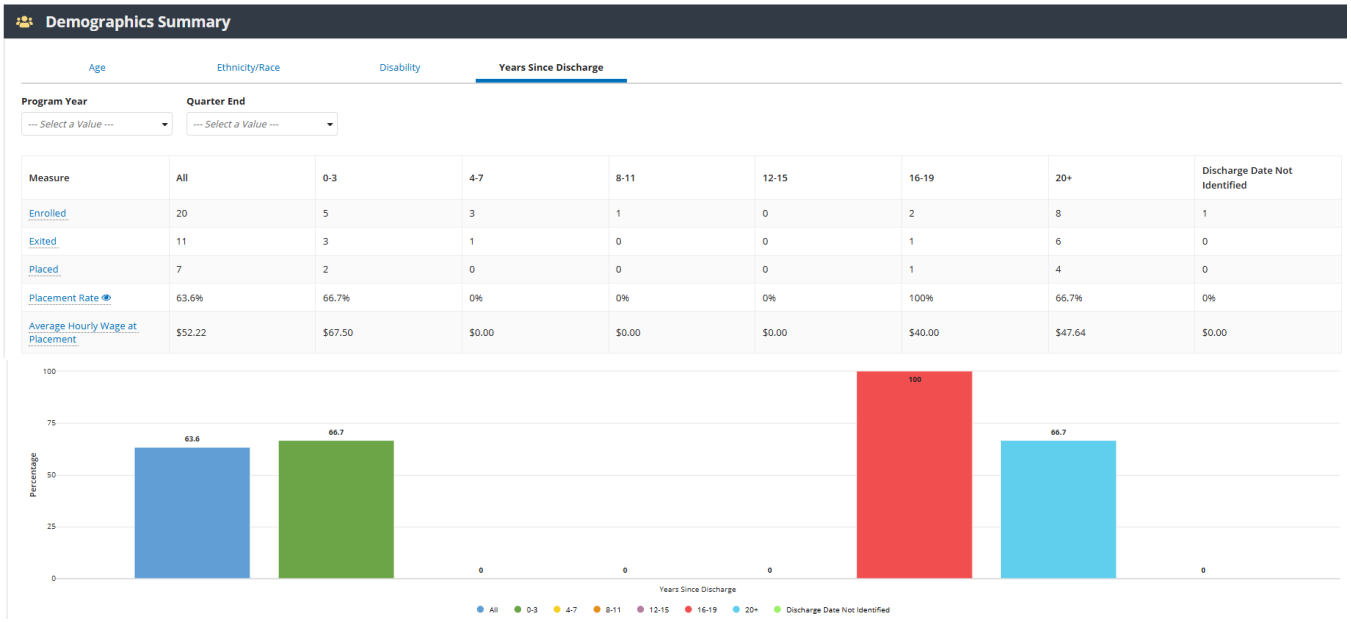


Figure 35: Demographics Summary – Years Since Discharge

- **Purpose:** This screen displays Participants demographics information for the Grant, allowing users to view enrollment, exit, and placement metrics broken out by Years Since Discharge category, in both table and chart form.
- **Embedded instructions:** The screen instructs users to use the tab selectors above the grid to change which demographics category is displayed and to use the *Program Year* and *Quarter End* filters to refine results to Participants for whom the applicable measure activity occurred during the specified time period, noting as an example that the *Enrolled* measure counts Participants who enrolled during the period while the *Placed* measure counts those who exited during that period. It also instructs users to click a measure to visualize the corresponding data in chart format and to select or deselect a demographic grouping in the chart legend to toggle its visibility.
- **Data-entry fields:** The screen includes a *Program Year* dropdown and a *Quarter End* dropdown.
- **Navigation or workflow indicators:** The Demographics Summary panel includes four tabs, with *Years Since Discharge* currently selected. The *Measure* column values are displayed as hyperlinks; clicking a measure moves an eye icon to that row and updates the chart below to visualize that measure's values, currently set to *Placement Rate*. The chart includes a toggleable legend allowing users to show or hide the demographic groupings shown in the table.
- **Tooltips and Help icons:** Whatever value is selected in the *Measure* column will display an info/eye icon next to it, with the tooltip reading "Currently Displayed Measure in Chart." When hovering over the bar chart, a tooltip appears summarizing values.
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** *Placement Rate* is calculated as *Placed* divided by *Exited* for each Years Since Discharge group. *Average Hourly Wage at Placement* reflects the average wage among *Placed* participants in each group.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Performance Reports

Manage Performance Reports

Screen title: Manage Performance Reports



Figure 36: Manage Performance Reports

- **Purpose:** This screen displays the list of Performance Reports for the Grant and allows users to create a new Performance Report or remove an existing one.
- **Embedded instructions:** The screen instructs users to click a Performance Report's *Identifier* link to navigate to it and to use the filters to refine results to specific items of interest. It explains that each Performance Report contains a snapshot of Grant activity as well as Narrative explanations provided by Grantees, which VETS Staff review to ensure Goals are met and any corrective actions are considered. It further notes that the snapshot is captured at the time of Performance Report creation and retained for historical reference, requiring Grantee Staff to create a new Performance Report for the Reporting Period to address edits. It also instructs users to click *Create Performance Report* to create a new Performance Report.
- **Data-entry fields:** The screen includes a *Search Performance Reports* text field, a *Submission Status* dropdown, a *Program Year* dropdown, a *Quarter End* dropdown, and a *Month* dropdown.
- **Navigation or workflow indicators:** The screen includes a *Create Performance Report* link/button, a *Search* button, a filter control, and a refresh icon. The *Performance Report Identifier* column values are displayed as hyperlinks. Every column header in the table is sortable by clicking it, with *Created Date/Time* currently sorted (shown with a down arrow). Each row includes a red "X" icon to remove that Performance Report.
- **Tooltips and Help icons:** The tooltip for the *Create Performance Report* button reads "Click to add a new Performance Report for this Grant." The tooltip for the filter icon reads "Manage filters." The tooltip for the refresh icon reads "Refresh."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Summary

