



March 4, 2020

Grant Officer Memorandum 01-20

MEMORANDUM FOR: JOBS FOR VETERANS STATE GRANT RECIPIENTS  
VETERANS EMPLOYMENT AND TRAINING SERVICE  
STAFF

FROM: KIA MASON   
Grant Officer  
Employment and Training Administration

SUBJECT: Jobs for Veterans State Grants (JVSG) State Plan Submission  
under WIOA Combined and Unified State Plans

As a condition of receiving a Jobs for Veterans state formula grant, states are required to submit a state plan to the Department of Labor describing how the state will carry out the Jobs for Veterans State Grant (JVSG) program for the year. In accordance with the Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act ([OMB Control Number 1205-0522](#)), the Governor of each State has the option of submitting either a Combined or a Unified Workforce Innovation and Opportunity Act (WIOA) State Plan. Training and Employment Guidance Letter ([TEGL 10-19](#)) provides further information on State Plans, including the due dates for submission. States who choose to submit their JVSG plan in their Combined WIOA State Plan will submit their JVSG State Plan within the WIOA State Plan portal at [www.wioaplans.ed.gov](http://www.wioaplans.ed.gov). States that do not include their JVSG State Plan in a Combined WIOA State Plan, including states that submit a Unified WIOA State Plan, will submit a separate, stand-alone JVSG State Plan.

This memorandum provides JVSG recipients with guidance for submission of the JVSG State Plans for Program Years (PY) 2020–2023, including the process, deadline, and instructions for certain items. Additionally, VETS has identified items from the approved JVSG State Plan questions that are no longer needed. The Appendix attached to this memorandum will notify states of these changes.

The annual application for JVSG funding will continue to be required on a fiscal year (FY) basis, separately from the JVSG State Plan. Approved JVSG State Plans will be incorporated into the terms and conditions of a state's FY 2020 grant.

### **Guidance for JVSG State Plans Included in the WIOA Combined State Plan**

States that include their JVSG plan as part of a Combined WIOA State Plan for 2020-2023 should refer to guidance described in TEGL 10-19.

VETS encourages states to include the JVSG State Plan with their Combined State Plan in the WIOA State Plan portal at [www.wioaplans.ed.gov](http://www.wioaplans.ed.gov). The portal has been newly redesigned for ease of editing, commenting, and revision.

As states answer each JVSG State Plan item in the WIOA State Plan portal, the attached Appendix should be used as a guide in understanding the expected response to each item. There are also questions within the portal that are no longer needed by VETS; in these areas, only a reference to this memorandum's instructions will be needed.

Prior to entering the JVSG State Plan item responses into the portal, states may share a draft of the plan's contents via email with their Director for Veterans' Employment and Training (DVET). This informal preview could streamline the review and comment period.

Modification of all State Plans is required after two years, but may be modified at any point. State Plans maintained within the portal will also be modified within the same portal. Prior to modifying a State Plan, states are advised to confer with the DVET.

Once the Combined WIOA State Plan is approved, the JVSG State Plan will be incorporated into the terms and conditions of the state's FY 2020 grant.

### **Guidance for Stand-Alone JVSG State Plans**

Stand-alone JVSG State Plans will address the same information as JVSG State Plans that are part of a Combined WIOA State Plan; however, they will be submitted via PDF attachment in the E-Grants Automated Modification System as a modification to the FY 2020 grant. States are encouraged to share their draft plans with the DVET in Microsoft Word format for track-change feedback prior to initiating the modification. This will make commenting easier, reduce system traffic, and avoid delays. Once prepared, an acceptable JVSG State Plan should be uploaded in the automated modification system and submitted officially to VETS for review by the DVET, the regional and national offices, and the Grant Officer.

See the Appendix for the mandatory components of the JVSG State Plan as authorized by [OMB Control Number 1205-0522](#). States are asked to use this list as the section headers within their stand-alone State Plans. The Appendix also includes descriptions of the expected content for each item.

