



**Technical Assistance Guide  
for the  
Competitive Grants Technical  
Performance Report  
Program Year 2017**

**June 2017**

**UNITED STATES DEPARTMENT OF LABOR**  
Veterans' Employment and Training Service  
Office of National Programs



## Background

The following Technical Assistance Guide (TAG) for Competitive Grants Reporting provides useful and necessary information for grantee personnel as well as the Veterans' Employment and Training Service (VETS) staff members who are responsible for grant oversight. VETS requires each competitive grant to have measurable outcomes, or objective measures of the grant's effect in order to maximize the impact of grant dollars. Each grantee will be asked to report on progress towards its planned performance outcomes on a quarterly basis for the applicable critical performance indicators. Please refer to Table 1 for the applicable critical performance indicators.

**Table 1**  
**Applicable Critical Performance Indicators by Program Year (PY)**

Critical Indicator	Program Year for Initial Award			
	PY 2017	PY 2016	PY 2015 with Option Year Funding in PY 2016	PY 2014 with Option Year Funding in PYs 2015 and 2016
Number of Enrollments	Yes	Yes	Yes	Yes
Number of Placements	No	Yes	Yes	Yes
Placement Rate	Yes	No	Yes	Yes
Average Hourly Wage at Placement	Yes	No	No	No
Placement Rate for the Chronically Homeless	Yes	No	No	No
Cost Per Placement	No	Yes	Yes	Yes

For new and option year awards made in PY 2017, VETS will require reporting on the critical performance indicators as indicated in Table 1 above, as well as on additional advisory performance indicators. The following advisory performance indicators will apply to new and option year awards made in PY 2017:

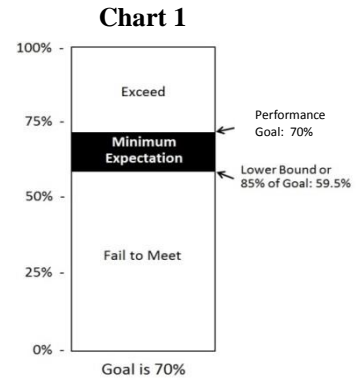
- number of placements for all exiters;
- the cost per placement (computed as average cost per placement for all exiters);
- the percentage of program participants who are in the unsubsidized employment during the second quarter after exit from the program;
- the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program; and
- the median earnings of programs participant who are in unsubsidized employment during the second quarter after exit from the program.

Please note the distinction between “critical” and “advisory” performance indicators. Performance on the critical performance indicators will be used to determine success or failure of the grant program.



Failure to meet the minimum performance expectation on a critical indicator may subject the grant recipient to required corrective actions imposed on the grantee by VETS. Additionally, a grant failing to meet minimum expectations on over half of the applicable performance indicators may be subject to a “high risk” designation.

Performance on each critical indicator will be defined as a range, bounded by an upper value representing the performance goal and a lower value representing 85% of the performance goal. Performance below 85% of the goal on an indicator is considered failure. For the cost per placement advisory indicator, the range is bounded by a value representing the goal and an upper value representing 120% of the goal. Performance above 120% of the goal is considered failure. Please refer to Chart 1 for an illustration.



In contrast to critical indicators, advisory indicators are advisory for the purposes of assessing sanctions and will not result in a grantee being subject to a high risk designation. However, a grantee that fails to meet its performance plans for advisory indicators could be subject to corrective action.

The TAG is organized into three sections. Section I presents the *Key Concepts and Definitions* that you must know to effectively report your grant’s performance. Section II presents an overview of the *Technical Performance Report (TPR)*. The TPR is a reporting tool that was designed by VETS to assist grantees to properly prepare and submit their participation and performance results. Section III presents the detailed *Instructions for the Technical Performance Report (TPR) Workbook*. These instructions will help grantees to better understand the VETS reporting requirements by explaining in a “step-by-step” manner how to fill out the TPR and how to recognize common or frequent reporting related errors.

## Submitting the TPR

All components of the competitive grant quarterly reports are submitted electronically, via an email attachment, directly to the Grant Officer Technical Representative (GOTR). All documents submitted to the GOTR must be saved following a standard naming convention illustrated in the table below. Any corrected document submitted to the GOTR and approved will replace the previously submitted document.

File Type	File Name	Format
VETS-701 Technical Performance Report	HV-12345 I PY16 Q1 TPR.xlsb	MS-Excel Macro Enabled Binary

Type of Award  
(I=Initial Award,  
1=Option Year 1 Award,  
2=Option Year 2 Award,  
3=Option Year 3 Award)

Grant Award

PY  
Covered  
by the  
TPR

Report  
Quarter  
(1-8)

File  
Type

The workbook containing the TPR should always be saved as an Excel binary file to enable the proper operation of macros and special formulas.



The completed TPR is emailed by the grant recipient to the appropriate VETS GOTR by the last business day of the month following the end of each quarter in the program year. Business days are the days between and including Monday to Friday and do not include public holidays and weekends. **The TPR and its accompanying Technical Performance Narrative (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 (e.g., an “option year” award). 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.

## Section I: Key Concepts and Definitions

To understand the overall VETS Competitive Grants Reporting requirements, grantees must understand the key concepts and data element definitions being used by VETS to assess program performance. In order to promote the integration of services with American Job Centers (AJCs), key common reporting concepts and definitions are aligned with those described in Workforce Innovation and Opportunity Act (WIOA) reporting guidance, as noted below. The key concepts and definitions presented in this TAG all contribute to a strategy to accurately describe the performance of each individual grantee as well as the collective competitive grant programs as a whole. Below are the major definitions that will impact grantee performance reports:

- **Participant or Enrolled Individual:** An individual who is determined to be eligible to participate in the grant program and who receives a service funded by the program (other than follow-up tracking). Grant program eligibility is determined at the time of the individual's enrollment into competitive grant program activities. A participant may also be referred to as an enrollee for competitive grants.
- **Enrolled in AJC Services:** Enrollment, for the purposes of competitive grants reporting, occurs when the homeless veterans program<sup>1</sup> participant receives a Wagner-Peyser Act-funded Employment Service (ES), a Jobs for Veterans State Grant (JVSG)-funded Disabled Veterans Outreach Program service or another WIOA title I-funded service, such as WIOA title I services for adults or dislocated workers. Please note that homeless veterans program grantees must enroll their participants into ES, JVSG or WIOA title I-funded services according to the service strategy

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<sup>1</sup> This TAG uses the phrase “homeless veterans program” to refer, collectively, to the Homeless Veterans' Reintegration Program (HVRP), the Homeless Female Veterans and Veterans with Families Program (HFVWF), and the Incarcerated Veterans Transition Program (IVTP).



and timeline outlined in each individual service plan. See VPL 03-16, Enrollment of Homeless Veterans Program Participants into a WIOA Workforce Program at an AJC, dated July 15, 2016. Enrollment of the homeless veterans program participant into an ES, JVSG or WIOA title I-funded service must occur during the active period of performance outlined in the VETS' competitive grant award.

