

VETS-402 A and B - Jobs for Veterans State Grant Expenditure Detail Report Instructions

Form Use:

The Jobs for Veterans State Grant (JVSG) Expenditure Detail Report (EDR) is used to report quarterly and year-to-date expenditure and staff utilization information for each funding source approved by the Grant Office. The detailed information required is used to monitor administrative costs, staff utilization, and planned spending compared to actual spending for the staffing grant. Two versions of the form are available; one which calculates year-to-date expenditures after quarterly data is input by the grantee and the other calculates the quarterly data based on year-to-date data entered by the grantee. Some cells which contain formulas and other cells which do not have been locked to reduce the reporting burden and facilitate form completion.

Form Submission:

The form is submitted once per quarter for every fiscal year quarter in which the grant funds are allocated, obligated or liquidated. The following report period end dates will be used for quarterly reports: 12/30, 3/30, 6/30, and 9/30. The EDR is due 30 days after the end of the reporting period. A "Fifth" (5th) Quarter Report is due when grant funds from one fiscal year are obligated or expended in the first quarter of the following fiscal year. Final reports are due no later than the quarter after all grantee obligations are liquidated and in all cases no later than March 30th of the following Federal fiscal year.

Public Burden Statement - Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is required to obtain or maintain benefits (38 USC 4102A(c)). Public reporting burden for this collection is estimated to average of 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided below. (Paperwork Reduction Project 1293-0009).

Instructions for the JVSG EDR

SECTION A – GENERAL INFORMATION – Self-Explanatory		
SECTION B - FUNDING INFORMATION: Provide the cumulative amount of funds approved through the end of the period being reported for each program: 1) Disabled Veterans' Outreach Program (DVOP), 2) Consolidated DVOP/LVER Positions; 3) Local Veterans' Employment Representative (LVER) and 4) Incentive Award Total Funds.		
'SECTION C - EXPENDITURE INFORMATION: Provide information on grant funds spent or obligated for each object class category and staffing information for each funding source as described below. For each data item, the previous cumulative amount reported for the current fiscal year is listed in column (a), the amount reported this quarter is listed in column (b) and the new cumulative amount reported year-to-date (YTD) is listed in column (c). The grantee will only enter information in column (b) for the quarter <u>or</u> column (c) for the year-to-date as seen below. The other two columns will self-populate as will all total row numbers. The form will not allow the entry of 1) negative values, or 2) decimals (except for Base Positions Paid).		
Row	Item Per Activity	Instructions
1-3 a.	Base Positions Paid (BPP)	Enter number of BPP for all full-time equivalent (FTE) staff.
1-3 b.	Personal Services (PS)	Enter the amount expended for PS for each activity, rounded to the nearest dollar.
1-3 c.	Personnel Benefits (PB)	Enter the amount expended for PB for each activity, rounded to the nearest dollar.
1-3 d.	Total Outlays	Enter the total outlays for each activity, rounded to the nearest dollar.
1-3 e.	Federal Share of Unliquidated Obligations	Enter the Federal share of unliquidated obligations for each activity, rounded to the nearest dollar.
1-3 f.	Total Fund Outlays and Obligations	Automatic Calculation.
4 a.	Total Outlays	Enter the total outlays for Incentive Awards, rounded to the nearest dollar.
4 b.	Federal Share of Unliquidated Obligations	Enter the Federal share of Incentive Award unliquidated obligations, rounded to the nearest dollar.
4 c.	Total Outlays and Obligations	Automatic Calculation.
SECTION D –SUMMARY INFORMATION: Automatically calculates the unobligated balance of funds for each activity:		

For information, contact the U.S. Department of Labor at:

U.S. Department of Labor

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