Screen title: Performance Report – Summary

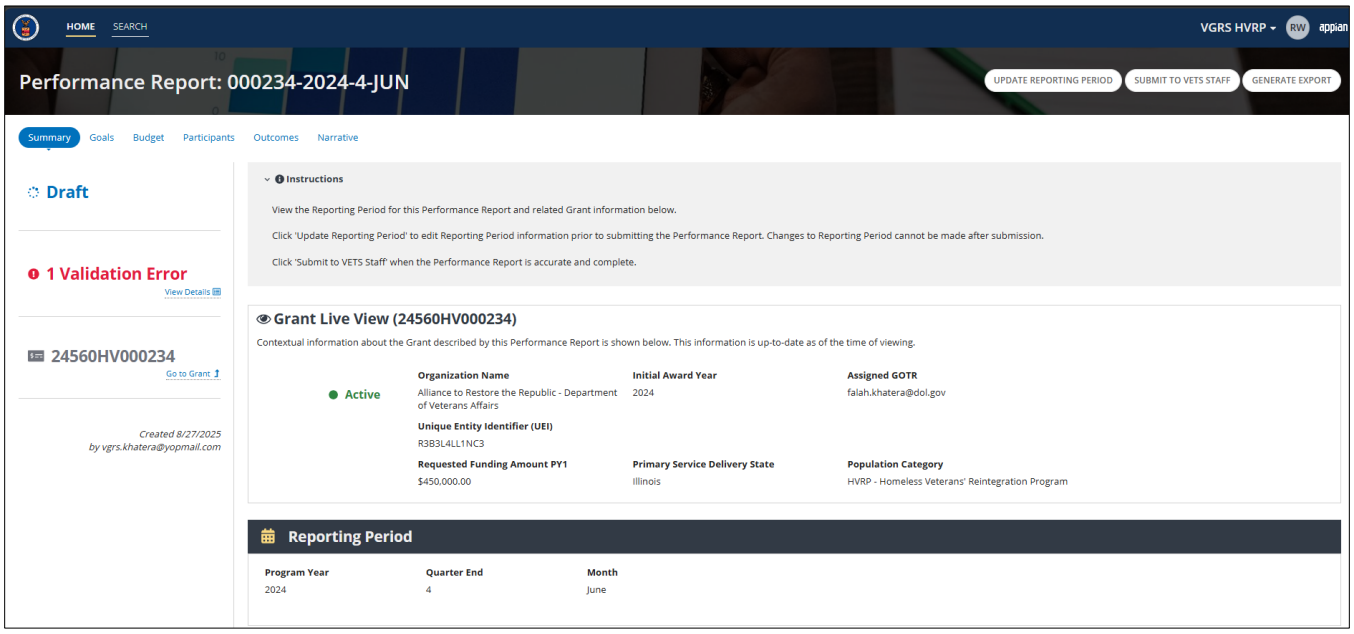


Figure 37: Performance Report – Summary

- **Purpose:** This screen displays the Reporting Period for the Performance Report and related Grant information, along with the report's status and validation results.
- **Embedded instructions:** The screen instructs users to view the Reporting Period for this Performance Report and related Grant information below. It notes to click *Update Reporting Period* to edit Reporting Period information prior to submitting the Performance Report, and that changes to Reporting Period cannot be made after submission. It also instructs users to click *Submit to VETS Staff* when the Performance Report is accurate and complete. The *Grant Live View* section notes that contextual information about the Grant described by this Performance Report is shown below, and that this information is up to date as of the time of viewing.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen includes a top-level tab bar with the tabs *Summary*, *Goals*, *Budget*, *Participants*, *Outcomes*, and *Narrative*, with *Summary* currently selected. NOTE: *Goals*, *Budget*, *Participants*, and *Outcomes* buttons are not new screens, but rather, take the user to the respective screens previously described in this appendix. Three buttons appear in the top right: *Update Reporting Period*, *Submit to VETS Staff*, and *Generate Export*. A left-hand panel shows the report's *Draft* status, a *1 Validation Error* notice with a *View Details* link, and a *Go to Grant* link back to the associated Grant. The *Grant Live View* section shows an *Active* status indicator with a green dot for the Grant.
- **Tooltips and Help icons:** The tooltip for the *View Details* hyperlink reads "This Performance Report cannot be submitted until all validation errors are addressed. Click to view validation details." The tooltip for the *Go To Grant* hyperlink reads "Click to open the full Grant record."
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** The screen displays a validation summary indicating *1 Validation Error*, with a *View Details* link to see the specific error.

- **System-generated messages, if applicable:** When clicking the *Submit to VETS Staff* button, a message appears: "Submission Checklist: Confirm Narrative entries are accurate and complete. Ensure Personnel section of Narrative describes any discrepancies in number or types of positions from your latest approved budget narrative. Verify the expenditure data on the SF-425 Federal Financial Report (FFR) aligns with the funding year expenditure data provided in the Narrative. Remember to certify your FFR(s) in the Payment Management System (HHS-PMS) for accurate processing." Along with the instructions: "Review the Narrative validation results below and address any errors before submitting the Performance Report to VETS Staff."