As explained in VPL 03-16, homeless veterans program grantees are responsible for working with staff in the local AJC to facilitate the enrollment of homeless veterans program participants in appropriate ES, JVSG or WIOA title I-funded services. When homeless veterans program participants are enrolled in these services at the local AJC, AJC staff will record particular data elements, as reflected in the Participant Individual Record Layout (PIRL), OMB No. 1205-0521, to identify these individuals as homeless veterans program participants. Therefore, a counselor representing the homeless veterans program grantee is required to be present when the veteran is enrolling into a workforce program at the AJC, to properly answer the questions that will identify the veteran as a participant in a homeless veterans program, and provide the 5 digit grant number for the homeless veterans program grant.

Please note that if the responses to the data elements are not properly reported, the veteran will not be identified as a homeless veterans program participant and that veteran's outcomes will not be properly credited to the appropriate grant(s).<sup>2</sup> The data elements identified in the PIRL that ensure homeless veterans program participants and homeless veterans program grantees are uniquely identified in the state's management information system are:

1. Element 309 – "Homeless Veterans' Reintegration Program Participant"
2. Element 310 – "Homeless Veterans' Reintegration Program Grantee"

- **Period of Performance:** The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. Each grant award includes a start and end date for the period of performance.
- **Placement Into Employment:** Participants who secure or obtain employment during the period of participation. The outcome should be recorded at the time of exit. Grantees are allowed to report and take credit for one placement per enrolled eligible participant during the course of the competitive grant award active period of performance for services. Please note that each placed participant must also be exited in order to obtain credit. Also, while each grantee may only report one countable placement per enrolled eligible participant within the official reporting tools, a grantee may track and report total placement transactions (when a participant is placed into employment multiple times) within its narrative reports.

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<sup>2</sup> Please note the following possibility: If a State MIS system was programmed to only accept the minimum information required under the initial PIRL layout, it may be difficult to capture details regarding homeless veterans program participants who are co-enrolled in certain WIOA programs. If this difficulty occurs, please contact the GOTR.



In the event an individual exits the program with a job and loses this job within 90 days after the date of exit, the program operator may reopen the case within the 90 day window to provide additional employment or training services to reemploy the individual. If the case is reopened, the prior placement outcome at exit must be deleted. Reopening a case is a decision of the program operator.

In the event an individual exits the program with a job and loses this job beyond 90 days after the date of exit, the program operator may start a new enrollment transaction for the individual. The new enrollment should be assigned the same unique participant identifier. Reenrollment is a decision of the program operator.

- **Placement Rate:** The placement rate is calculated by dividing the total number of participants employed in one or more jobs by the total number of exiters during the same period. Each placed participant must also be exited in order to obtain credit on this indicator. The TPR also computes for information only purposes the placement rate using enrollments as the denominator.

**Placement Rate for the Chronically Homeless:** A subset of the placement rate for all exiters applicable to only those determined to be chronically homeless. The placement rate for the chronically homeless is calculated by dividing the total number of chronically homeless participants employed in one or more jobs in the reporting period by the total number of chronically homeless exiters during the same period. Each placed participant must also be exited in order to obtain credit on this indicator.

- **Average Hourly Wage at Placement:** The average (mean) hourly wage, at placement, for those participants reported as placed into employment during the quarter. The average hourly wage at placement is calculated by dividing the sum total of hourly wages at placement by the total number of participants reported as placed in employment during the same period. In instances where a participant is placed into employment multiple times (*e.g.*, when a participant is placed into two part-time jobs, or when a participant is placed into employment, exits, re-enters as a participant within 90 days, and is subsequently placed again into employment), the grantee, using its discretion, must select a single hourly wage to represent that participant in the calculation of average hourly wage at placement.
- **Cost Per Placement:** This cost per placement measure is calculated by dividing the total cumulative expenditures for the reporting period by the total number of participants placed in one or more jobs during the reporting period.
- **Percentage of Participants Receiving Training Services:** Performance on this indicator is calculated by dividing the unduplicated count of individuals receiving training services during the reporting period by the total number of participants enrolled in the grant program.
- **Exiter:** For the purposes of competitive grants, a participant who is *placed or discontinued*



services during a quarter *and* is not scheduled to receive future homeless veterans program services in the next 90 days or more is considered an exiter. The grant recipient should record the quarter of exit as the same quarter for the participant's last date of service. In the event the participant receives an additional grant service (or unplanned future service) within 90 days after the date of exit, the record for the participant should be reopened by deleting the quarter of exit and deleting the earlier recorded placement and hourly wage outcomes. Examples of services that do not count as "future services" include the following:

- Additional career planning;
- Contacting the employer;
- Assisting with work-related problems;
- Peer support groups;
- Informational mailings;
- Co-enrolled partner services extending beyond the end of the active period of performance for the competitive grant award;
- Follow-up tracking services; and
- Provision of post-exit supportive services for job retention.

