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VETERANS' PROGRAM LETTER NO. 01-10

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

FROM: RAYMOND M. JEFFERSON *Raymond M. Jefferson*
Assistant Secretary for Veterans' Employment and Training

SUBJECT: Jobs for Veterans State Grants Recurring Report Requirements

- I. **Purpose:** To provide guidance to States on all recurring reporting requirements for the Jobs for Veterans State Grants (JVSG).
- II. **Rescissions:** Upon completion of all FY 2009 recurring report requirements, this Veterans' Program Letter (VPL) supersedes VPL 02-08, Jobs for Veterans State Grant Reporting, dated January 18, 2008. Paragraph VIII (Manager's Report on Services to Veterans) of VPL 07-05, Staffing, Reporting Requirements, and Roles and Responsibilities of the Disabled Veterans' Outreach Program (DVOP) Specialist and Local Veterans' Employment Representative (LVER) Under the Jobs for Veterans State Grants, dated July 27, 2005, is also superseded by this VPL.
- III. **References:** Title 38, United States Code, Chapters 41 and 42 (38 U.S.C. 41 and 38 U.S.C. 42); 29 Code of Federal Regulations (CFR) Part 97, Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments; 20 CFR Part 1010, Application of Priority of Service for Covered Persons, Special Grants Provisions for Jobs Veterans State Grants, dated April 1, 2009; VPL 07-09, Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. Department of Labor, dated November 10, 2009, VPL 01-09, National Implementation of the DVA VR&E and VETS Partnership Project, dated December 11, 2008, VPL 02-07, Annual Performance Incentive Awards for State Employees and Employment Service Offices, dated May 1, 2007; and VPL 07-05, Staffing, Reporting Requirements and Roles and Responsibilities of the Disabled Veterans' Outreach Program Specialist (DVOP) and Local Veterans' Employment Representative (LVER) under the Jobs for Veterans State Grants, dated July 27, 2005.
- IV. **Background:** The Veterans' Employment and Training Service (VETS) provides JVSG funding to States to staff and support two separate program positions: the DVOP specialist and LVER. DVOP specialists and LVER staff perform duties defined in

38 U.S.C. 41, Sections 4103A, 4104, and 4108 and VPL 07-05.

To fulfill legislatively mandated grant oversight requirements, State Agencies are required to submit fiscal, performance and program activity reports for each Federal Fiscal Year (FFY) quarter in which grant funds are obligated or expended. VETS monitors expenditures reported by grantees to ensure funds are spent in accordance with cost principles established for Federal awards to State government agencies as well as approved State Plans.

The Manager's Report on Services to Veterans is required by legislation. It is used to ensure local offices are aware of and comply with the processes and objectives approved in the State Plan, to identify areas where technical assistance is needed, and to recognize noteworthy achievements and best practices.

V. Summary of Changes: The significant reporting requirement changes implemented with this VPL are:

- Fiscal reports will be due 30 days following the end of each FFY quarter;
- The annual Incentive Award Report will be due no later than October 30th of each FFY for States with approved Incentive Award plans;
- The Standard Form (SF) 269A and 272, previously required for reporting JVSG obligations, expenditures and funds drawn down are replaced by the SF 425, Federal Financial Report (referred to as the FFR throughout this VPL);
- Grantees will enter two FFRs, one for DVOP and one for LVER, into the Department of Labor's E-Grants reporting system;
- Two VETS forms, newly approved by OMB, will be required to be submitted by JVSG grantees each FFY quarter. They are the:
 - VETS 201, Vocational Rehabilitation and Employment (VR&E) (Chapter 31) Tracking Report (referred to as the VR&E Tracking Report throughout this VPL); and
 - VETS 402A or VETS 402B, Jobs for Veterans State Grant Quarterly Expenditure Detail Report (referred to as the EDR throughout this VPL).
- States will no longer be required to submit a Staffing Directory each quarter but will be required to submit information on staff changes; and
- The Manager's Report on Services to Veterans as described in VPL 07-05 has been replaced and the new content incorporated into this VPL.

VI. JVSG FFY Quarterly Reports: All quarterly reports and associated memoranda will be identified by state and grant number. As a condition for accepting funding, grantees must submit:

- Quarterly and Final fiscal reports;
- Quarterly outcome based performance reports; and
- A quarterly report on activities and processes.