When submitting the stand-alone JVSG State Plan via the automated modification system, states should not complete any other portion of the module except the SF-424M. A cover memo that meets the standards listed in [VPL 04-18 Submission of JVSG Interim Modifications](#) is also required. The VETS-401 Budget Information Summary and VETS-501 Staffing Directory forms

may be left blank, and no additional documents are needed with the State Plan; those will continue to be part of the annual funding modification each June. This modification should address the JVSG State Plan alone, and not include any other requests, e.g. additional funding, budget realignment, etc.

Per section 102(c)(1)(B) of [WIOA](#), Combined and Unified State Plans for PYs 2020-2023 must be submitted by March 2, 2020. Per TEGL 10-19, State Plans will continue to be accepted after that date, although submission after April 1, 2020, could result in delayed funding for grants that are awarded on a program year basis. Because some JVSG-related content will be in the Common Elements section of WIOA State Plans, and because all current JVSG State Plans will expire on June 30, stand-alone JVSG State Plans submission dates will be aligned with WIOA. States that might be unable to submit the JVSG State Plan by April 1, 2020, should keep the Grant Officer's Technical Representative (GOTR) apprised of progress. Early submission, especially of draft plans outside of the automated system, is encouraged.

As with State Plans within the WIOA State Plan portal, any stand-alone State Plans may be modified at any point in accordance with [VPL 04-18](#), but must be modified every two years at a minimum. State Plan modifications will follow the same process and are subject to the same requirements as the initial submission. As with the initial stand-alone JVSG State Plan, VETS requests that states share an editable draft of any State Plan modifications with the DVET prior to entering the official submittal via the Automated Modification System.

### **WIOA State Plan Portal Access for Federal and State Users**

All federal and state staff expected to have knowledge of, or contribute to, JVSG State Plans are welcome to request access to the WIOA State Plan Portal at [www.wioaplans.ed.gov](http://www.wioaplans.ed.gov). Access must be requested through the site and will be approved as promptly as possible. This process could take up to three business days.

### **State Users**

When a state user requests access, the VETS User Approver will contact that state's DVET to confirm whether access should be granted, and at which level. The access levels available in the portal are:

1. State Staff Editor (enter and view State Plan content)
2. Big Submitter (contribute, review, and submit the entire State Plan – the Governor or a designee)
3. State Program Director (edit, review, and submit completed portions of the State Plan)

DVETs will reach out to the state to determine the appropriate access level and reply to the User Approver promptly. The User Approver will deny the request or grant access at the level confirmed by the DVET. Roles can be changed or added later, if needed.

**Federal Users**

When a VETS staff member requests access, the VETS User Approver will confirm VETS membership using the Global Address List and grant Federal Reviewer access. This access level will allow VETS staff only to view all State Plan components that are within the portal, including the non-JVSG portions. *Note:* if the state is not including the JVSG State Plan as part of the WIOA Combined State Plan, the JVSG State Plan will not be in the portal. However, this view-only access will allow VETS staff to have a working knowledge of any state plans that are included, especially the Priority of Service portion, which is a WIOA Common Element.

The VETS Federal Review Panel (identified by Regions in January 2020) are able to comment on JVSG State Plan and WIOA Common Elements content included in the WIOA State Plan Portal.

## Appendix: JVSG State Plan Required Components and Guidance

- a. **How the State intends to provide employment, training, and job placement services to veterans and eligible persons under the JVSG;**
- b. **The duties assigned to DVOP specialists and LVER staff by the State; specifically implementing DVOP and LVER duties or roles and responsibilities as outlined in 38 U.S.C. § 4103A and 4104. These duties must be consistent with current guidance;**  
Any consolidated DVOP and LVER positions must be described here as well.
- c. **The manner in which DVOP specialists and LVER staff are integrated into the State's employment service delivery system or American Job Center;**  
Any consolidated DVOP and LVER positions must be described here as well.
- d. **The Incentive Award program implemented using the 1% grant allocation set aside for this purpose, as applicable;**  
Please refer to [VPL 04-19](#), Guidance for Jobs for Veterans State Grant Annual Performance Incentive Awards for State Employees and Employment Services Offices. If the state participates in the Incentive Award program, the following is required:
  1. **Indicate the total percentage of funds designated for performance incentive awards;**  
To be considered acceptable, the narrative must designate no more than one percent of the initial grant allocation for use as performance incentive awards.
  2. **Address the objectives to be achieved through the state's incentive awards program;**  
To be considered acceptable, the narrative must describe how the state's incentive award program will encourage individuals and/or offices to achieve excellence in the provision of services to veterans and/or to demonstrate improvements to the system for the delivery of such services.
  3. **Describe the planned selection and award process; and**  
To be considered acceptable, the state's narrative must describe how award recipients will be selected, identify the general criteria to be considered, and described how the award process will be inclusive of the full spectrum of Department of Labor employment and training-related programs and non-Federal partners.

