



VETERANS' PROGRAM LETTER NO. 06-08

TO: ALL REGIONAL ADMINISTRATORS AND DIRECTORS FOR
VETERANS' EMPLOYMENT AND TRAINING
ALL STATE WORKFORCE AGENCY (SWA) ADMINISTRATORS
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND
TRAINING ADMINISTRATION (INFO)

FROM:

for

CHARLES S. CICCOLELLA

Assistant Secretary for Veterans' Employment and Training

JMM=William

SUBJECT: Disabled Veterans' Outreach Program (DVOP) Specialist and Local
Veterans' Employment Representative (LVER) Staff Attendance at the 2008
Competitive Grantees Training Conference

- I. **Purpose:** To make States aware of the opportunity for Disabled Veterans' Outreach Program (DVOP) specialists and Local Veterans' Employment Representative (LVER) staff to attend the 2008 Competitive Grantees Training Conference for Homeless Veterans' Reintegration Program (HVRP) and Veterans' Workforce Investment Program (VWIP) to be held August 5 – August 7, 2008, at the Hyatt Regency, 400 New Jersey Avenue N.W., Washington, D.C. 20001. Attendees should use August 4, 2008, for travel to the conference.
- II. **References:** Homeless Veterans' Comprehensive Assistance Act of 2001; Section 168 of the Workforce Investment Act of 1998; and Veterans' Program Letter 3-04, Issuance of Fiscal Year 2005-2009 Solicitation for Grant Applications, Jobs for Veterans State Grants for DVOP and LVER, dated April 16, 2004.
- III. **Background:** For the past few years, Veterans' Employment and Training Service (VETS) conducted a technical assistance and training conference for competitive grantees. We request all currently funded competitive grantees, including new grantees, attend and participate in this training conference. This equates to approximately 100 grantees nationwide. In the Jobs for Veterans Yearly Modification Request for FY 2008 Funding, States identified linkages to service providers and employers that optimize employment and training opportunities for veterans. States also provided a description of their outreach strategy, detailing the utilization and deployment of DVOPs and LVERs to increase the use of their services by targeted populations of veterans and eligible persons.

The integration of DVOPs and LVERs into the HVRP and VWIP service delivery systems is critical to improve program outcomes. The primary responsibility of DVOPs is to provide intensive services for those veterans with significant barriers to employment, such as

homeless and recently separated veterans. The primary responsibility of LVERs is to facilitate the employment opportunities for veterans through employer outreach. These responsibilities make DVOPs and LVERs a natural partner for HVRP and VWIP grantees to maximize employment opportunities for veterans participating in these programs.

States may, but are not required to, send appropriate DVOPs and/or LVERs to the 2008 Competitive Grantees Training Conference to establish relationships with newly awarded 1st year grantees and develop strategies for serving the special populations of veterans targeted for participation in their HVRP programs. States may also send recently assigned DVOPs and LVERs who work with current grantees.

- IV. Selection Criteria:** States with newly awarded 1st year competitive grantees may designate one DVOP specialist, LVER staff or veteran program manager who will be working directly with the grantee to attend the 2008 Competitive Grantees Training Conference. States that have recently assigned staff to work with current grantees, or with multiple 1st year grantees, may send additional DVOP specialists and/or LVER staff. There are sixteen 1st year HVRP grantees. A list of these grantees is included as Attachment 1 to this Veterans' Program Letter.
- V. Costs:** The VETS National Office will arrange and pay for travel arrangements to include cost of lodging, per diem and miscellaneous costs for DVOPs, LVERs and other state staff. **These costs are reimbursable to individual DVOPs/LVERs and other state staff when they file a travel voucher.** DVOPs/LVERs will need to use their credit card to make and hold hotel reservations, and pay their hotel bill. These costs will be reimbursed via the individual travel claim for all allowable associated costs. Therefore, no additional funds to the states should be necessary to cover the costs of sending appropriate individuals.
- VI. Actions Required:**
- A. Each State may select one DVOP specialist, LVER staff, or veteran program manager who has been recently assigned to work with current grantees, or will be working with 1st year grantees in the local area, to attend the conference. States should provide the required information per Attachment 2 (2008 DV-LV Attendees) to the Director for Veterans' Employment and Training (DVET) for approval no later than 12:00 pm July 10, 2008.
 - B. DVETs will submit the names of the designee(s) to their Regional Administrator for Veterans' Employment and Training (RAVET) along with a recommendation for approval or disapproval, no later than COB July 10, 2008.
 - C. RAVETs will compile a list of all approved designated attendees in their respective regions and submit to the Jobs for Veterans State Grants (JVSG) Lead, Patrick Hecker at Hecker.Patrick@dol.gov, by July 11, 2008.
 - D. The JVSG Lead will compile the regional lists of all approved designated attendees and submit to the Office of Agency Management and Budget (OAMB) for VETS by July 14, 2008.

- E. OAMB will make and provide travel reservations for those approved DVOPs, LVERs and veterans' program managers attending the conference. OAMB will process travel claims for DVOP, LVER, and other state staff within 3 to 7 business days upon receipt of an individual's travel claim. Payment will be made through an Electronic Funds Transfer to the individual's bank account.
- F. DVOPs, LVERs and veterans' program managers approved by the VETS National Office to attend the conference must make their own hotel reservations through the internet registration link at:
<http://guest.cvent.com/EVENTS/Info/Summary.aspx?e=00e72849-fb78-4c29-8f09-39316e3c0331>. VETS **can not** reimburse the \$21.00 per day cost for refreshments. Hotel reservations must be made **no later than July 11, 2008**.

DVOPs and LVERs must complete and provide VETS staff a Conference Travel Profile (attachment 3) during the conference registration process which will take place on August 4th from 1:30 p.m. to 6:30 p.m. and August 5th from 7:00 a.m. to 8:00 a.m. This profile is required in order for VETS to reimburse Per Diem for meals, lodging, and miscellaneous costs associated to the conference.

Additionally, attendees will have to submit an Itemized Travel Claim (attachment 4) and attach a copy of receipts for lodging and miscellaneous costs upon completion of travel to be reimbursed. **The travel claim should be received by the VETS National Office no later than August 29, 2008.** Mail the Itemized Travel Claim and receipts to:

**U.S. DOL – VETS
200 Constitution Avenue, N.W.
Room S1312
Attention: Ms. Shirley Snyder
Washington, D.C. 20210**

Questions pertaining to travel should be directed to Shirley Snyder at (202) 693-4729.

- VII. Conference Logistics:** The 2008 Competitive Grantees Training Conference will begin on Tuesday, August 5, 2008, at 8:00 am and conclude on Thursday, August 7, 2008, at 4:30 pm. Monday, August 4, 2008, should be used to travel permitting individuals to attend the entire conference. Conference attire is business casual (no jeans, shorts or t-shirts).
- VIII. Inquiries:** State Workforce Agencies seeking clarification regarding participation in this training conference should contact their DVET. DVETs may contact Patrick Hecker through their RAVET via e-mail at Hecker.Patrick@dol.gov.
- IX. Expiration Date:** This VPL expires on September 30, 2008.
- X. Attachments:**
- Attachment 1 – 1st Year HVRP Grantees for PY 2008
Attachment 2 - 2008 DV-LV Attendees
Attachment 3 - Conference Travel Profile
Attachment 4 - Itemized Travel Claim