

JOBS FOR VETERANS STATE GRANTS GLOSSARY OF TERMS

Assurance and Certifications – Assurances are a variety of requirements, found in different Federal laws, regulations, and executive orders, which applicants agree in writing to observe as a condition of receiving federal assistance. A **Certification** is a statement, signed by an applicant or grantee as a prerequisite for receiving Federal funds, that it meets or will adhere to certain conditions and/or will undertake or not undertake certain actions.

Barriers to Employment - Characteristics that may hinder an individual's hiring, promotion or participation in the labor force.

Campaign Badge Veteran - A veteran who served on active duty during a war, action or in a campaign or expedition for which a campaign badge or an expeditionary medal has been authorized. The Office of Personnel Management maintains a complete list of covered periods in [Appendix A](#) to the VET Guide.

Case Management - A client centered approach in the delivery of intensive services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement.

Case Manager - one, who coordinates, facilitates or provides direct services to a client participating in case management.

Cognizant Federal Agency - The Federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB Circulars A-87 and A-102 [20 CFR, Part 97]).

Cost Allocation Plan – A written plan that identifies, accumulates, and distributes allowable direct and/or indirect costs under acquisition and assistance instruments and identifies allocation methods used for distribution.

Counseling - A form of assistance that provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or assist a participant with the solution to one or more individual problems that may pose a barrier(s) to sustained employment.

Covered Person – (1) A veteran; (2) the spouse of a deceased veteran who died of a service-connected disability; (3) the spouse of a member of the Armed Forces listed for more than ninety days as missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power; (4) the spouse of a veteran who has a total service-connected disability; or (5) a widow of any veteran who died while a disability so assessed was in existence.

Department or Agency – Any agency of the Federal Government or District of Columbia, including any Executive agency as defined in Section 105 of Title 5 United States Code and the United States Postal Service and the Postal Rate Commission.

Disabled Veteran - (1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary, or (2) A person who was discharged or released from active duty because of a service-connected disability.

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Disabled Veterans' Outreach Program (DVOP) - A Federal assistance grant program to provide intensive services to meet the employment needs of disabled and other eligible veterans and, to provide maximum emphasis in meeting the employment needs of those who are economically or educationally disadvantaged, including homeless veterans and veterans with barriers to employment (Catalog of Federal Domestic Assistance number 17.801).

Eligible Person - (1) The spouse of any person who died of a service-connected disability; (2) the spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance under this chapter, is listed and has been so listed for a total of more than ninety days as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power; or (3) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

Eligible Recipient (of Performance Incentive Award) – Eligible recipients of Performance Incentive Awards are Disabled Veterans' Outreach Program (DVOP) specialists, Local Veterans' Employment Representative (LVER) staff, and any other individual who provides employment and training services to veterans under the Workforce Investment Act (WIA) of 1998, to include labor exchange staff funded by the Wagner-Peyser Act or staff of One-Stop partner agencies, and any service delivery point that provides exemplary public employment and training services to veterans, One-Stop Career Centers operated by State Workforce Agencies and offices that contract with State, Regional or Local Workforce Investment Boards, and other agencies identified in Section 121(b)(1)(B) of the WIA that provide services to veterans. Volunteers, Veterans' Administration Work Studies, and Federal employees are **not** eligible recipients.

Eligible Veteran – A person who: (1) served on active duty for a period of more than 180 days and was discharged or released from there with an other than dishonorable discharge (2) was discharged or released from active duty because of a service-connected disability or (3) as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of Title 10 United States Code, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.

Employment Service Delivery System – A service delivery system at which or through which labor exchange services, including employment, training, and placement services are offered in accordance with the Wagner-Peyser Act.

Full-Time Equivalent (FTE) – A term used to signify DVOP/LVER staff who works 32 to 40 hours per week or as defined by state merit staffing rules.

Funding Formula – After deducting funding for centralized agency costs from the amount forecast in the annual budget projection, the amount available for the Jobs for Veterans State Grants are allocated to the states based on a formula that reflects the ratio of: (1) the total number of veterans residing in the State that are seeking employment; to (2) the total number of veterans seeking employment in all States.

Fiscal Year (FY) - For Federal government purposes, any twelve-month period beginning on October 1st and ending on September 30th.

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Grant Officer's Technical Representative (GOTR) - The program manager designated by the grant officer to act as his/her representative in overseeing technical performance and providing liaison between the grant recipient and the VETS.

Half-Time – DVOP/LVER staff who work 1040 hours per year.

Indirect Cost - A cost that is incurred for a common or joint purpose benefiting more than one cost objective and not readily identifiable with a particular project, function, or activity but necessary to the general operation of an organization and the conduct of the activities it performs.