Please note the sequence for tracking outcomes is determined by the exit quarter. Those participants experiencing a gap in service of 90 days or more due to a delay before the beginning of training, a serious health/medical condition; and/or temporary departure from the area such as for National Guard/Reserve duty may be temporarily exempted from being exited for a portion of the grantee's period of performance. *Note: Retention services, while extremely important, are not considered "active" or pre-employment services that delay a participant exit.*

- **Carry-Over Participant:** A homeless veterans program participant who was in the grantee's program during the program year whose participation continued into the following program year. Any individual who is showing as not exiting the grantee's program by the last day of the program year *must* be: 1) carried over to the next program year should the grantee receive continuation funding; or 2) exited from the grantee's program. Carry-over participants retain the same participant identification number and name in the TPR as assigned in the earlier year.
- **Exit Quarter:** The calendar quarter containing the participant's date of exit from the homeless veterans program. The date of exit is the day the participant received his or her final homeless veterans program service under the grant award.
- **Employment Rate - 2<sup>nd</sup> Quarter After Exit (WIOA Exit-Based Performance Measure):** The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program. The rate is computed as the number of participants who exit during the reporting period who are found to be employed in the second quarter after exit divided by the number of participants who exited during the reporting period. *The rate is automatically calculated within the TPR.*



- **Median Earnings - 2<sup>nd</sup> Quarter After Exit (WIOA Exit-Based Performance Measure):** The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program. This rate is computed using the total quarterly earnings, for all participants employed in the second quarter after exit. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value. *The median earnings value is automatically calculated within the TPR.*
  
- **Employment Rate - 4<sup>th</sup> Quarter After Exit (WIOA Exit-Based Performance Measure):** The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program. The rate is computed as the number of participants who exit during the reporting period who are found to be employed in the fourth quarter after exit divided by the number of participants who exited during the reporting period. *The rate is automatically calculated within the TPR.*
  
- **Documenting Placement/Long-Term Employment Outcomes:** The following are *approved methods* for documenting placement/employment outcomes (including dates of employment, hourly wages and hours worked):
  - Automated employment data base systems
  - Contacts with employers
  - Employer statement of earnings
  - Family or business financial records
  - Quarterly estimated tax for self-employed persons
  - Unemployment insurance wage records
  - Pay stubs

All data sources and methods used must be documented and are subject to an audit. Self-attestation (a signed statement by the participant) may be used as a last resort in instances where obtaining the above documentation is overly burdensome. The grantee must document its efforts to obtain the above documentation before using self-attestation.

## Section II: The Technical Performance Report

Certain information must be gathered for reporting and assessment purposes. The Technical Performance Report (TPR) is an Excel workbook tool that was developed by the VETS to assist grantees in submitting quarterly reports. The TPR and other homeless veterans program reporting forms are available at: <https://www.dol.gov/vets/programs/hvrp/>. Please note the data entry worksheets allow for up to 1,000 participant entries. Please refer to Attachment B for definitions of terms used in the TPR when collecting and reporting data.

The TPR contains the following worksheets or tabs, described below in the order in which they appear in the workbook:





- 1) **VETS-700 Planned Goals Tab** – The outcome targets for the grantee's award are detailed in this worksheet. This data entry worksheet should be finished and saved before completing the remaining VETS-701 series worksheets in the workbook. The targets must not be changed during the course of the award unless they are altered through the grant modification process. The planned goals listed in this worksheet tab are used in the *VETS-701 Tech Perf Report* worksheet for a planned versus actual performance comparison.
- 2) **VETS-701 Tech Perf Report Tab** – This tab summarizes the outcomes in the aggregate and for each quarter in the reporting period. With few exceptions, the outcome data summarized in this worksheet are automatically computed based on information keyed into the participant information worksheet and the four exiter information worksheets. The grantee will key in information for Section 1 and the number of assessments and expenditure information in Section 2.

A stoplight indicator tool is included in the worksheet to summarize performance on critical and selected non-critical data elements. Data elements showing a red or yellow stoplight indicator MUST be addressed in the TPN accompanying the submission of the TPR. The TPN also requires data elements showing a red stoplight indicator to include a corrective action strategy to improve performance.

- 3) **VETS-701A Demographics Summary Tab** – This tab summarizes selected characteristics of participants overall and for each quarter in the reporting period. The demographic data summarized in this worksheet are automatically computed based on information keyed into the *VETS-701B Participant Info* worksheet.
- 4) **VETS-701B Participant Info Tab** – This data entry worksheet should be completed for all participants enrolled in the homeless veterans program. Participant information for each reporting period should be keyed into the worksheet before attempting to complete the exit-based worksheets (VETS-701C through VETS-701E tabs). Please note the unique identifier for the participant and the participant's name in the participant information worksheet automatically populates the exit-based worksheets with the same identifying information for each participant exiting the program in a given quarter.
- 5) **VETS-701C Enter Exiter Info Q1** – The grantee should enter into the worksheet for each listed participant the employment and earnings information for the appropriate quarters (2 through 5). Please refer to Attachment A for guidance on when to capture and report post-program employment and earnings data.
- 6) **VETS-701D Enter Exiter Info Q2** – The grantee should enter into the worksheet for each listed participant the employment and earnings information for the appropriate quarters (3 through 6). Please refer to Attachment A for guidance on when to capture and report post-program employment and earnings data.
- 7) **VETS-701E Enter Exiter Info Q3** – The grantee should enter into the worksheet for each listed



participant the employment and earnings information for the appropriate quarters (4 through 7). Please refer to Attachment A for guidance on when to capture and report post-program employment and earnings data.

- 8) **VETS-701F Enter Exiter Info Q4** – The grantee should enter into the worksheet for each listed participant the employment and earnings information for the appropriate quarters (5 through 8). Please refer to Attachment A for guidance on when to capture and report post-program employment and earnings data.

Please note there are three additional tabs in the TPR workbook that are used to aggregate data and export data for VETS' reporting purposes. You are no longer required to key data into VOPAR. Data keyed into the VETS-700 through VETS-701F tabs are automatically summarized in one of three export data tabs:

- **Export 1** tab extracts aggregate data from the VETS-700 Planned Goals worksheet
- **Export 2** tab extracts aggregate data from the VETS-701 Tech Perf Report worksheet
- **Export 3** tab extracts individual-level data from the VETS-701B Participant Info worksheet and the VETS-701C through F exiter data worksheets

### Section III: Instructions for the Technical Performance Report (TPR) Workbook

This section provides details on completing the TPR and related worksheets. Please take note of the following conditions when using the TPR workbook:

#### **For new and option year award grants issued prior to PY 2017 only –**

- The following applies to grants whose program service period ended on June 30, 2016 but who received PY 2016 option year funding for continued follow-up activities for participants who received services in PY 2015, as described in [Grant Officer Memorandum, HVRP Expenditure Period Change](#), dated September 22, 2016. These grantees are not required to complete the VETS-701D through VETS-701F tabs in the workbook. These grantees are still required to report first quarter post-program follow-up results in the VETS-701C tab and *may* report follow-up results in the VETS-701D through VETS-701F tabs and submit these results to VETS if this data are available.