Within 45 days of the end of each of the four FFY quarters, grantees will submit to the Director for Veterans' Employment and Training (DVET) assigned to their State:

- Copies of uploaded reports on employment services and performance

outcomes required by the Employment and Training Administration (ETA) (currently the ETA 9002 (A-E) and VETS 200 (A-C)); and

- A Technical Performance Narrative (TPN), signed by a State Agency Administrator or designee attesting to the accuracy and completeness of the report.
- Copies of the Manager's Reports on Services to Veterans that were submitted for the quarter covered by the TPN.

VII. 5th Quarter, Final and Closeout Fiscal Reports: When authorized by the Department of Labor's annual appropriation, JVSG funds not obligated by September 30th are allowed to be carried into the first quarter of the next fiscal year or the "5th quarter." States are strongly encouraged to carry this funding forward and use it on a First In, First Out (FIFO) basis for staff salaries and expenses.

Prior to obligating carry-in funds for any purpose including staffing, conferences, training, or equipment, States must submit a 5th quarter spending plan to the respective DVET. States should forecast spending for the remainder of the year at the end of the 3rd quarter and if required, submit a 5th quarter spending plan with the quarterly report due on July 30th. This spending plan must be approved by the Regional Administrator for Veterans' Employment and Training (RAVET). States may assume the spending plan is approved unless informed otherwise by the DVET prior to September 30th.

Funds not obligated for prior FY purposes and carried over into the first quarter of a new FY must be used on a FIFO basis and must be apportioned to each object class category proportionately with the amount of the next fiscal year's first quarter funds that are obligated. As a simple example, if a State charges a total of \$100,000 to DVOP in the first quarter of which \$20,000 (20%) is "carried in" from the previous fiscal year, 20% of the total costs for salaries, for benefits, for travel, etc. should be charged to the previous fiscal year and 80% to the current fiscal year.

When funds from one or both programs are expended or obligated in the 5th quarter, fiscal reports, completely separate from the concurrent 1st quarter report, must be submitted. These reports will include a FFR for each program in which funds were spent or obligated, an EDR, and a transmittal memorandum that explains how the funds were used.

All States must designate one of the Quarterly Reports as a "Final" fiscal report for both the DVOP and LVER programs. The Final report for both programs need not be submitted at the same time. The timing for each report is dependent upon the quarter in which the State determines that all obligations for the program are known and have been liquidated. This may occur in the quarter which ends September 30th, in the 5th FY quarter which ends December 31st, or the final quarter which ends March 31st of the following year. All fourth quarter and subsequent financial reports must be identified as either final or not final by checking the appropriate boxes on the FFR and EDR.

The Final fiscal report for each program, submitted with a transmittal memorandum, is due to the DVET no later than 30 days after the end of the quarter in which all obligations are liquidated in that program and in all circumstances, no later than April 30th of the following fiscal year. Specifically:

- When all fiscal year obligations are liquidated by September 30th:
 - The 4th quarter report due October 30th can be considered “Final” by checking the appropriate blocks on the FFR entered into E-Grants and on the EDR; or
 - A separate “Final” report is due no later than (NLT) January 30th of the following fiscal year.
- When all fiscal year obligations are liquidated at the end of the 5th quarter (December 31st):
 - The 5th quarter report due January 30th of the following fiscal year can be considered “ Final” by checking the appropriate blocks on the FFR and EDR; or
 - A separate “Final” report is due NLT April 30th of the following fiscal year;
- When funds obligated in the 5th quarter are liquidated in the 2nd quarter of the next fiscal year, States should enter a properly annotated FFR into E-Grants and submit a Final EDR NLT April 30th of the next fiscal year. This is the only circumstance in which States should use the “Final” worksheet in the EDR workbook.

The E-Grants system requires a Closeout Report for all grants. The Closeout Report can only be submitted after the Final Quarter Report has been entered and certified in E-Grants. To access the Closeout Report, select the quarter in which the Final Report was submitted. The cumulative data from the Final Report will be carried forward into the Closeout Report. A new cumulative column will be available to update closeout entries if needed. If data is changed in the Closeout Report, a new Final EDR and transmittal memorandum explaining the changes must be submitted. If no data is changed, entry of the Closeout Report into E-Grants is all that is needed.

