

## VETS-401 - Jobs for Veterans State Grant Budget Information Summary Instructions

### **Form Use:**

The Jobs for Veterans State Grant (JVSG) Budget Information Summary is initially used when applying for the formula level of funds available for the Disabled Veterans' Outreach Program (DVOP) specialist positions, Local Veterans' Employment Representative (LVER) staff, Consolidated (DVOP/LVER) positions, and Incentive Award Funds. The form may be updated throughout the Fiscal Year (FY) as necessary. Funding requests from state recipients must summarize how the formula allocated funding and any additional funding will be budgeted by object class category and by quarter. Some cells which contain formulas and other cells which do not have been locked to reduce the reporting burden and facilitate form completion.

### **Form Submission:**

Submission of the form is an annual requirement. Additionally, recipients are required to submit an amended VETS-401 form when separately requesting additional funds for a special initiative; to change the total allocation of JVSG funding; and/or for changes to the amounts budgeted for each object class category.

**Public Burden Statement** - Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is required to obtain or maintain benefits (38 U.S.C. 4102A(c)). Public reporting burden for this collection is estimated to average of 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided below. (Paperwork Reduction Project 1293-0009).

**Instructions for the JVSG Budget Information Summary**

SECTION A – GRANTEE IDENTIFICATION INFORMATION – Self-Explanatory		
SECTION B – BUDGET SUMMARY BY CATEGORY		
For annual funding requests: Enter the amounts requested for each grant activity (DVOP, Consolidated DVOP/LVER, LVER, and Incentive Awards), as appropriate.		
For interim modification requests: When requesting funds for a Special Initiative and/or any other purpose(s) include additional amounts requested within the appropriate grant activity (combined with current annual funds).		
Note: All totals will automatically calculate. The form will not allow the entry of negative number or decimals (except for the planned FTE).		
Line	Form Item	Instructions
-	Funded FTE	Enter the forecast number of Full Time Equivalents (FTE) positions to be funded
1	Personnel (PS)	Enter the forecast salaries, wages and overtime costs to be paid, rounded to the nearest whole dollar.
2	Fringe Benefits (PB)	Enter the forecast amount of fringe benefits to be paid, rounded to the nearest whole dollar.
3	Travel	Enter the forecast amount requested for staff related travel, rounded to the nearest whole dollar.
4	Equipment	Enter the forecast cost of non-expendable property to be charged to the grant only if it has a useful life of more than one year and a per unit cost of \$5,000 or more, rounded to the nearest whole dollar.
5	Supplies	Enter the cost of consumable supplies to be used during the fiscal year, including but not limited to computers/laptops and electronic equipment with a per-unit cost of \$5,000 or less, rounded to the nearest whole dollar.
6	Other	Enter the total amount forecast for program related staff training and all other direct costs not covered on lines 1-5, rounded to the nearest whole dollar.
8	Indirect costs	Enter the forecast amount of indirect costs to be charged for the funding period, rounded to the nearest whole dollar.
SECTION C – FORECAST FEDERAL FUNDING NEEDS - Enter the amount of funding needed in each Federal Fiscal Year (FFY) quarter for each Program Activity, rounded to the nearest whole dollar. All totals will automatically calculate.		
NOTE: The total amounts listed in Section C, column (5) and Program Activity line e, must match the corresponding amounts listed in Section B, Object Class Categories, line 9. An error will appear if the amounts do not crosswalk between sections B and C.		

**For further information contact the U.S. Department of Labor at:**

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