Screen title: Performance Report – Summary (Update Reporting Period)

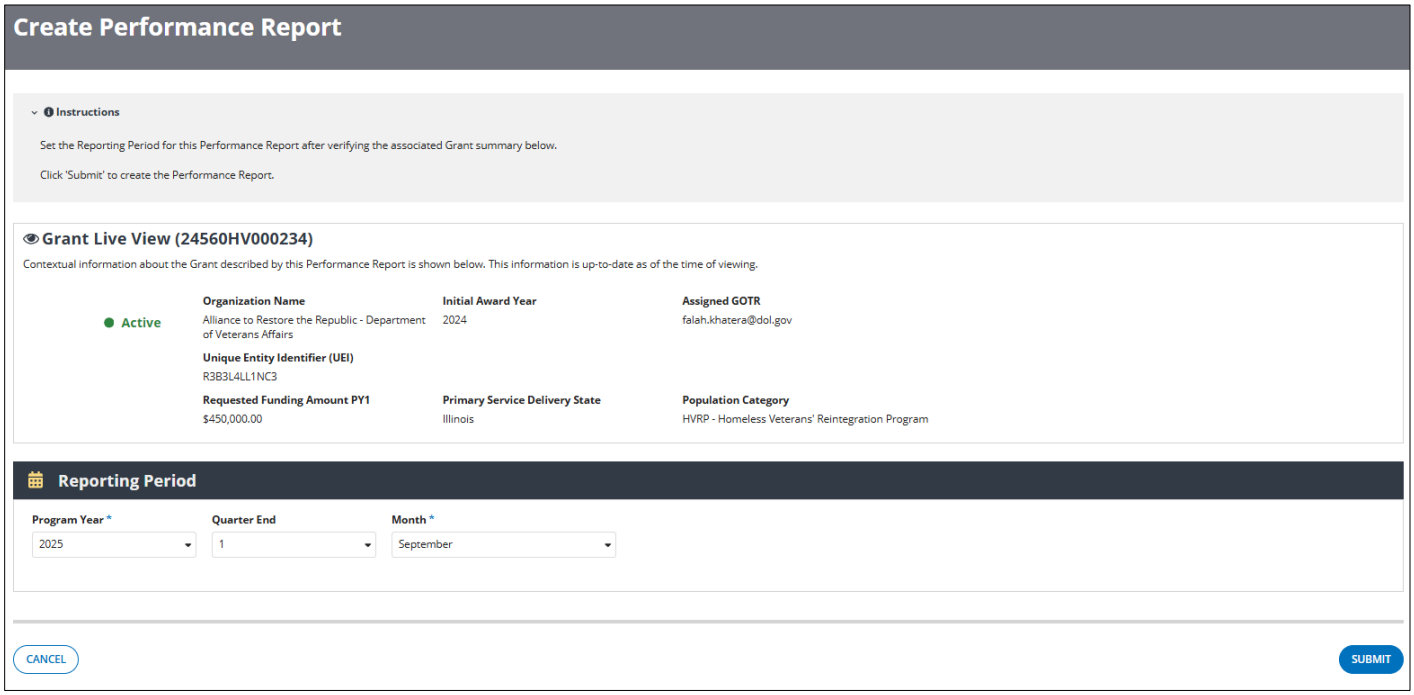


Figure 38: Performance Report – Summary (Update Reporting Period)

- **Purpose:** This screen allows users to set the Reporting Period for the Performance Report after verifying the associated Grant summary.
- **Embedded instructions:** The screen instructs users to set the Reporting Period for this Performance Report after verifying the associated Grant summary below and to click *Submit* to save changes.
- **Data-entry fields:** The *Reporting Period* section includes a *Program Year* dropdown, a *Quarter End* dropdown, and a *Month* dropdown.
- **Navigation or workflow indicators:** The screen includes a *Cancel* button and a *Submit* button at the bottom. The *Grant Live View* section shows an *Active* status indicator with a green dot for the Grant, and notes that the contextual Grant information shown is up-to-date as of the time of viewing.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** *Program Year* and *Month* are marked as required with an asterisk.
- **System-generated messages, if applicable:** N/A