Intake - A process for screening individual applicants for program eligibility, making an initial determination of what services (self-service, mediated or intensive) or program can best benefit an applicant, and routing an applicant for service delivery or program participation.

Intensive Services – Local employment and training service of the type described in section 134(d)(3) of the Workforce Investment Act of 1998 which may include the following:

- Comprehensive and specialized assessments of the s levels and service needs of veterans and other eligible persons;
- Diagnostic testing and use of other assessment tools;
- In-depth evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual employment plan to identify the employment goals, appropriate objectives, and services needed for the veteran to achieve those goals;
- Individual counseling and career planning;
- Short-term prevocational services, including communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, etc.

Intensive Services Coordinator (ISC): The State Agency's central point of contact for service to VA Vocational Rehabilitation and Employment (VR&E) participants. In addition to case management responsibilities, the assigned ISC will facilitate the dissemination of information to, and compile information from, the DVOP specialists or other State Agency staff who serve VR&E participants. The ISC serves as the coordination point to communicate information to and from VA VR&E staff and the Director for Veterans' Employment and Training (DVET).

Labor Force - The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States.

Local Veterans' Employment Representative (LVER) Program - A program of Federal assistance through grants to States to conduct outreach to employers including conducting seminars for employers, conducting job search workshops and establishing job search groups; and to facilitate employment, training, and placement services furnished to veterans in a State under the applicable State employment service or One-Stop Career Center delivery systems whose sole purpose is to assist veterans in gaining and retaining employment (Catalog of Federal Domestic Assistance number 17.804).

Notice of Grant Award (NGA) - The legally binding document that notifies the grantee that a grant has been made; the NGA contains references to the award's terms and conditions.

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Notice of Obligation Authority (NOA) – The document that officially informs grantees of the cumulative funding amounts made available for their use for a specified period of time; States are prohibited from drawing down an amount of funding that exceeds the amounts listed on the most recent NOA.

National Veterans' Training Institute (NVTI) - An agency contracted with USDOL/VETS to further develop and enhance the professional skills of veterans' employment and training service providers throughout the United States.

Obligate - To make a legal commitment to expend funds for the purchase of services, supplies, materials, or presentation of an Incentive Award to a selected recipient. There is no legal commitment until a contract is executed, a purchase order is issued or an award selection is made.

One-Stop/One Stop Service Delivery Point (SDP) - A location that connects employment, education, and training services into a coherent network of resources at the local, state, and national level.

Outreach - An active effort by program staff to locate and encourage individuals in the designated service delivery area to avail themselves of program services.

Outstation - Locations *other* than local employment service offices, One-Stop Career Centers, or other service delivery points where DVOP specialists or LVER staff may be stationed to provide services and assistance to veterans, transitioning service members or other eligible persons.

Performance Incentive Award - A monetary and or non-monetary award that recognizes eligible recipients who provide excellent employment services to veterans or improve and modernize service delivery methods to benefit veterans.

Priority of Service – The right of eligible covered persons to take precedence over eligible non-covered persons in obtaining employment, training, and placement services in programs funded in whole or part by the U.S. Department of Labor. They further specify that taking precedence may mean: As defined in section 2(a) of the JVA (38 U.S.C. 4215(a)) “priority of service” means, with respect to any qualified job training program, that a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law.

Program Year (PY) - The 12-month period beginning July 1st in the fiscal year for which the appropriation is made and ending on the following June 30th.

Recently Separated Veteran – A Title 38 eligible veteran whose date of discharge or release from active uniformed service is within the past 36 months.

Secretary – The Secretary of Labor.

Service Connected Disabled - A veteran with a service-connected disability rated by the VA at any level (0% to 100%).

Service Delivery Point (SDP) - Offices of the public employment delivery system operated directly by or through contract with the State employment agency; may include

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One-Stop Career Centers, local employment service offices, and any satellite or itinerant offices at which labor exchange services are available.

Special Disabled Veteran: (1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary for a disability rated at (a) 30 percent or more, or (b) 10–or 20 percent in the case of a veteran who has been determined under section 3106 of Title 38 United States Code to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service- connected disability.

State Agency/State Workforce Agency (SA/SWA) - The State Agency that receives Jobs for Veterans State Grant funding.

Solicitation for Grant Applications (SGA) - A document that defines eligible applicants and provides the requirements and instructions for the submission of requests for Federal domestic assistance (funds) for one or more programs or grants-in-aid.

State – Each of several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Marianas Islands, and the Trust Territory of the Pacific Islands.