



Technical Performance Report and Technical Performance Narrative Checklist for Grant Officer's Technical Representatives

The Grant Officer's Technical Representative (GOTR) completes a review of the Technical Performance Report (TPR) and Technical Performance Narrative (TPN) to ensure completeness, reasonableness, and consistency of the information being reported to the Veterans' Employment and Training Service (VETS).

Grant Number:

TPR

No.	✓	Description of checklist item	Comments
1.		Ensure the grant recipient is using the correct version of the TPR and that it is saved as an .xlsb file.	

Planned Goals Tab

No.	✓	Description of checklist item	Comments
2.		Ensure the grant recipient has selected the correct program year (PY) in the upper left-hand section of the tab.	
3.		Ensure the grant recipient has entered all figures in unshaded areas non-cumulatively by quarter.	
4.		Ensure the grant recipient has entered an overall goal in the Total column for Median Quarterly Earnings in the Second Quarter After Exit. The overall goal should reflect one quarter's (13 weeks) worth of projected earnings for a typical participant, not the sum of the grant recipient's quarterly goal for quarters one through four.	
5.		Ensure that no entries are highlighted with a red strikeout, which indicates that values are inconsistent with other related data values on the spreadsheet.	
6.		Verify the goals match the Planned Goals Chart in the grant award or most recent grant modification.	
7.		Verify that the Planned Goals tab is locked.	



Tech Perf Report Tab

No.	✓	Description of checklist item	Comments
8.		Ensure the grant recipient has selected the correct Reporting Period and Period of Performance (PoP) Year in the upper left-hand section of the tab.	
9.		Ensure the grant recipient has entered all figures in unlocked cells non-cumulatively by quarter.	
10.		Ensure that no entries are highlighted with a red strikeout, which indicates that values are inconsistent with other related data values on the spreadsheet.	
11.		Quarter 1: For grant recipients in their second or third year, ensure # of Carryover Participants from Prior PY matches the numbers from the previous PY quarter 4 report (i.e., enrollees minus those exited reported).	
12.		Quarter 4: For grant recipients in their third year, ensure all enrollees are exited.	

Participant Info Tab

No.	✓	Description of checklist item	Comments
13.		Verify the grant recipient has entered a Service Start Date for each participant.	
14.		<p>Verify and confirm red strikeouts. Red strikeouts commonly appear in:</p> <ul style="list-style-type: none"> • Date of First Training field (Col AT) • Training Date Last Provided fields (Cols AU to BG), • Service Date Last Provided fields (Cols BI to WB). <p>A red strikeout in these fields indicates the last date of training or service occurred <u>after</u> the Service End Date (Col BX). The grant recipient should revise the Service End Date to match the Training/Service Last Provided Date or vice versa, depending on which date is most accurate.</p>	
15.		Ensure the grant recipient has not changed a participant's Service Start Date from the original quarter of enrollment, which may require comparisons between the current and prior year/quarters' TPRs.	



TPN

No.	✓	Description of checklist item	Comments
16.		Ensure the grant recipient is using the correct version of the TPN.	
17.		Verify the grant recipient has entered the correct Grantee Name, Grant Number, and Primary State.	
18.		Ensure the grant recipient has selected the appropriate PoP Year and Quarter. (Note: For follow-up, the Reporting Period will be Q5-Q8.)	
19.		Cross-reference the grant recipient's TPR for any red "x" or yellow "!" indicators and ensure the grant recipient has identified and addressed these in the TPN.	
20.		Compare the staff listed in item 6 Personnel to the number and type of positions listed in the grant recipient's latest approved budget narrative. Grant recipients must explain any deviations from the approved budget to the GOTR.	
21.		Review item 5 of the TPN for a responsive report on grant- related activities. Verify that item 5 contains the response elements described.	
22.		Cross-reference the SF-425 to ensure the proper bullets are selected for item 3. Please note the expenditure data on the SF 425 must match the expenditure data listed in the TPR for the corresponding PY.	