Export

Screen title: Performance Report Export

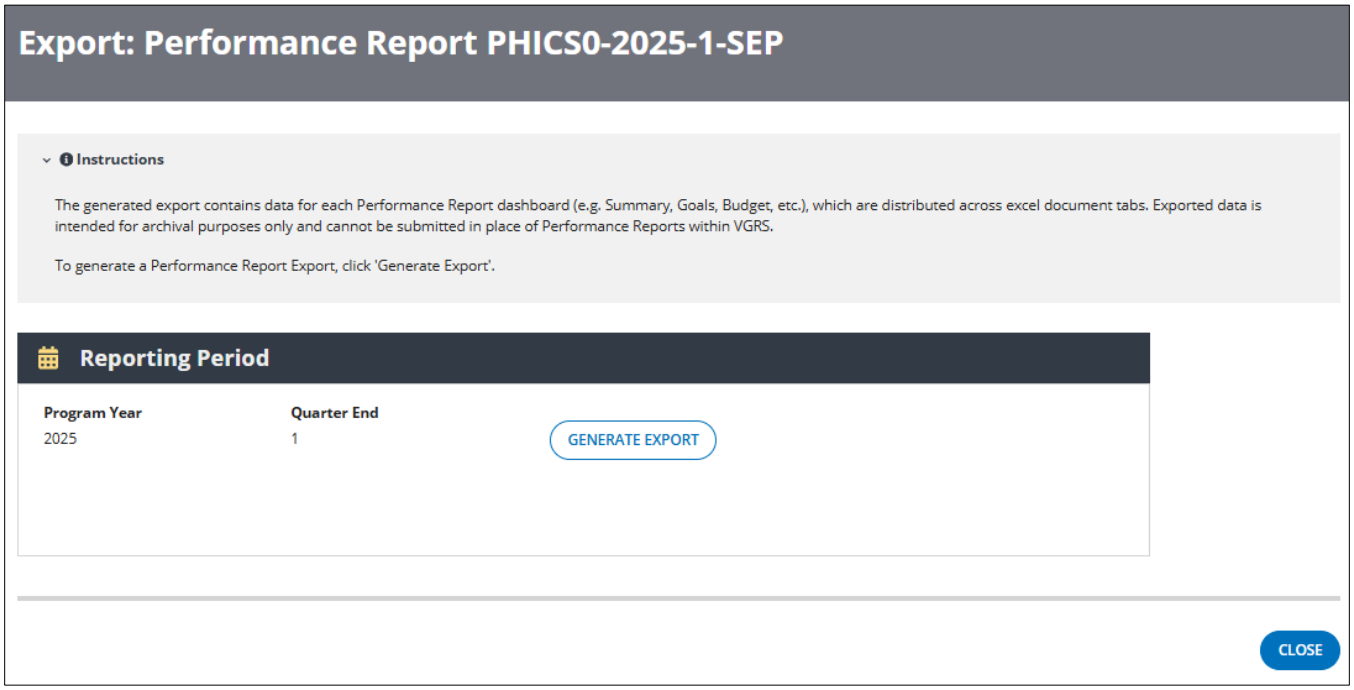


Figure 39: Performance Report Export

- **Purpose:** This screen allows users to generate an Excel export of the Performance Report data for archival purposes.
- **Embedded instructions:** The screen explains that the generated export contains data for each Performance Report dashboard (e.g., Summary, Goals, Budget, etc.), distributed across Excel document tabs, and that the exported data is intended for archival purposes only and cannot be submitted in place of Performance Reports within VGRS. It instructs users to click *Generate Export* to generate a Performance Report Export.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The *Reporting Period* section displays the *Program Year* and *Quarter End* for this report, alongside a *Generate Export* button. A *Close* button appears at the bottom right of the screen.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Submit

Screen title: Submit to VETS Staff: Performance Report

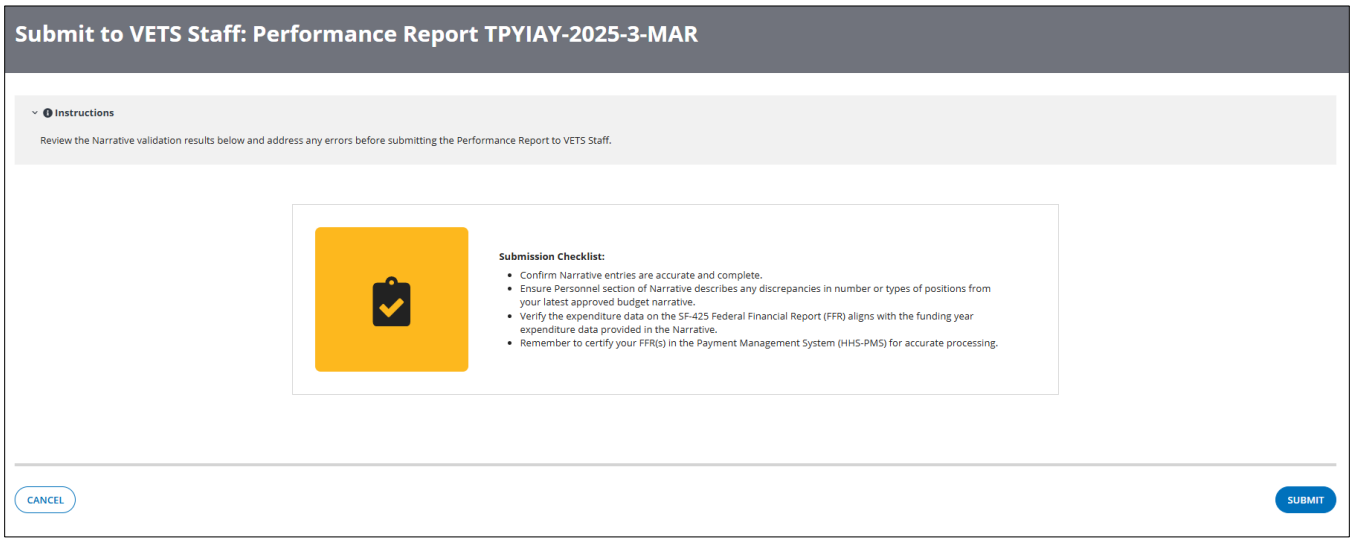


Figure 40: Submit to VETS Staff: Performance Report

- **Purpose:** This screen allows users to review Narrative validation results and confirm a submission checklist before submitting the Performance Report to VETS Staff.
- **Embedded instructions:** The screen instructs users to review the Narrative validation results below and address any errors before submitting the Performance Report to VETS Staff.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** The screen displays a *Submission Checklist* reminding users to confirm Narrative entries are accurate and complete, ensure the Personnel section describes any discrepancies from the latest approved budget narrative, verify SF-425 FFR expenditure data aligns with the Narrative's funding year expenditure data, and remember to certify FFR(s) in the Payment Management System (HHS-PMS) for accurate processing. *Cancel* and *Submit* buttons appear at the bottom.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Performance Report Narrative