#### **For all grants –**

- All areas in GREY are locked and are automatically calculated from data entered on the same tab or a different tab.
- All figures entered in NON-grey areas on the *VETS-700 Planned Goals* and the *VETS-701 Tech Perf Report* tabs are entered NON-cumulatively by quarter. Please refer to the glossary of terms for bolded terms.



- All figures highlighted with ~~a red strike through~~ represent data values that are inconsistent with other related data values on the spreadsheet. These inconsistencies should be corrected before submitting the completed TPR. Also, the worksheet cells contain validation rules to limit the entry of errant figures.
- There are drop-down responses for the majority of data elements on the *VETS-701B Participant Info*, *VETS-701C Enter Exiter Info Q1*, *VETS-701D Enter Exiter Info Q2*, *VETS-701E Enter Exiter Info Q3*, and *VETS-701F Enter Exiter Info Q4* tabs.
- Each participant served by the grantee **MUST** be listed in the *VETS-701B Participant Info* tab. The grantee **MUST** assign a unique identifier to each participant. For the participant's name, you may use the first four letters of the individual's last name, followed by the person's first name initial and middle name initial (e.g. Robert B. Johnson = JOHNRB), or you may assign another label that is not the actual full name of the participant that will assist you in tracking the participant (e.g., if Robert B. Johnson and Rachelle B. Johnston are both participants, use differing labels in order to avoid assigning the same label to two individuals). Each participant listed as an exit in this worksheet is automatically imported into the appropriate *VETS-701C* through *VETS-701F* post-program employment and earnings worksheet.
- The *VETS-701 Tech Perf Report* tab displays a stoplight indicator for the critical performance measures and selected advisory performance indicators. *Please note the grantee MUST select the correct Period Covered by this Report, the Initial Program Year for the Grant and enter the correct Total Grant Award Amount in Section 1 for the stoplight to function properly.* The *VETS-700 Planned Goals* tab **MUST** be completed and reflect the planned goals contained in the grant award documentation for the stoplight to function properly.
- The *VETS-701C* through *VETS-701F* worksheets are automatically populated with the name and unique identifier for the participants to be tracked for post-program outcomes. In many instances, there may be blank rows appearing in these worksheets. A macro function was added to these worksheets to remove the blank rows for a more concise display. Please remember to refresh each of the *VETS-701C* through *VETS-701F* worksheet tabs and correct errant figures before submitting the TPR to VETS.
- Please note there are three worksheets in the TPR workbook containing scripts to extract selected data elements for consolidation. **DO NOT** alter or delete any of the *export data* worksheets.

### **Basic Requirements**

- Ensure the *VETS-700 Planned Goals* worksheet is populated with the planned targets included in the grant award documents. These values should remain constant for each quarterly submission. The planned values may only be updated through an approved grant modification.



- To be entered in Section 1 on the *VETS-701 Tech Perf Report* tab:
  - Enter the Grantee Name
  - Select the State Code for the grant service area
  - Enter the Grant #
  - Select the Option Year (enter Initial for a new award)
  - Select the Period Covered by this Report (the period covered should be updated with each submission to reflect the proper period covered by the report for each quarter)
  - Enter the Current Grant Amount
  
- To be entered in Section 2 on the *VETS-701 Tech Perf Report* tab:
  - Enter the # of assessments conducted during the quarter (item 1.a)
  - Enter actual expenditures for the following (items 4.a – 4.c)
  
- To be entered on the *VETS-701B Participant Info* tab:
  - Enter the participants enrolled in your program during the quarter (columns A-B) along with the demographic and services information (columns C-AU) for these participants. Please note the data elements in columns C through AU use drop-down response selections. For yes/no responses, a blank response is the same as selecting a *no* response.

*Note: It is important that all participant identifiers are entered, that the demographics are collected at the time of enrollment and that the participant information and demographics remain unchanged for consistency in reporting. Updates or changes may be made to the Quarter Co-Enrolled in an AJC (column E), Quarter Placed (column F), Quarter of Exit (column G), Hourly Wage at Placement (column H), and the services information items (columns AF-AU) occurring in later quarters.*
  
- To be entered on the *VETS-701C Enter Exiter Info Q1* tab for each participant listed:

*Note: The cohort of participants entered on VETS-701C Enter Exiter Info Q1 are those participants who exited during the 1<sup>st</sup> quarter of the grant award.*

  - In column C, *Earned Wages in 2nd Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 2<sup>nd</sup> quarter of the grant award. Please refer to Attachment A for guidance on when 2<sup>nd</sup> quarter employment and earnings data should be collected and reported.
  - In column D, *Earned Wages in 3rd Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 3<sup>rd</sup> quarter of the grant award (*i.e.*, the second quarter after the participant exited).



- For each participant employed in the 3<sup>rd</sup> quarter of the grant award, please enter the number of hours worked per week (column E, *Hours worked per week in 3rd quarter*) and the hourly wage (column F, *Hourly wage in 3rd quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column G.
  - In column H, *Earned Wages in 4th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 4<sup>th</sup> quarter of the grant award.
  - For each participant employed in the 4<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column I, *Hours worked per week in the 4th quarter*) and the hourly wage (column J, *Hourly wage in the 4th quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column K. In addition, column L will automatically reflect whether the participant was employed in all three quarters after exit, and column M will automatically calculate the average earnings in the second and third quarter for those participants employed in all three quarters after exit.
  - In column N, *Earned Wages in 5th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 5<sup>th</sup> quarter of the grant award (*i.e.*, the fourth quarter after the participant exited).
  - For each participant employed in the 5<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column O, *Hours worked per week in the 5th quarter*) and the hourly wage (column P, *Hours worked per week in the 5th quarter*).
- To be entered on the *VETS-701D Enter Exiter Info Q2* tab for each participant listed:  
*Note: The cohort of participants entered on VETS-701D Enter Exiter Info Q2 are those participants who exited during the 2<sup>nd</sup> quarter of the grant award.*
- In column C, *Earned Wages in 3rd Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 3<sup>rd</sup> quarter of the grant award.
  - In column D, *Earned Wages in 4th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 4<sup>th</sup> quarter of the grant award (*i.e.*, the second quarter after the participant exited).
  - For each participant employed in the 4<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column E, *Hours worked per week in 4th quarter*) and the hourly wage (column F, *Hourly wage in 4th quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column G.
  - In column H, *Earned Wages in 5th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 5<sup>th</sup> quarter of the grant award.