**4. Describe the planned disbursement of incentive award funds.**

To be considered acceptable, the state's narrative must identify the entity within the state that will administer funds and identify cash and/or non-cash award items representing the total amount of designated funding. (Example: \$5,000 to be distributed as 10 \$500 cash awards, OR \$5,000 to be distributed as 10 items of merchandise, etc.) If cash awards are not utilized, the narrative should explain the rationale.

**e. The populations of eligible veterans to be served, including any additional populations designated by the Secretary as eligible for services, and any additional populations specifically targeted by the State Workforce Agency for services from one-stop delivery system partners (e.g., Native American veterans; veterans in remote rural counties or parishes);**

Please refer to the following Veterans Program Letters (VPL) to identify the eligible populations to be served by this grant:

1. [VPL 03-14](#), Jobs for Veterans State Grants (JVSG) Program Reforms and Roles Responsibilities of American Job (AJC) Staff Serving Veterans
2. [VPL 03-14, Change 1](#), Expansion and Clarification of Definition of Significant Barriers to Employment for Determining Eligibility for the Disabled Veterans' Outreach Program (DVOP)
3. [VPL 03-14, Change 2](#), Expansion and Clarification of Homeless Definition as a Significant Barrier to Employment (SBE)
4. [VPL 03-19](#), Designation of Additional Populations Eligible for Services from Disabled Veteran's Outreach Program Specialist

**f. How the State implements and monitors the administration of priority of service to covered persons;**

This information must be addressed as part of the Wagner-Peyser Common Elements. The question is a duplicate and does not need to be addressed in the JVSG State Plan. For this section, states may enter the following: "*Per Grant Officer Memorandum 01-20, a response to this section is not required.*"

**g. How the State provides or intends to provide and measure, through both the DVOP and American Job Center staff;**

**1. Job and job training individualized career services;**

This question is no longer needed. For this section, states may enter the following: "*Per Grant Officer Memorandum 01-20, a response to this section is not required.*"

**2. Employment placement services; and**

The provision of employment, training, and job placement services is answered under item (a) and does not need to be separately addressed here. For this section,

states may enter the following: "*Per Grant Officer Memorandum 01-20, a response to this section is not required.*"

**3. Job-driven training and subsequent placement service program for eligible veterans and eligible persons.**

The provision of employment, training, and job placement services is answered under item (a) and does not need to be separately addressed here. For this section, states may enter the following: "*Per Grant Officer Memorandum 01-20, a response to this section is not required.*"

**h. The hire date along with mandatory training completion dates for all DVOP specialists and LVER staff; and**

Per 38 USC 4102A(c)(2):(iii) For each employee of the State who is assigned to perform the duties of a disabled veterans’ outreach program specialist or a local veterans’ employment representative under this chapter—

- (I) the date on which the employee is so assigned; and
- (II) whether the employee has satisfactorily completed such training by the National Veterans’ Employment and Training Services Institute as the Secretary requires for purposes of paragraph (8).

For this section, the state plan should provide a table with the following columns:

| <b>Employee Name</b> | <b>Program<br/>(DVOP, LVER,<br/>or Consolidated)</b> | <b>Date Assigned</b> | <b>Completed all required<br/>training<br/>(Yes or No)</b> |
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Note: In the new state plan portal ([www.wioaplans.ed.gov](http://www.wioaplans.ed.gov)), states are able to insert tables and graphics.

**i. Such additional information as the Secretary may require.**

VETS requires states to submit an annual application for JVSG funding on a fiscal year basis, separately from the JVSG State Plan, in order to receive funding. No response is required in the 4-Year JVSG State Plan. For this section, states may enter the following: "*Per Grant Officer Memorandum 01-20, a response to this section is not required.*"