Screen title: Update: Grant Performance Report Narrative – Service Address

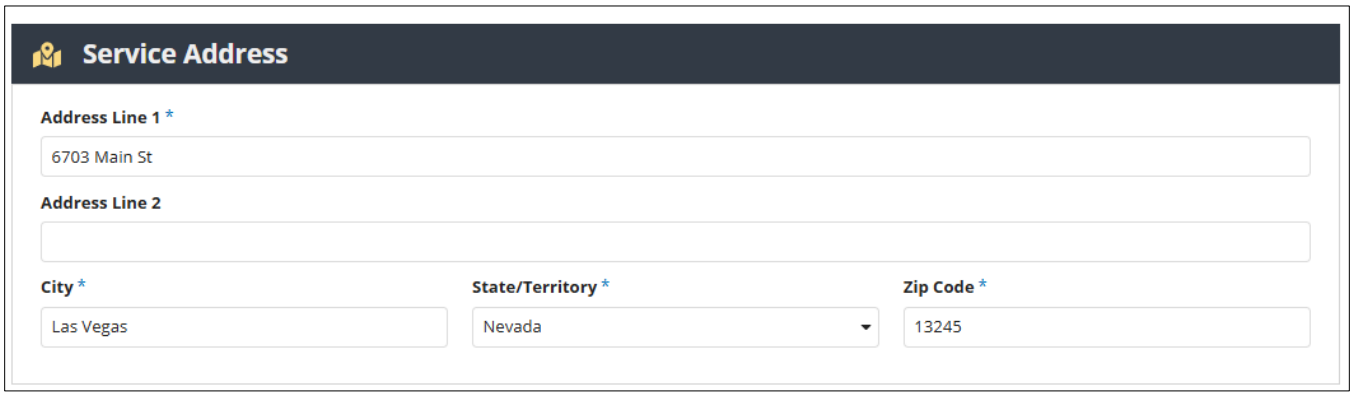


Figure 41: Update: Grant Performance Report Narrative – Service Address

- **Purpose:** This screen allows users to enter the Service Address as part of the Performance Report narrative.
- **Embedded instructions:** The screen instructs users to enter this period's Achievements, scores, corrective action plans, Personnel, and expenditures below, and to click *Submit*; all fields are required before final submission.
- **Data-entry fields:** The *Service Address* section includes *Address Line 1*, *Address Line 2*, *City*, *State/Territory*, and *Zip Code*.
- **Navigation or workflow indicators:** N/A
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** *Address Line 1*, *City*, *State/Territory*, and *Zip Code* are marked as required with an asterisk.
- **System-generated messages, if applicable:** N/A

Screen title: Update: Grant Performance Report Narrative – Achievements & Activities