- For each participant employed in the 5<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column I, *Hours worked per week in the 5th quarter*) and the hourly wage (column J, *Hourly wage in the 5th quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column K. In addition, column L will automatically reflect whether the participant was employed in all three quarters after exit, and column M will automatically calculate the average earnings in the second and third quarter for those participants employed in all three quarters after exit.
  - In column N, *Earned Wages in 6th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 6<sup>th</sup> quarter of the grant award (*i.e.*, the fourth quarter after the participant exited).
  - For each participant employed in the 6<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column O, *Hours worked per week in the 6th quarter*) and the hourly wage (column P, *Hours worked per week in the 6th quarter*).
- To be entered on the *VETS-701E Enter Exiter Info Q3* tab for each participant listed:  
*Note:* The cohort of participants entered on *VETS-701E Enter Exiter Info Q3* are those participants who exited during the 3<sup>rd</sup> quarter of the grant award.
- In column C, *Earned Wages in 4<sup>th</sup> Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 4<sup>th</sup> quarter of the grant award.
  - In column D, *Earned Wages in 5th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 5<sup>th</sup> quarter of the grant award (*i.e.*, the second quarter after the participant exited).
  - For each participant employed in the 5<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column E, *Hours worked per week in 5th quarter*) and the hourly wage (column F, *Hourly wage in 5th quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column G.
  - In column H, *Earned Wages in 6th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 6<sup>th</sup> quarter of the grant award.
  - For each participant employed in the 6<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column I, *Hours worked per week in the 6th quarter*) and the hourly wage (column J, *Hourly wage in the 6th quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column K. In addition, column L will automatically reflect whether the participant was employed in all three



quarters after exit, and column M will automatically calculate the average earnings in the second and third quarter for those participants employed in all three quarters after exit.

- In column N, *Earned Wages in 7th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 7<sup>th</sup> quarter of the grant award (*i.e.*, the fourth quarter after the participant exited).
  - For each participant employed in the 7<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column O, *Hours worked per week in the 7th quarter*) and the hourly wage (column P, *Hours worked per week in the 7th quarter*).
- To be entered on the *VETS-701F Enter Exiter Info Q4* tab for each participant listed:  
*Note:* The cohort of participants entered on *VETS-701F Enter Exiter Info Q4* are those participants who exited during the 4<sup>th</sup> quarter of the grant award.
- In column C, *Earned Wages in 5<sup>th</sup> Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 5<sup>th</sup> quarter of the grant award.
  - In column D, *Earned Wages in 6th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 6<sup>th</sup> quarter of the grant award (*i.e.*, the second quarter after the participant exited).
  - For each participant employed in the 6<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column E, *Hours worked per week in 6th quarter*) and the hourly wage (column F, *Hourly wage in 6th quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column G.
  - In column H, *Earned Wages in 7th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 7<sup>th</sup> quarter of the grant award.
  - For each participant employed in the 7<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column I, *Hours worked per week in the 7th quarter*) and the hourly wage (column J, *Hourly wage in the 7th quarter*). The earnings for the participant for the second quarter after exit will be automatically calculated in column K. In addition, column L will automatically reflect whether the participant was employed in all three quarters after exit, and column M will automatically calculate the average earnings in the second and third quarter for those participants employed in all three quarters after exit.
  - In column N, *Earned Wages in 8th Quarter*, enter a 1 for *yes* or a 0 for *no*, indicating whether or not the exited participant earned wages during the 8<sup>th</sup> quarter of the grant award (*i.e.*, the fourth quarter after the participant exited).



- For each participant employed in the 8<sup>th</sup> quarter of the grant award, please enter the number of hours worked per week (column O, *Hours worked per week in the 8th quarter*) and the hourly wage (column P, *Hours worked per week in the 8th quarter*).

### **Additional Data Entry Tips**

- 1) *Do not cut and paste within the spreadsheet.* This will cause problems with the formulas used for automatic calculations. Instead, first copy the information you'd like to move and then use Edit/Paste Special/Values from the top menu. Then clear out the copied information using your Delete key.
- 2) When entering data on the TPR, *if a value shows up in red with a line through it, the data is incorrect* and you will need to review the directions and/or seek assistance from your DVET/GOTR for clarification.
- 3) If a cell in your TPR displays #VALUE!, this means that *you entered a non-numeric value in one of the cells on that row is interfering with a calculation.* Clear (delete) the invalid entry or entries and reenter the data.
- 4) *All data should be entered non-cumulatively.* On the *VETS-701 Tech Perf Report* tab, only enter "actual" performance and expenditure data for each quarter. Column L is the total column.
- 5) Automated calculations are performed in areas shaded in grey. Do not attempt to directly update any of the data that is shaded in grey.





