U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

JAN 20 2016

MEMORANDUM FOR: COMPETITIVE GRANT RECIPIENTS

FROM: THOMAS C. MARTIN
Grant Officer
Employment and Training Administration (ETA)

SUBJECT: Submission of Grant Quarterly Reports

Please accept this memorandum in reference to the reporting requirements associated with the following competitive grants awarded to your organization by the U.S. Department of Labor, Veterans' Employment and Training Service (VETS): Homeless Veterans' Reintegration Program, Incarcerated Veterans' Transition Program, and the Stand Down grant program. Effective with the receipt of this memorandum, your organization is **no longer required** to submit signed original copies of quarterly reports to the Grant Officer.

Please note that the requirements to electronically submit quarterly fiscal and performance reports via the eGrants Grantee Reporting System and the Veterans Operations and Programs Activity Report remain unchanged. Grantees should continue to submit these electronic reports to VETS.

If you have any questions regarding this change in practice, please contact the Grant Officer Technical Representative for your grant.