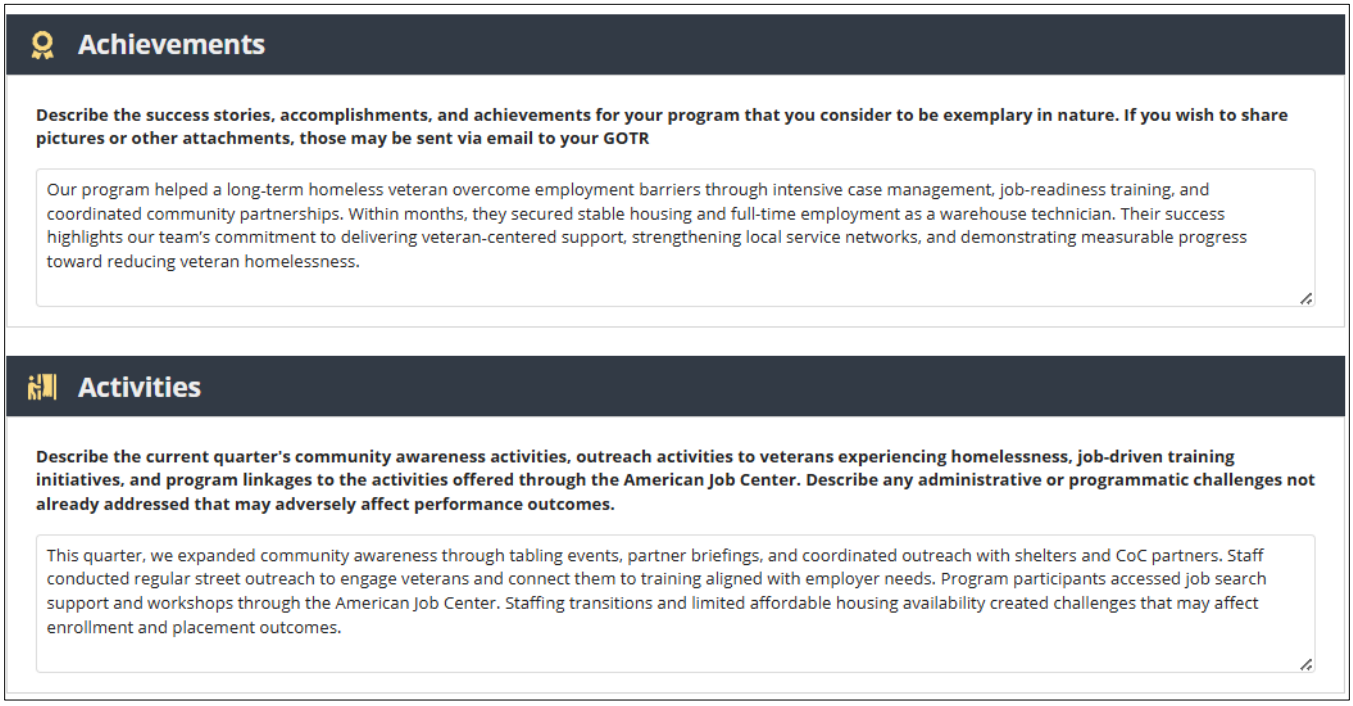


Figure 42: Update: Grant Performance Report Narrative – Achievements & Activities

- **Purpose:** This screen allows users to describe the Reporting Period's achievements and activities as part of the Performance Report narrative.
- **Embedded instructions:** The screen instructs users to enter this period's Achievements, scores, corrective action plans, Personnel, and expenditures below, and to click *Submit*; all fields are required before final submission. The *Achievements* field asks for exemplary success stories and accomplishments. The *Activities* field asks for a description of the quarter's outreach, training, and program linkage activities, along with any challenges affecting performance.
- **Data-entry fields:** The screen includes an *Achievements* text area and an *Activities* text area, both populated with narrative text in this instance.
- **Navigation or workflow indicators:** N/A
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Update: Grant Performance Report Narrative – Scores

