

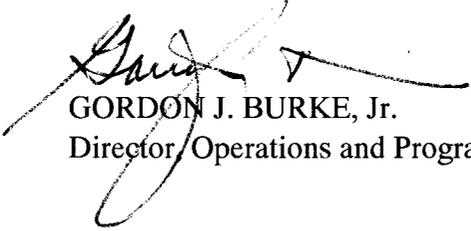


MAY 12 2008

DIRECTOR'S MEMORANDUM: 09-08

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

FROM:


GORDON J. BURKE, Jr.
Director, Operations and Programs

SUBJECT:

Guidance for Reviewing and Processing Jobs for Veterans State
Grant Annual Funding Modification Requests for Fiscal Year 2009

- I. **Purpose:** To provide guidance for the review of the Fiscal Year (FY) 2009 Jobs for Veterans State Grant Annual Funding Modification Requests.
- II. **References:** Title 38, United States Code (38 U.S.C.), Chapter 41 as amended by Public Law (P.L.) 109-461 enacted December 22, 2006, 38 U.S.C. Chapter 42; Special Grant Provisions for Jobs for Veterans State Grants, October 1, 2004 – September 30, 2009, dated October 1, 2007; Veterans' Program Letter (VPL) 04-08, dated May 6, 2008, 2008; VPL 02-07, dated May 1, 2007; VPL 07-05, dated July 27, 2005; VPL 05-05 dated May 23, 2005; VPL 03-04, dated April 16, 2004; and Training and Employment Guidance Letter (TEGL) 04-06, dated August 15, 2006.
- III. **Supersedes:** Director's Memorandum 05-07, Guidance for Reviewing and Processing the Jobs for Veterans State Grant Annual Funding Modification Requests for Fiscal Year 2008, dated June 7, 2007.
- IV. **Background:** VPL 04-08 was transmitted to the State Agencies on May 6, 2008. It contains instructions and timelines for the preparation and submission of FY 2009 Jobs for Veterans State Grant annual funding requests. Veterans' Employment and Training Service (VETS) has implemented changes to the annual funding request process for the FY 2009 submissions. These changes are summarized below:
 - States will no longer be required to complete Section F of the Standard Form (SF) 424A for the DVOP and the LVER programs;

- States must use the most current version of the SF 424 approved by the Office of Management and Budget (OMB): and
- All forms (with instructions) needed to complete the Annual Funding Modification are located on the VETS homepage at www.dol.gov/vets.

V. **Annual Funding Modification Review:** Directors for Veterans' Employment and Training (DVETs) should work closely with their States as they prepare their Annual Funding Modification Request. The attached Modification Review Checklist is provided to assist DVETs and Regional Administrators for Veterans' Employment and Training (RAVETs) as they review draft and final requests submitted by the States. DVETs are encouraged to share the checklist with the State early in the process to assist them in preparing the funding request.

A DVET Review Summary, provided as Attachment I, was developed to be completed and used by each DVET as a management tool throughout the grant period. The one-page Excel spreadsheet is a snapshot of the data items needed to complete a financial analysis of the forecast spending by grant activity, i.e. DVOP Activities, DVOP Special Initiatives, Transition Assistance Program (TAP), etc.

When the State submits their FY 2009 Annual Funding Modification Request, DVETs are to complete the review summary using:

- Information provided on the Standard Form (SF) 424As;
- DVOP cost per position calculated for the most recent year for which complete data is available;
- LVER cost per position calculated for the most recent year for which complete data is available; and
- The number of TAP Workshops forecast for the grant period (if applicable).

The Excel spreadsheet automatically calculates the dollars forecast for each object class category as a percentage of total spending forecast for that activity, i.e. personnel, fringe benefits, travel, equipment etc. The formulas in the locked cells calculate a result that should be helpful when answering questions on the Review Checklist. For example, when you enter the number of TAP Workshops forecast, the DVET Review Summary calculates the cost per TAP Workshop. When Cost per Position data is entered, the spreadsheet calculates deviations to help the reviewer determine if the new forecast amount appears to be reasonable.

The DVET Review Summary is valuable for Regional Office personnel who review Annual Funding Modification Requests and for the National review team that reviews the applications for completeness, accuracy and the proper use of grant funds. Additionally, the National Office uses the Review Summary throughout the grant period to monitor how States follow their spending plan.

