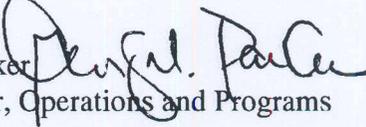




SEP 18 2007

DIRECTOR'S MEMORANDUM: 07-07

TO: ALL REGIONAL ADMINISTRATORS AND DIRECTORS FOR
VETERANS' EMPLOYMENT AND TRAINING

FROM: George M. Parker 
Acting Director, Operations and Programs

SUBJECT: Jobs for Veterans State Grant Data for the Electronic Reporting System

- I. **Purpose:** To provide guidance to Veterans' Employment and Training Service (VETS) staff for entering Jobs for Veterans State Grant data and for completing the Jobs for Veterans State Grant Financial Data Migration Form (Migration Form) for past fiscal years.
- II. **Background:** Prior to passage of the Jobs for Veterans Act (JVA) in 2002, VETS staff entered annual State Profile and quarterly fiscal and performance reporting information in the Disabled Veterans' Outreach Program (DVOP)/Local Veterans' Employment Representative (LVER) Information Management System (DLIMS). This information was rolled up into aggregate data at the Regional and National level, but proved somewhat ineffective due to many changes in the fiscal and performance reporting forms, and to difficulty uploading forms into DLIMS and the JVA public mailbox. The result was numerous voids in essential data stored electronically for national office retrieval.

In order to correct the noted deficiencies, VETS contracted with HEITECH Services in 2006 to expand the VETS' Operation and Programs Activity Report (VOPAR) system to allow entry of financial data for Jobs for Veterans State Grants. When on-line, the new automated system will:

- Allow field staff to enter an Annual Profile and Fiscal Plan and quarterly expenditure data;
- Allow Regional Offices to create Notices of Obligation Authority (NOAs);
- Allow field staff to update the Annual Profile and Fiscal Plan when modifications are approved during the fiscal year;

- Produce a quarterly financial analysis report; and
- Produce Regional and National aggregate reports.

III. VOPAR Rollout for Jobs for Veterans State Grant Data: Pending any unforeseen circumstances, the Jobs for Veterans State Grant VOPAR screens will become available for data input in the first quarter of Fiscal Year (FY) 2008. Detailed instructions for entering data on the various screens will be provided as an update to the VOPAR User's Guide and will be transmitted under separate guidance.

IV. Input of Historical Data: The VETS National Office (NO) and the Jobs for Veterans Lead Center (JVLC) have made an effort to collect historical fiscal data for migration into the VOPAR system. However, due to variations in the Financial Planning and Reporting Worksheet forms, variations in forecasting, reporting spending methodologies, and missing data in DLIMS and the JVA public mailbox, some of the electronic data needed for migration was not available at the NO and JVLC level. Therefore, VETS field staff are being asked to complete a simple Migration Form with cost and staffing data that will be migrated into the VOPAR system for historical reporting and analysis.

Not all data that is requested on the Migration Form will be available in all States. Since the new VOPAR screens have been built to utilize the most current fiscal forecasting and expenditure reporting forms, some changes will have to be made to accommodate data gathering from forms that do not match the projected VOPAR reporting screens. In FY 2004 and FY 2005, States reported their expenditure details on the Financial Planning and Reporting Worksheets (FP&RW) for Quarters 1 through 4. There are several differences between these forms and the current Expenditure Detail Report. Therefore, the following procedures should be followed when completing the Migration Form:

- A. There was no place on the FP&RW to report fifth quarter expenditures. Typically States reported this information in the Technical Performance Narrative. When filling out the Migration form, apply the following rules for FYs 2004 and 2005:
 - If 5th quarter expenditures were reported as Direct and Indirect costs, the reported numbers should be transcribed to the Migration Form;
 - If only total 5th quarter expenditures were reported, the amount expended should be entered on the Migration Form as a Direct charge; and
 - If fifth quarter expenditures were not reported by category, e.g. if DVOP expenditures were not broken out as funds expended for DVOP Activities, or funds expended for DVOP Special Initiatives, all DVOP expenditures should be reported on the line for DVOP Activities and all LVER expenditures should be reported on the line for LVER Activities.

- B. The FP&RW forms did not break expenditures for Special Initiatives in the DVOP and LVER program into Direct and Indirect charges. Therefore, all expenditures for Special Initiatives in FYs 2004 and 2005 should be reported as Direct charges on the Migration Form.

- C. The Migration Form contains a line for the Indirect Cost Base Amount. States use a variety of "Bases" to forecast and report indirect charges, e.g. salaries/wages plus fringe benefit costs, total direct costs etc. The Indirect Cost Base Amount has not been a required reporting item in the past, but will be in the future. Due to past inconsistencies in reporting this line item, it should be left blank.
- D. Actual Base Positions Paid was not a reporting requirement on the FP&RW. This line should be left blank on the Migration Form for FY 2004 and FY 2005.
- E. Incentive Award expenditures may have been divided between the DVOP and LVER programs in FY 2004 and FY 2005. Beginning in FY 2006, all Incentive Funds were reported under LVER regardless of recipient. Expenditures for Incentive Awards in FYs 2004 and 2005, should be combined and listed in the appropriate column on the LVER portion of the Migration Form.
- F. In most cases, quarterly expenditure information for the "Final" quarter is simply a restatement of the previous quarter's information (4th or 5th quarter as applicable). When unliquidated obligations are expended in a "Final" quarter, they should be annotated in that column on the Migration Form. Otherwise, the quarterly expenditure information in that column will be zeroes.
- G. No staffing information should be entered for the 5th and Final quarters.

NOTE: The items noted above that should be left blank will be grayed out on the Migration Form. The cells need to remain on the form as placeholders to ensure the data goes into the proper cell when migrated into VOPAR by Heitech.

V. Actions Required:

- A. Upon receipt, Regional Administrators for Veterans' Employment and Training (RAVETs) will distribute the Jobs for Veterans State Grant Financial Data Migration Form to Directors for Veterans' Employment and Training (DVETs) and will set a suspense date for completion of the form that ensures receipt in the National Office by October 24, 2007.
- B. DVETs will ensure the Jobs for Veterans State Grant Financial Data Migration Form is completed with the greatest degree of completeness and accuracy possible using VETS office and State Workforce Agency files and records. The completed forms will be returned to the RAVET via email no later than the suspense date set. Files forwarded to the RAVET will be named "JVSG Migration Form (xx).xls" where "xx" is the two-letter abbreviation for the State name, e.g. Minnesota's form will be named "JVSG Migration Form (MN).xls".

- C. RAVETs will compile the Migration Forms submitted by DVETs into the Jobs for Veterans State Grant Migration Form for their region that will be distributed separately from the DM.
- D. After a complete review and no later than October 24, 2007, RAVETs will forward the completed Regional Migration Form to the Jobs for Veterans State Grants Program Lead at hecker.patrick@dol.gov and the Jobs for Veterans Lead Center at Mendoza.alfredo@dol.gov.

VI. Inquiries: DVETs or other VETS staff with questions should contact their RAVET. RAVETs may contact the Jobs for Veterans State Grants Program Lead at the National Office at (202) 693-4709 or the Jobs for Veterans National Lead Center at (312) 353-4933.

VII. Expiration Date: September 30, 2008.

VIII. Attachment:

- I. Jobs for Veterans State Grant Financial Data Migration Data Form