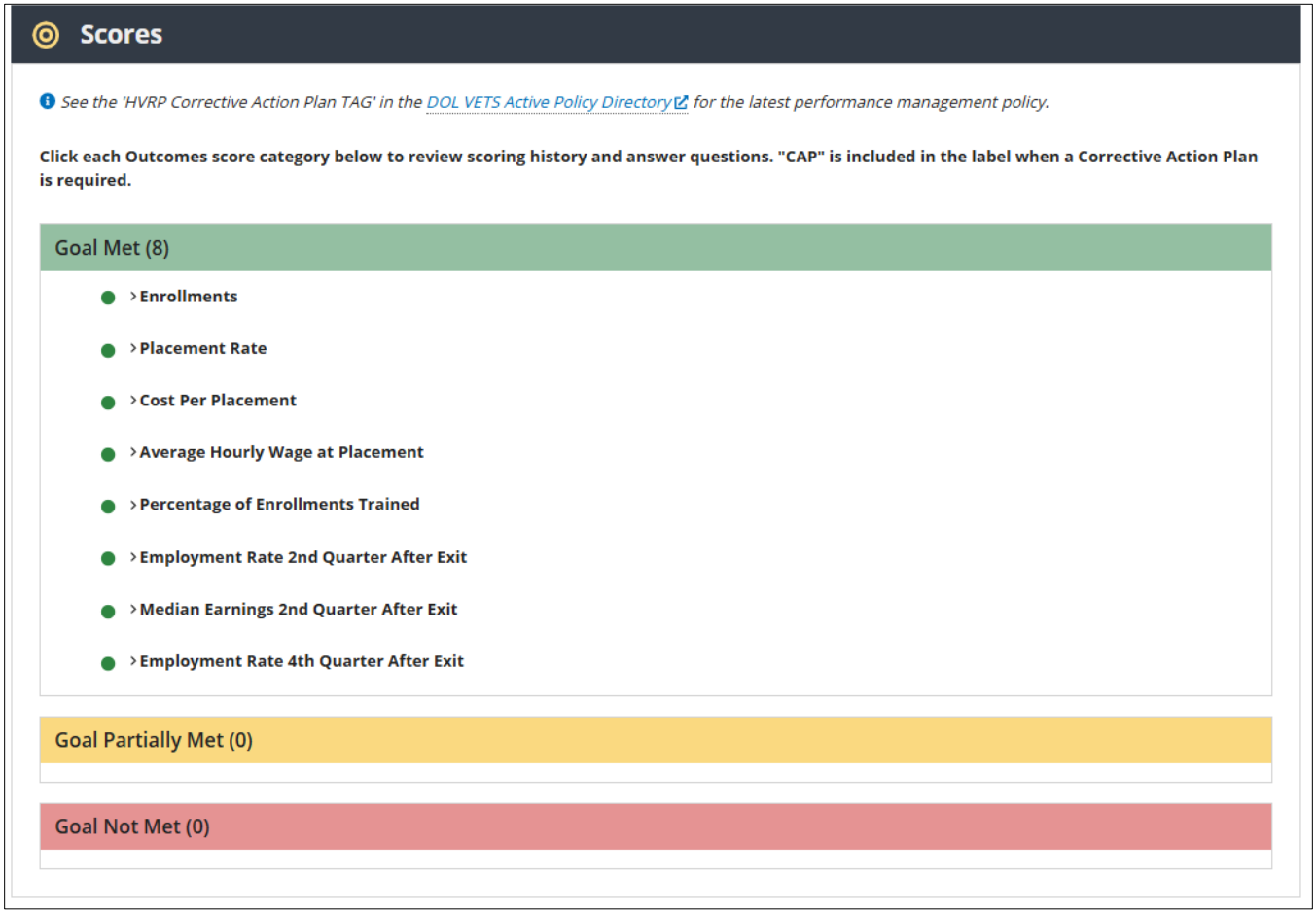


Figure 43: Update: Grant Performance Report Narrative – Scores

- **Purpose:** This screen displays Outcomes scoring results for the Reporting Period, grouped by Goal Met, Goal Partially Met, and Goal Not Met categories.
- **Embedded instructions:** The screen instructs users to enter this period's Achievements, scores, corrective action plans, Personnel, and expenditures below, and to click *Submit*; all fields are required before final submission. It directs users to the DOL VETS Active Policy Directory for corrective action policy, and notes that clicking a score category expands scoring history and questions, with "CAP" appended to labels requiring a Corrective Action Plan.
- **Data-entry fields:** N/A
- **Navigation or workflow indicators:** Each score category is a color-coded, expandable section listing individual measures with expand arrows to review scoring history. The *DOL VETS Active Policy Directory* link opens an external page.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** The count next to each score category reflects the number of measures in that category.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Update: Grant Performance Report Narrative – Personnel

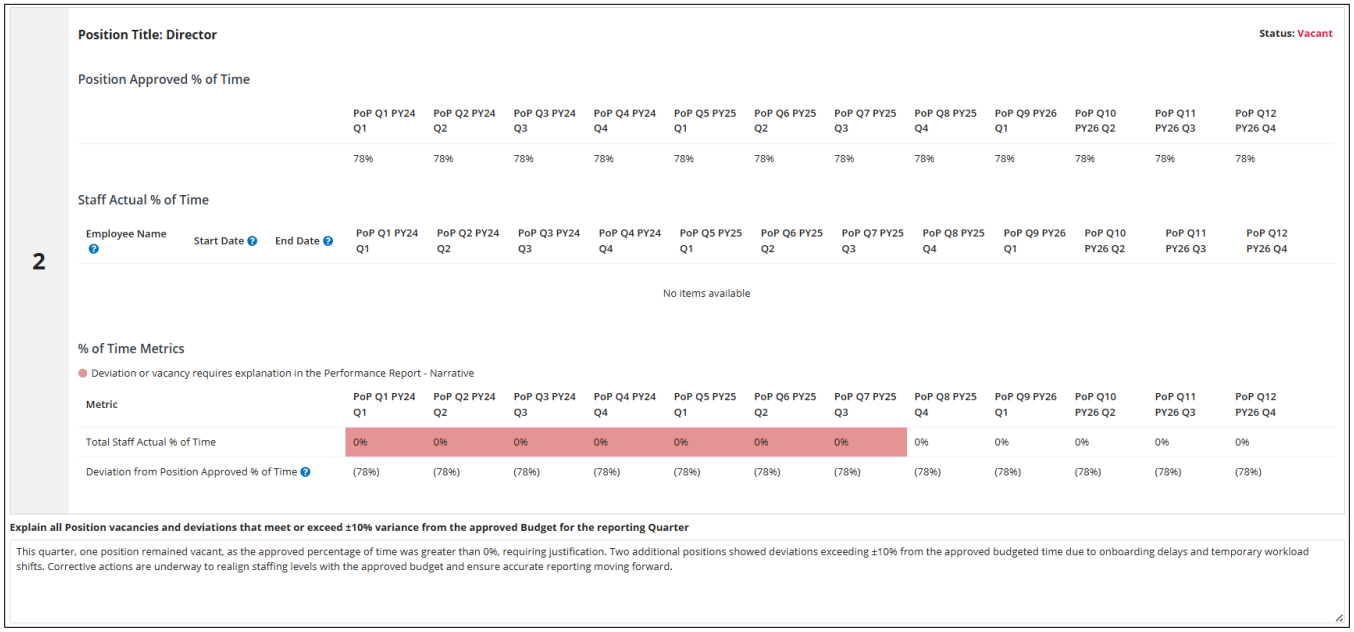


Figure 44: Update: Grant Performance Report Narrative – Personnel

- **Purpose:** This screen allows users to enter Personnel charged to the Grant for the Reporting Period and explain any vacancies or deviations, in this instance for the Director position.
- **Embedded instructions:** The screen instructs users to enter this period's Achievements, scores, corrective action plans, Personnel, and expenditures below, and to click *Submit*; all fields are required before final submission. Tooltips clarify that *Employee Name* requires distinct first and last names, *Start Date* is entered once per employee, and *End Date* is only filled in if the employee has stopped working the position. A note also states that any deviation or vacancy requires explanation in the Narrative.
- **Data-entry fields:** The *Staff Actual % of Time* table includes *Employee Name*, *Start Date*, and *End Date* fields, along with a *% of Time* field per quarter; no employees are currently entered for this position. A narrative text area captures explanations for vacancies or deviations meeting or exceeding ±10% variance from the approved budget.
- **Navigation or workflow indicators:** N/A
- **Tooltips and Help icons:** The *Employee Name*, *Start Date*, and *End Date* column headers each have an info icon with the tooltip text described above.
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** *Total Staff Actual % of Time* and *Deviation from Position Approved % of Time* are calculated automatically; quarters with a deviation are highlighted in red to flag that a narrative explanation is required.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