# Attachment A

## Data Collection Periods for Participant Post-Exit Employment and Wage Information

Award	Initial Year of Participant Services				Follow-up Data Collected During Option Year 1 for Exitters from the Initial Year of Operation			
	Q1: July - September	Q2: October - December	Q3: January - March	Q4: April - June	Q5: July - September	Q6: October - December	Q7: January - March	Q8: April - June
VETS-701C Enter Exiter Info Q1	Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit	Collect employment and wages for 4th qtr. after exit		
VETS-701D Enter Exiter Info Q2		Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit		
VETS-701E Enter Exiter Info Q3			Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit	
VETS-701F Enter Exiter Info Q4				Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit
Second Year of Participant Services (or Option Year 1)								
VETS-701C Enter Exiter Info Q1	Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit	Collect employment and wages for 4th qtr. after exit		
VETS-701D Enter Exiter Info Q2		Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit		
VETS-701E Enter Exiter Info Q3			Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit	
VETS-701F Enter Exiter Info Q4				Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit
Third Year of Participant Services (or Option Year 2)								
VETS-701C Enter Exiter Info Q1	Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit	Collect employment and wages for 4th qtr. after exit		
VETS-701D Enter Exiter Info Q2		Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit		
VETS-701E Enter Exiter Info Q3			Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit	
VETS-701F Enter Exiter Info Q4				Participant Exits	Collect employment and wages for 1st qtr. after exit	Collect employment and wages for 2nd qtr. after exit	Collect employment and wages for 3rd qtr. after exit	Collect employment and wages for 4th qtr. after exit



## **Attachment B**

### **Definitions of Data Element Terms Appearing in the TPR Workbook Data Entry Areas**

**Administrative (sometimes referred to as admin) costs** – Are expenditures that consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of sub-recipients and contractors.

**Age** – The age of the participant in years at the time of enrollment into program activities.

**Allowable charge** – To be an allowable charge to a federal program, a cost must meet all applicable requirements, including but not limited to being:

To be an allowable charge to a federal program, a cost must be:

1. *Necessary and reasonable to the performance and administration of the project;*
2. Allocated equitably to the federal award, including non-federal activities;
3. Authorized or not prohibited by state or local laws or regulations;
4. In accordance with limitations and exclusions in the applicable federal cost principles (see above) regarding specific types of costs and amounts;
5. Consistently treated as non-federal costs are treated;
6. Charged either as a direct cost or an indirect cost, but not both;
7. Recorded and reported in conformance with Generally Accepted Accounting Principles (GAAP);
8. Excluded from costs used to meet matching requirements for another federal award, except where specifically allowed by program regulations;
9. Net of applicable credits;
10. Approved in advance if subject to prior approval requirements;
11. Incurred in accordance with competitive purchasing procedures, if required; and
12. Adequately supported by source documentation.

**American Indian or Alaska native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Apprenticeship training** – A formal occupational training program that combines on-the-job training and related instruction where workers learn practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.

**Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.



**Assessment** – This is a comprehensive and specialized assessment of the skill levels and service needs of homeless veterans, which may include 1) diagnostic testing and use of other assessment tools; and 2) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

**Black or African American** – A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Campaign badge** – A person who served on active duty during a period of war or in a campaign or expedition for which a campaign badge was authorized and was discharged or released from such duty with other than a dishonorable discharge.

**Carry-over participant/enrollment from the prior program year (PY)** – A participant who was in the grantee's program during one program year whose participation continued into the following program year. Any individual who is showing as not exiting the grantee's program by the last day of the program year *must* be: 1) carried over to the next program year should the grantee receive continuation funding; or 2) exited from the grantee's program. Carry-over participants retain the same participant identification number and name in the Technical Performance Report as assigned in the earlier year.

**Chronically homeless** – A "chronically homeless" individual is defined to mean a homeless individual who has met the definition of homelessness continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months.

**Classroom Training** – Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills through courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training.

**Compensated work therapy** – A Department of Veterans Affairs (VA) vocational rehabilitation program that endeavors to match and support work-ready veterans in competitive jobs, and to consult with business and industry regarding their specific employment needs.

**Cost per placement** – This cost per placement is calculated by dividing the total cumulative expenditures by the total number of participants employed in one or more jobs during the reporting period.

**Counseling** – A form of assistance that provides guidance in the development of a participant's vocational goals and the means to achieve those goals. It may assist a participant with the solution to one or more individual problems that pose a barrier to sustained employment.



**Disabled** – A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration; or a person who was discharged or released from active duty because of a service-connected disability.

**Earned wages (follow-up)** – The participant was employed and had earnings during the reference week in the follow-up quarter.

**Economically disadvantaged** – An individual who is either a member of a family whose income is below the poverty level, or who is receiving cash benefits from a federal, state or local welfare program, or is receiving food stamps, or who is a homeless person, or who is a foster child, or is an individual with disabilities. Go to <https://aspe.hhs.gov/poverty-guidelines> for poverty thresholds by family size.

**Enrolled in AJC services** – Enrollment in American Job Center (AJC) services, for the purposes of competitive grants reporting, occurs when the homeless veterans program participant receives a Wagner-Peyser Act-funded Employment Service (ES), a Jobs for Veterans State Grant (JVSG)-funded Disabled Veterans Outreach Program service or another WIOA title I-funded service, such as WIOA title I services for adults or dislocated workers. Please note that homeless veterans program grantees must enroll their participants into ES, JVSG or WIOA title I-funded services according to the service strategy and timeline outlined in each individual service plan. Enrollment of the homeless veterans program participant into an ES, JVSG or WIOA service must occur during the active period of performance outlined in the VETS' competitive grant award.

**Ethnicity (Hispanic or Latino)** – A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Exiter** – For the purposes of competitive grants, a participant who is *placed or dropped* during a quarter *and* is not scheduled to receive future homeless veterans program services in the next 90 or more days is considered an exiter. The following services do *not* count as "future services":

- Additional career planning;
- Contacting the employer;
- Assisting with work-related problems;
- Peer support groups;
- Informational mailings;
- Co-enrolled partner services extending beyond the end of the active period of performance for the competitive grant award;
- Follow-up tracking services; and
- Provision of post-exit supportive services for job retention.

**Gender** – Female or male.

**Grant amount** – The total amount of federal funds awarded as stated in the notice of award.



**Grant number** – An identification number assigned by the Department to each individual grant award issued. The number appears in the notice of award.

**Grantee name** – The name of the grant recipient as indicated in the notice of award.

**Homeless veteran** – Is a veteran who is homeless, meaning:

1. A person who lacks a fixed, regular, and adequate nighttime residence;
2. A person living in a supervised public or privately operated shelter designed to provide temporary living arrangements;
3. A person who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
4. A person with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
5. An individual who will imminently lose his or her housing, has no subsequent residence identified, and who lacks the resources or support network needed to obtain other permanent housing;
6. Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who have experienced a long period without permanent housing; have experienced persistent instability as measured by frequent moves over such period; and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment; or
7. An individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support network to obtain other permanent housing.