VIII. Quarterly Fiscal Reports: The quarterly fiscal reports are due NLT 30 days after the end of the quarter being reported:

- 1st Quarter – January 30th of the following calendar year
- 2nd Quarter – April 30th
- 3rd Quarter – July 30th
- 4th Quarter – October 30th
- 5th Quarter (if applicable) – January 30th of the following calendar year

Beginning with the FY 2010 1st Quarter report, States will be required to enter the data reported on the FFR (SF 425), into the Department of Labor’s E-Grants system. Each State’s JVSG award will be identified by one grant number. Two sub-accounts exist for that grant number within E-Grants, one for the DVOP and one for the LVER program. States must report expenditure and draw down information on both sub-accounts **NLT 30 days** following the end of the quarter.

For reporting purposes, the obligations and expenditures associated with Transition Assistance Program (TAP) Employment Workshops, LVER Special Initiatives and Incentive Awards will be included in the data reported for the LVER sub-account.

Obligations and expenditures for DVOP Special Initiatives will be included in the data reported for the DVOP sub-account.

Also beginning with the FY 2010 1st Quarter report, States will be required to submit a quarterly EDR to the DVET in electronic or hard copy. The Office of Management and Budget (OMB) approved form is available on the VETS homepage under the link to JVSG Forms at: <http://www.dol.gov/vets/grants/state/jvsg.htm>.

Since accounting systems vary, two versions of the EDR are provided – one for States whose accounting reports provide quarterly expenditures (VETS 402A) and one for States whose accounting reports provide year-to-date (accrued) expenditures (VETS 402B). States are required to submit either the VETS 402A or VETS 402B for every quarter in which grant funds are obligated or expended, including the 5th (unless final is checked on both the DVOP and LVER 4th quarter reports) and Final quarters as explained in VII above.

When submitted by grantees, the EDR provides VETS with detailed outlay and obligation information to ensure grant funds are spent in accordance with the approved State Plan and as allocated. It provides information on the number of staff paid by each funding source, i.e. Special Initiatives, TAP, DVOP Activities, and LVER Activities, and the number of TAP Employment Workshops facilitated by grant funded staff. The EDR also compares the amount of each funding source obligated to the amount allocated to ensure that funds designated for one purpose are not used to cover the expenditures of another.

After the FFR information is entered into E-Grants and the EDR is submitted to the DVET, he or she will review the information to ensure it is complete and accurate. Upon a successful review, the DVET will approve the report in E-Grants.

IX. Quarterly Performance and Narrative Report: Within 45 days of the end of each of the four FFY quarters, grantees will submit the following reports to the DVET electronically or in hard copy:

- Copies of reports on employment services and performance outcomes that were reported electronically to the ETA for the quarter (currently the ETA 9002 (A-E) and VETS 200 (A-C)); and
- A signed TPN.

The TPN submitted to the DVET and the Grant Officer **must** be signed by the State Agency Administrator or his/her designee who must attest that the report is accurate and complete. At a minimum, the TPN will contain the following information:

- A. An analysis of actual outlays and obligations compared to the planned budget approved by VETS and the Grant Officer. States should pay particular attention to the ratio of expenses for Personal Services (PS) and Personnel Benefits (PB) to total outlays and obligations to ensure this ratio is reasonable when compared to the PS + PB to total ratio budgeted in the approved State Plan;
- B. A justification to retain unobligated funding for use in future quarters of the same fiscal year. (**Note:** As per the Special Grant Provisions, grant funds that are identified as neither obligated, nor expended in accordance with the State Plan are subject to reallocation each quarter.)

- C. A 5th quarter spending plan, if required (submitted with the 3rd quarter report only);
 - D. An overview of employment and wage outcome data reported with an analysis of the State's progress toward meeting negotiated performance goals. The analysis should identify current and/or anticipated issues that are impacting services to Veterans and any actions planned or taken to date to address such issues;
 - E. An explanation of any anomalies reported on the VR&E Tracking Report;
 - F. An analysis and explanation of services provided to Non-Veterans by DVOP specialists and/or LVER staff;
 - G. An analysis of staff vacancy and utilization rates:
 - The vacancy rate is a comparison of the approved number of full-time equivalent (FTE) positions in each program to the actual average number of FTE employed year-to-date; and
 - The utilization rate is a comparison of the number of FTE positions approved in each program to the average number of Base Positions Paid reported for that program. Positions paid by Special Initiative funding and TAP funding should not be included in the totals for DVOP and LVER programs, as appropriate.
 - H. An analysis and explanation of staff positions that were or are vacant for 60 days or more during the quarter reported, including actions taken to fulfill the State's staffing plan. This includes positions that became vacant in a preceding quarter and those filled during this quarter if the entire vacant period exceeded 60 days;
 - I. A report of each JVSG funded position filled by a Non-Veteran for a period of six months or more, including the rationale for staffing the position with a Non-Veteran;
 - J. A listing of special activities and/or best practices that have impacted services to Veterans and/or enhanced performance of the DVOP or LVER program staff; and
 - K. A list of changes to the annually approved Staffing Directory (VETS 501 form) that occurred during the past quarter, i.e. names and office locations of newly assigned JVSG funded staff, staff no longer charging to the JVSG, etc. **Note:** If there were no changes to the current staffing plan during the quarter, the State should note that fact in the TPN.
- X. Annual Incentive Award Report:** VETS is required to provide detailed information to Congress on the obligation and expenditure of Incentive Award funds by February 1st of each year. Therefore, States with approved Incentive Award Plans must obligate these funds by September 30th of the year in which they were awarded.