Annual Funding Modification Requests will **not** be submitted by field staff until all errors are corrected and/or issues identified for clarification are adequately explained. Therefore,

reviewers must pay close attention to the checklist to ensure the State has prepared and submitted all necessary documents in accordance with the instructions and examples provided in VPL 04-08. Checklist items identified by the symbol “☞” must be answered "YES" or "N/A." If they are answered "NO," reviewers must contact the State for correction or explanation prior to submission for the next level of review.

Important: If the DVET experiences problems obtaining needed corrections/ explanations from the State and anticipates that they will miss the due dates established in this directive, they will immediately notify their RAVET. If the RAVET experiences such delays, he or she will immediately notify the Jobs for Veterans National Lead Center and National Office by email to Mendoza.Alfredo@dol.gov and Hecker.Patrick@dol.gov.

Any discrepancy or item noted during the DVET/RAVET review that may require special consideration or action by the National Office must be sent forward as soon as it is discovered.

Proposed actions that may warrant special consideration include but are not limited to:

- A major realignment staffing such as changing all grant-funded staff to DVOP specialists or LVER staff;
- A request to use grant-funded staff to man resource rooms or other common areas where they would serve non-veterans; or
- A request to convert large numbers of grant-funded staff to half-time rather than full-time.

These proposals will be conveyed at the earliest possible date in a transmittal memorandum forwarded separately from the Annual Funding Modification Request. The transmittal memorandum will be sent via e-mail to Mendoza.Alfredo@dol.gov and Hecker.Patrick@dol.gov with an Importance setting of "High." If the DVET initiates the transmittal, it will be sent through the RAVET.

VI. Actions Required:

1. DVETs will make themselves available to provide technical assistance to the State on all matters concerning the development and submission of FY 2009 Annual Funding Modification Requests. DVETs should share the attached Jobs for Veterans State Grant Annual Funding Modification Request Review Checklist with State staff to assist them in preparing complete and accurate requests.
2. DVETs will ensure that the State submits the first draft of the annual modification request by June 13, 2008. They will accomplish a detailed review of the draft request by reading all instructions and completing the attached Annual Funding Modification Review Checklist and DVET Review Summary spreadsheet. If changes are needed, the draft funding request and Review Checklist will be returned to the State no later than June 20, 2008 to be finalized.

3. DVETs will continue to provide technical assistance as needed to ensure the State submits the final Annual Funding Modification Request in both hard and electronic copy by July 11, 2008.
4. DVETs will accomplish a detailed review of the State's final annual funding request by reading all instructions and completing the attached Modification Review Checklist and DVET Review Summary. After all action items identified for correction and/or explanation have been cleared, the DVET will forward the request to the appropriate RAVET in accordance with instructions provided in the Checklist to arrive no later than July 18, 2008.
5. RAVETs will review submitted annual funding requests by completing Section B of the attached Review Checklist. They will submit reviewed requests to include the Checklist signed by both the DVET and RAVET. After retaining one copy of the entire package including the checklist for their office files, they will forward all electronic documents to Fred Mendoza at the Jobs for Veterans Lead Center (Mendoza.Alfredo@dol.gov) and Patrick Hecker at the National Office (Hecker.Patrick@dol.gov) by email and send the original and one (1) copy of all documents to the National Office via FedEx to arrive NLT August 1, 2008.

Note:

Any discrepancy or item noted during the review that may require consideration or action by the National Office must be conveyed in a transmittal memorandum forwarded in accordance with paragraph V. above.

6. Reviews will be conducted during the week of August 25, 2008. DVETs or their representative must be available by telephone in the event clarification or additional information is required by the National Review Team.
7. The National Office will forward all FY 2009 modification requests to the Grant Officer for signature upon enactment of a FY 2009 budget.

VII. Inquiries: DVETs or other VETS staff should refer questions to the appropriate RAVET. Issues that cannot be resolved by the Regional Office should be addressed to the Regional DVOP/LVER Expert Cluster (DLEC) member. The DLEC member will seek resolution through the Jobs for Veterans Lead Center or National Office. A response will be sent to the RAVET by the DLEC member.

VIII. Expiration Date: This directive expires on December 31, 2009 or when superseded.

IX. Attachments:

- I. DVET Review Summary
- II. FY 2009 Jobs for Veterans State Grant Annual Funding Modification Request Review Checklist