**Homeless veteran with family** – A veteran who is defined as homeless, who has care of one or more minor dependents.

**Hourly wage (follow-up)** – The hourly wage reported for the participant in the follow-up quarter reference week.

**Hourly wage at placement** – The hourly wage rate for the employed participant. The grantee determines the hourly wage to use in instances where a participant is employed in more than one job.

**Hours worked per week (follow-up)** – The number of hours worked during the reference week in the follow-up quarter.

**Incarcerated or recently incarcerated at risk of homelessness** – A veteran who has been convicted as



an adult and imprisoned under municipal, county, tribal, federal, or state law and who falls into one of the following categories:

- Category 1 – The veteran was released within the previous 12 months from a penal institution into homelessness and needs employment assistance;
- Category 2 – The veteran has been incarcerated for at least six months and is scheduled for release within six months with no known housing destination and needs employment assistance;
- Category 3 – The veteran was released within the previous 12 months from a penal institution into temporary or permanent housing, but is now at imminent risk of homelessness and needs employment assistance; or
- Category 4 – The veteran is a resident of an institution that provides long-term care for mental illness and is scheduled for release with no known housing destination and needs employment assistance.

**Job club workshops** – Job search assistance provided in a group setting. Job clubs provide instruction and assistance in completing job applications, developing resumes and maximizing employment opportunities in the labor market by developing job leads. Many job clubs use telephone banks and provide group support to participants before and after job interviews.

**Job search assistance** – An activity focusing on building practical skills, identifying and initiating employer contact, and conducting successful interviews with employers. Various approaches may include job club participation, identifying personal strengths and goals, résumé application preparation, interviewing techniques, and receiving labor market information. Job search assistance is often self-service activities where individuals obtain information about job openings.

**Last military service** – The number of years since leaving active military service.

**Life skills and money management** – Life skills are the skills that a person must possess in order to successfully live in today's world. These include knowing how to work at a job and be part of a team, manage money, manage time, live as part of a family and learning effective communication skills.

**Native Hawaiian or other pacific islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Occupational skills training** – Includes both (1) vocational education that provides individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

**On-the-Job Training (OJT)** – Training by an employer that is provided to a paid participant and: (a) provides knowledge or skills essential to performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant. This includes costs of providing the training and additional supervision related to the participant and takes into account the content of the training, the prior work experience of the participant, and the service strategy of the participant. In the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful



completion of the training

**Operation Enduring Freedom** – Operation Enduring Freedom (OEF) refers to the U.S. led combat operation which supports the Global War on Terror (GWOT) active in Afghanistan, the Philippines, and parts of Africa. OEF lasted from October 2001 to December 2014 and was succeeded by Operation Freedom's Sentinel. The OEF comprises several subordinate operations: Operation Enduring Freedom – Afghanistan Operation Enduring Freedom – Philippines Operation Enduring Freedom – Horn of Africa Operation Enduring Freedom – Pankisi Gorge Operation Enduring Freedom – Trans Sahara Operation Enduring Freedom – Caribbean and Central America

**Operation Iraqi Freedom** – The 2003 invasion of Iraq lasted from March 20 to May 1, 2003 and signaled the start of the [Iraq War](#), which was dubbed Operation Iraqi Freedom (OIF) by the United States (prior to March 20, the mission in Iraq was called [Operation Enduring Freedom](#), a carryover from the [War in Afghanistan](#)). OIF was succeeded or transitioned to, at least in part, by Operation New Dawn (OND) in approximately September 2010.

**Other training** – This is an organized activity aimed at imparting information to improve the recipient's employability or to help him or her attain a required level of knowledge or skill to obtain or retain a job.

**Participant or enrolled individual** – An individual who is determined to be eligible to participate in the grant program and who receives a service funded by the program (other than follow-up tracking). Grant program eligibility is determined at the time of the individual's enrollment into competitive grant program activities. A participant may also be referred to as an enrollee for competitive grants.

**Participant services costs** – This cost includes supportive, training, or social rehabilitation services, as appropriate for the participant and the grant. This category should reflect all costs other than administrative.

**Percentage of Participants Receiving Training Services** - Performance on this indicator is calculated by dividing the unduplicated count of individuals receiving training services during the reporting period by the total number of participants enrolled in the grant program.

**Placed into employment** – Participants who secure or obtain employment during the course of participation. This outcome should be reported at the time of exit. Grantees are allowed to report and take credit for one placement per enrolled eligible participant during the course of the competitive grant award active period of performance for services. Please note that each placed participant must also be exited in order to obtain credit. Also, while each grantee may only report one countable placement per enrolled eligible participant within the official reporting tools, you may track and report total placement transactions (when a participant is placed into employment multiple times) within your narrative reports.

**Placement rate** – The placement rate is calculated by dividing the total number of participants employed in one or more jobs in the reporting period by the total number of exiters during the same period. Each placed participant must also be exited in order to obtain credit on this indicator.



**Placement rate for the chronically homeless** – A subset of the placement rate for all exiters applicable to only those determined to be chronically homeless. The placement rate for the chronically homeless is calculated by dividing the total number of chronically homeless participants employed in one or more jobs in the reporting period by the total number of chronically homeless exiters during the same period. Each placed participant must also be exited in order to obtain credit on this indicator.

**Quarter** – A program year (PY) quarter refers to one-fourth of a year. The four quarters that make up the PY are: July, August and September (Q1); and October, November and December (Q2); January, February and March (Q3); April, May and June (Q4);

**Recently/newly separated (veteran)** – A newly separated veteran is defined as any veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of such veteran's discharge or release from active duty. A recently separated veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty.

**Skill upgrading or retraining** – Training given to an individual who will advance above an entry level or dead-end position. This training includes assisting veterans to acquire state certification for employment field they were trained on in the military (e.g., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Power Plant (A&P), Teaching Certificate, etc.)

