

U.S. Department of Labor



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December 9, 2004

DIRECTOR, OPERATIONS AND PROGRAMS MEMORANDUM: 03-05

MEMORANDUM FOR: REGIONAL ADMINISTRATORS AND DIRECTORS FOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE

FROM: GORDON J. BURKE, JR.
Director, Operations and Programs [**Approved**]

SUBJ: Grant Modification Requests for 2nd Year Funding of the
Fiscal Year 2004 Incarcerated Veterans' Transition Program
(IVTP) Pilot Projects

The 2nd year funding option for current FY 2004 IVTP grantees as allowed by the Solicitation for Grant Applications (SGA) Number 04-01, is approved. There are seven (7) FY 2004 IVTP grantees that may be eligible for 2nd year funding (see Attachment 1). The period of performance for 2nd year funding in FY 2005 is from April 1, 2005 thru March 31, 2006.

To determine eligibility for 2nd year funding, the Grant Officer Technical Representative (GOTR) and the Regional and National Offices must review performance and fiscal activity through the quarter ending December 31, 2004, to determine if the grantee is successful and deemed eligible for 2nd year funding. Since these are pilot projects and may have taken awhile to get up and running, DVETs/RAVETs are to use their best judgment in making their recommendations for 2nd year funding.

A. To request FY 2005 funds the following information must be submitted by the grantee to the Director for Veterans' Employment and Training (DVET) no later than January 14th, 2005:

1. An original signed transmittal letter requesting the 2nd year funds that specifies the name of the authorized representative who is able to enter into this grant agreement with the Department of Labor. Grantee may also indicate if there are any significant changes to the grant agreement.

2. A new SF 424 with original signature reflecting the new dates of April 1, 2005 thru March 31, 2006, and indicating that this is a “revision” of an existing grant to “increase award” and “increase duration” (SF 424 Block # 8- revision with blocks A and C marked) to exercise the 2nd year funding option. The SF 424 is also to identify the total amount of projected funding needed to continue operations for the new 12 month performance period not to exceed the original grant award.

3. A new SF 424A Budget Information form showing four (4) new quarters of funding. There will be no carryover funds; all FY 2004 funds must be obligated by March 31, 2005, to include funds necessary to perform all follow-up activities.

4. If components remain unchanged, reference may be provided to the “continuation of current program as originally approved in FY 2004” without additional narrative. Otherwise, a program narrative is required, including a statement of need, program design, program goals, qualifications, utilization of community linkages, and budget information. The program components, required and optional, approved in the FY 2004 plan must continue in the FY 2005 plan. However, if specific program experiences during the current year show that program changes would result in improved productivity and service delivery, these changes must be requested and approved through the modification process.

Requested program changes must clearly identify program activity, program efficiency, or resolve problems which have been identified during FY 2004 program operations.

5. A new budget narrative to explain how the funds will be used including a Direct Cost Descriptions for Applicants and Sub-Applicants (see Attachment 3).

6. A new Planned Quarterly Technical Performance Goals Chart (see Attachment 2) that should show improvements in the numbers to be served with the funding requested, unless documentation is provided to verify that first year goals were unattainable due to circumstances beyond the grantees control. Please note that funding may be reduced if second year goals are reduced.

7. The requirements and provisions of the FY 2004 IVTP SGA remain in effect for the FY 2005 period of performance. All certifications and assurances remain in effect throughout the duration of the grant. The grantee continues to be bound by these when accepting the second year grant award. If the grantee representative authorized to engage in this type of grant activity has changed, then the grantee is to submit a new original signed certification and assurances form and a letter officially informing us of the change.

8. The grantee application forms and their instructions can be downloaded from below listed Internet address:

http://www.whitehouse.gov/omb/grants/grants_forms.html

9. Grantees are requested to submit actual technical/financial performance for the period ending December 31, 2004, with their grant applications. If data is unavailable at that time, the grantee is to provide actual performance reports to DVET/GOTR as soon as possible but no later than January 31, 2005.

B. DVET/RAVET ACTIONS REQUIRED:

1. DVETs/GOTRs are to immediately inform eligible IVTP grantees of the 2nd year funding requirements as outlined in this Director's Memorandum (see Attachment 1 for list of eligible applicants).

2. The DVET will forward the original grant modification request package with his/her cover memo indicating their recommendation for approval/disapproval and completed grant review checklist (see Attachment 4) to the RAVET **by no later than January 26, 2005**. DVETs will ensure any necessary corrections are made prior to submitting grant modification package to the RAVET.

3. RAVETs are to review the grant modification packages, make their recommendation for approval/disapproval in the RAVET transmittal memo addressed to the Grant Officer, Walter Blaney, through the Director of Operations and Programs, Gordon J. Burke, Jr. RAVETs will complete their section of the grant review checklist and ensure any necessary corrections are made prior to submitting grant modification package to the National Office.

4. All completed original grant modification request packages are to be mailed via federal express to the attention of Kristine McLaughlin, Room S-1312 **by no later than February 4, 2005**.

Complete Grant Modification Request Packages are to include the following:

- a. Original signed SF 424 (with Revision, A, and C marked in block #8)
- b. SF 424A Budget Information (that equals the funds requested in SF 424 and budget narrative)
- c. Budget Narrative (that equals the funds requested in SF 424 & 424A)
- d. Planned Quarterly Technical Performance Goals (see Attachment 2)
- e. Direct Cost Descriptions for Applicants and Sub-Applicants (see Attachment 3)
- f. Original signed Certifications and Assurances (if necessary)

- g. Grantee cover letter indicating program remains the same or if changes to the program are necessary.
- h. Grantee quarterly technical and financial reports for the period ending December 31, 2004 (early submission requested).
- i. DVET recommendation memorandum.
- j. RAVET recommendation memorandum.
- k. DVET/RAVET Grant Review Checklist (see Attachment 4)

5. VETS National Office will review all grant modification request packages, make their recommendation for approval/disapproval, and forward to the Grant Officer for appropriate action **by no later than February 15, 2005.**

Any questions concerning this directive should be referred to Kristine McLaughlin at (202) 693-4756 or Stan Seidel at (410) 767-2110.

Expiration: When superseded

Attachment 1 – List of IVTP Grantees

Attachment 2 – Recommended Format for Planned Quarterly Technical Performance Goals

Attachment 3 – Direct Cost Descriptions for Applicants and Sub-Applicants

Attachment 4 – IVTP Grant Review Check List