An annual Incentive Awards Report on those obligations or expenditures must be provided in accordance with VPL 02-07, paragraph VI (or the most current VPL on the subject of Incentive Awards). Since the report is due with the 4th Quarterly Report, it is due no later than November 14th of each FFY in which Incentive Award funding is obligated. It may be submitted electronically or in hard copy. Specifically, the report must detail all incentive awards made to individuals and to offices by:

- Identifying all individual staff award recipients by name and title;
- Identifying all office recipients by office name, location, type of office (e.g. . One-Stop, One-Stop affiliate, Employment Service Office , WIA partner, etc.) and;
- Including a description and value of each award.

Incentive Award funds should be expended in accordance with the approved State Plan. However, if these funds are not obligated for awards, they do not benefit any Veteran seeking employment. VETS will review each State's report to identify Incentive Award funds not obligated by September 30th and may authorize States to carry these funds into the next fiscal year to be obligated for LVER salaries and expenses on a FIFO basis in the 5th quarter. If this occurs, VETS may reduce the State's allocation for the subsequent fiscal year by an amount equal to the unobligated Incentive Award funds carried in from the previous fiscal year.

The amounts obligated or expended on Incentive Awards in any quarter will be reported on the appropriate area of the EDR and will be included in the totals on the FFR entered in E-Grants for the LVER program. If there are differences between the amounts reported on the report due NLT October 30th and the actual expenditures incurred before December 31st, the first Incentive Award Report should be corrected and an explanation should be included in the appropriate quarterly TPN.

XI. Manager's Report on Services to Veterans: 38 U.S.C. 4104(e) requires a report on employment and training services provided to Veterans and eligible persons by the local employment service delivery point (SDP) or area. This narrative report is provided to the DVET no later than 45 days following the end of each FFY quarter. The OMB approved collection of information can be submitted electronically or in hard copy and must include information (described in detail on the following page) on:

- Veterans and other eligible persons enrolled in case management by or receiving intensive services from staff assigned to the local office;
- Outreach efforts to locate and serve Veterans and other eligible persons with barriers to employment;
- Outreach efforts to employers and other organizations to promote the hiring of Veterans and other eligible persons; and
- Compliance with Priority of Service requirements established at 38 U.S.C. 4215, 20 CFR, Part 1010, and VPL 07-09.

The Manager's Reports are used by State Agency management and the DVET to:

- Ensure the approved State Plan on Services to Veterans is understood and executed at the SDP level;
- To identify the need for technical assistance or other actions needed to ensure that priority services are provided to Veterans and other eligible persons in accordance with applicable laws and regulations; and
- To complete the TPN submitted to the DVET.

All SDPs where Department of Labor funds are allocated to provide employment and training services to Veterans must be covered by a report. At a minimum, a report

will be submitted by each SDP where grant funded staff are assigned as a primary duty location. Unless otherwise justified, States will also submit a report for every SDP where grant funded staff are assigned responsibilities on a part-time or interim basis and for every SDP where Veterans and other eligible persons receive case management and other intensive services (other than those provided by Workforce Investment Act staff resources).

All other SDPs may be reported on individually, regionally, or by some other division determined appropriate by consultation and agreement of the State Agency and DVET.