Screen title: Update: Grant Performance Report Narrative – Financial Review

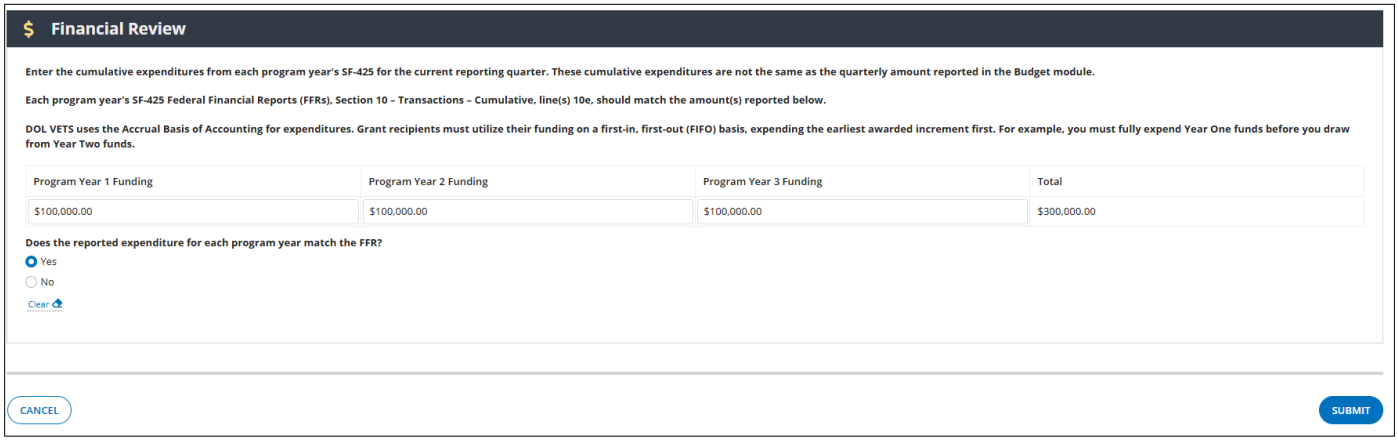


Figure 45: Update: Grant Performance Report Narrative – Financial Review

- **Purpose:** This screen allows users to enter cumulative expenditures from each Program Year's SF-425 for the current reporting quarter.
- **Embedded instructions:** The screen instructs users to enter this period's Achievements, scores, corrective action plans, Personnel, and expenditures below, and to click *Submit*; all fields are required before final submission. It clarifies that reported values should reflect cumulative (not quarterly) expenditures matching SF-425 FFR Section 10, line 10e, and that DOL VETS requires accrual-basis, first-in first-out expenditure of funds by Program Year.
- **Data-entry fields:** The screen includes *Program Year 1 Funding*, *Program Year 2 Funding*, and *Program Year 3 Funding* fields, along with Yes/No radio buttons asking whether the reported expenditure for each program year matches the FFR.
- **Navigation or workflow indicators:** The screen includes a *Clear* link to reset the Yes/No selection and *Cancel* and *Submit* buttons.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** The *Total* field sums *Program Year 1*, *2*, and *3 Funding*.
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A

History

History

Screen title: History

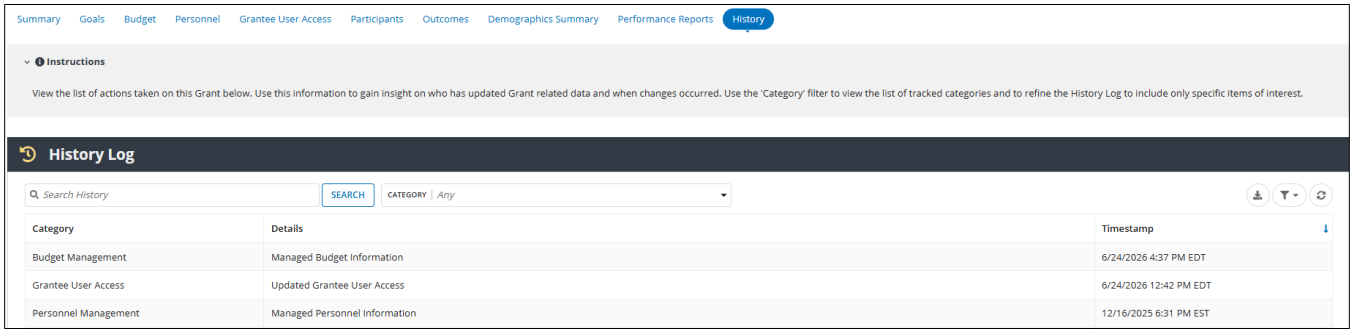


Figure 46: History

- **Purpose:** This screen displays the list of actions taken on the Grant, allowing users to see who has updated Grant-related data and when changes occurred.
- **Embedded instructions:** The screen instructs users to use the *Category* filter to view the list of tracked categories and refine the History Log to include only specific items of interest.
- **Data-entry fields:** The screen includes a *Search History* text field and a *Category* dropdown, with options including *Grant Management*, *Grantee User Access*, *Goals Management*, *Budget Management*, and *Personnel Management* (additional categories may exist beyond what's visible).
- **Navigation or workflow indicators:** The screen includes a top-level tab bar with *History* currently selected. The *History Log* includes a *Search* button, an export/download icon, a filter control, and a refresh icon. The *Timestamp* column is sortable, shown with a down arrow.
- **Tooltips and Help icons:** N/A
- **Learn More expandable text, if applicable:** N/A
- **Automated calculations, if applicable:** N/A
- **Validation rules and messages, if applicable:** N/A
- **System-generated messages, if applicable:** N/A