



February 10, 2005

DIRECTOR'S MEMORANDUM NO. **07-05**

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

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

SUBJECT: VETERANS WORKFORCE INVESTMENT PROGRAM (VWIP) ON-SITE TECHNICAL ASSISTANCE VISITS

I. BACKGROUND:

Veterans' Workforce Investment Program (VWIP) grants were awarded to seventeen grantees during the first week in January. Funding for these grants was limited to six months (two quarters), with funding for an additional twelve months contingent on satisfactory performance for the first quarter of the grant period. Since the VWIP awards are only 2 quarter grants and many awardees are new grantees, it is desirable that at least one (1) (but not limited to 1) on-site technical assistance visit be conducted by the Grant Officer Technical Representative (GOTR) during the third month of the first quarter (March) or the first month of the second quarter (April) of the grant period. Note that these are technical assistance visits.

The success of our grantees is a reflection on the ability of this agency to provide the necessary technical assistance as problems are encountered by the grantees. Therefore, quarterly desk reviews by the GOTR are still required for 1st and 2nd quarters. If problems are noted, technical assistance and corrective measures are to be taken as appropriate.

On site monitoring visits are still required and can be conducted during the second quarter of the grant modification period (October – December, 2005).

II. GUIDANCE:

DVETS/GOTRs may contact their appropriate Regional Administrator, James Hubbard at (202) 693-4710, Kristine McLaughlin at (202) 693-4756, and any of the members of the Competitive Grants Expert Team (CGET) (list sent in a previous DM) for programmatic technical assistance.

II. ACTION:

DVETs acting as a GOTR for a VWIP grant recipient are instructed to conduct a quarterly desk review of the grantee prior to the end of March, 2005 and another prior to the end of June 2005, and provide technical assistance as required. Please submit these desk reviews via the normal quarterly reporting process.

DVETs acting as a GOTR are also instructed to conduct an on-site technical assistance visit during the March or April of 2005 to ensure the progress of the grant operation.

Should a grantee be awarded an additional twelve months of funding, DVETs acting as a GOTR will schedule and conduct an on-site monitoring visit during the period October – December, 2005.

IV. EXPIRATION:

This directive is in effect until rescinded or superseded.