**Special disabled (veteran)** – Special disabled veteran means:

- A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability:

(A) Rated at 30 percent or more, or

(B) Rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment handicap; or

- A person who was discharged or released from active duty because of a service-connected disability.

**Special population group** – There are four special population groups: chronically homeless veterans, female homeless veterans, homeless veterans with families, and incarcerated veterans.

**Stand down costs** – The costs associated with operating a Stand Down event. Stand Down events (typically 1-3 days) include activities to assist with the reintegration of homeless veterans into the labor force through programs that enhance employment and training opportunities and promote self-sufficiency. Typically, services available at these events include: temporary shelter, showers, haircuts,





meals, clothing, hygiene care kits, medical examinations, immunizations, legal advice, state identification cards, veteran benefit information, training program information, employment services, and referral to other supportive services. Stand down costs do not include administrative costs.

**Supportive services** – Services which are necessary to enable an individual eligible for training, but who cannot afford to pay for such services, to participate in a training program funded under the grant. Such supportive services may include transportation, health care, financial assistance (except as a post-termination service), drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance. Supportive services may be provided on a limited basis during the post placement period to facilitate the employed individual's participation in post-placement or employment retention activities.

**Tools/fees/specific work clothing/boots** – Supportive services may include, when necessary for an individual to participate in a training program funded under the grant, such expenditures as the purchase of tools, work clothing, uniforms, and boots, and payment of licensing fees.

**Transitional or permanent housing** - Transitional housing means housing, the purpose of which is to facilitate the movement of individuals and families experiencing homelessness to permanent housing. [note: 42 USC 11360(29)] Permanent housing means community-based housing without a designated length of stay where an individual or family has a lease in accord with state and Federal law that is renewable and terminable only for cause, and includes home ownership.

**VA (benefits)** – VA administers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors.

**Veteran** - A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

**Welfare recipient** – An individual who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, state, or local welfare program.

**White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**WIA average earnings at employment retention** – The average quarterly earnings for those participants employed in the first, second and third quarters after exit.

**WIA employment retention rate** – For those employed in the first quarter after exit, the percentage of program participants employed in both the second and third quarters after exit.



**WIA entered employment rate** – The percentage of program participants not employed at the time of participation who are in unsubsidized employment during the first quarter after exit.

**WIOA 2nd quarter employment rate (also referred to as Employment Rate – 2<sup>nd</sup> Quarter After Exit)**– The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.

**WIOA 4th quarter employment rate (also referred to a Employment Rate – 4<sup>th</sup> Quarter After Exit)** – The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program..

**WIOA median earnings in the 2nd quarter after exit (also referred to as Median Earnings – 2<sup>nd</sup> Quarter After Exit)** – The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program. This value is computed using the total quarterly earnings, for all participants employed in the second quarter after exit. The collected quarterly wage information values are listed in order, from the lowest to the highest value. The value in the middle of this list is the median earnings value.

## Attachment C

### DOL-VETS Competitive Grants Participant Tracking Sheet

Participant ID: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Assessment Date/Quarter: \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Enrollment Date/Quarter: \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Carry-over Participant  Yes  No

Enrolled in AJC Services Date/Qtr. \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Placement Date/Quarter: \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Quarter Exited: \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Hourly Wage at Placement: \_\_\_\_\_

**Demographics:**

Gender:  Male  Female

Race:  Am. Indian or Alaskan Native  Asian  Black or African American  
(Check all the apply)  Native Hawaiian or Other Pacific Islander  White

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

DOB/Age: \_\_\_\_\_  18-19  20-24  25-29  30-34  
 35-44  45-54  55-64  65+

Last Military Service (Yrs. Ago):  0-3  4-7  8-11  12-15  
 16-19  20+

Other Subgroups (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Economically Disadvantaged                                    | <input type="checkbox"/> Campaign Badge             |
| <input type="checkbox"/> Welfare Recipient   | <input type="checkbox"/> Recently/Newly Separated   |
| <input type="checkbox"/> Homeless (all HVRP participants must be homeless)             | <input type="checkbox"/> Stand Down                 |
| <input type="checkbox"/> Homeless with Family  | <input type="checkbox"/> Chronically Homeless       |
| <input type="checkbox"/> Incarcerated or Recently Incarcerated at Risk of Homelessness | <input type="checkbox"/> Operation Iraqi Freedom    |
| <input type="checkbox"/> Disabled  | <input type="checkbox"/> Operation Enduring Freedom |
| <input type="checkbox"/> Special Disabled  |   |

Quarter Placed in Transitional or Permanent Housing: \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Quarter Referred to VA for Benefits: \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

If applicable, check the quarter the training or service was first provided to the participant:

Classroom Training \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

On-the-Job Training \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Occupational Skills Training \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Apprenticeship Training \_\_\_\_\_  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>



- Skill Upgrading and Retraining  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Other Training  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Job Search Assistance  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Life Skills and Money Management  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Counseling/Vocational Guidance  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Job Club Workshop  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Compensated Work Therapy  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Tools/Fees/Specific Work Clothing/Boots  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>
- Other Supportive Services  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

Follow-up Data Collection:

First Quarter after Exit >>>> When Collected: \_\_\_\_\_  
 Employed During the 13 Week Period:  Yes  No  
 If Yes, Hours Worked Per Week: \_\_\_\_\_  
 If Yes, Hourly Wage: \_\_\_\_\_

Second Quarter after Exit >>>> When Collected: \_\_\_\_\_  
 Employed During the 13 Week Period:  Yes  No  
 If Yes, Hours Worked Per Week: \_\_\_\_\_  
 If Yes, Hourly Wage: \_\_\_\_\_

Third Quarter after Exit >>>> When Collected: \_\_\_\_\_  
 Employed During the 13 Week Period:  Yes  No  
 If Yes, Hours Worked Per Week: \_\_\_\_\_  
 If Yes, Hourly Wage: \_\_\_\_\_

Fourth Quarter after Exit >>>> When Collected: \_\_\_\_\_  
 Employed During the 13 Week Period:  Yes  No  
 If Yes, Hours Worked Per Week: \_\_\_\_\_  
 If Yes, Hourly Wage: \_\_\_\_\_