Each narrative Manager's Report will include the following required information:

- A. Time Period Covered:** Fiscal year and quarter.
- B. Office or Area Covered:** Name and location or description of SDP or area covered.
- C. Report Author:** Name of individual(s) primarily responsible for the preparation and/or submission of the report.
- D. Outreach to Veteran Efforts:** Summarize efforts made by grant funded staff to locate Veterans with barriers to employment, particularly those targeted for specialized services in the State Plan and the results of those efforts.
- E. Case Management/Intensive Services:** Provide the:
 - Number of Veterans and other eligible persons newly enrolled in case management this quarter.
 - Number of Veterans exiting case management this quarter.
 - Of the Veterans exiting case management, the number:
 - That entered employment or improved wages.
 - That achieved another successful outcome such as disability or other compensation sufficient to be sole source of income.
 - The number that terminated case management without a successful outcome.
- F. Outreach to Employer Efforts:** Summarize outreach efforts to employers and other organizations:
 - To promote the hiring of Veterans and other eligible persons and the results of those efforts.
 - To inform them of incentives for hiring Veterans such as the Work Opportunity Tax Credit, apprenticeship, and on-the-job training through the GI Bill, etc.
 - To develop a job for a specific Veteran or other eligible person.
 - For the above job development contacts, provide the number of Veterans who subsequently entered employment.

- G. Priority of Service:** Describe how Veterans and covered persons receive priority of service in all Department of Labor funded programs in the SDP or area covered by the report. Specifically:
- How are Veterans and covered persons identified at the point of entry to programs and services?
 - How are Veterans and covered persons made aware of:
 - Their entitlement to priority of service?
 - The full array of programs and services available to them? and
 - Eligibility requirements for those programs and/or services?
 - How does the SDP or area covered by the report ensure that Veterans and covered persons take precedence over eligible non-covered persons in obtaining services?
- H. Success Stories/Best Practices:** Describe any noteworthy successes and/or best practices.
- I. Special Projects:** Describe any new or unique grant funded staff projects, accomplishments, or other initiatives undertaken and the results or expected results of these efforts.

- XII. VR&E Tracking Report:** The VR&E Tracking Report is used to record information on Veterans participating in the Department of Veterans Affairs' Chapter 31 program that are referred to JVSG recipients for labor market information and/or employment services. The information provided on the report is used to track the status of referred participants, referral and registration dates, and outcomes.

The OMB approved form is available on the VETS homepage under the link to JVSG Forms at: <http://www.dol.gov/vets/grants/state/jvsg.htm>. The State Agency's designated Intensive Services Coordinator (ISC) will collect and enter information on all Veterans provided labor market information or other services during the evaluation phase and all job ready Veterans referred to a One-Stop office or SDP for employment services.

Each FFY quarter, the ISC will forward the completed report electronically to the DVET and appropriate VR&E staff no later than 30 days after the last day of the reporting quarter. The DVET, ISC, and appropriate VR&E staff will reconcile the data within five working days. The DVET will then forward the reconciled report to the VETS National Office with a copy to the ISC and appropriate VR&E staff. A copy will also be provided to the appropriate State Agency staff for inclusion in the JVSG quarterly report.

- XIII. Submission of Reports:** States will submit all reports in accordance with the following due dates and distribution guidelines:

Report	Due Date*	Method of Submission	Approval
JVSG Quarterly Fiscal Report (required 4 times/year)			
FFR	NLT 30 days after the end of each FFY quarter	Entered into E-Grants by grantee	Electronically in E-Grants by DVET
EDR	NLT 30 days after the end of each FFY quarter	Electronically or hard copy to DVET	When FFR is approved by DVET in E-Grants
Quarterly Performance and Narrative Report (required 4 times/year)			
ETA 9002 (A-E) VETS 200 (A-C)	NLT 45 days after the end of each FFY quarter	Electronically or in hard copy to DVET	Not required
TPN	NLT 45 days after the end of each FFY quarter	Electronically or in hard copy to DVET	RAVET or National Office
VR&E Quarterly Report			
VR&E Tracking Report	NLT 30 days after the end of each FFY quarter	Electronically to the DVET and VR&E staff	After ISC, DVET, and VR&E staff reconciliation
5th Quarter Spending Plan (if applicable, 1 time/year)			
As part of 3 rd Quarter TPN	NLT July 30 th	Electronically or in hard copy to DVET	RAVET by September 30 th
5th Quarter Fiscal Report (if applicable)			
FFR	January 30 th	Entered into E-Grants by grantee	Electronically in E-Grants by DVET
EDR and Transmittal Memorandum	January 30 th	Electronically or in hard copy to DVET	When FFR is approved by DVET in E-Grants
Final Fiscal Reports (required; due as described in VII above)			
FFR	4 th Quarter Final - October 30 th <i>or</i> 5 th Quarter Final - January 30 th <i>or</i> Last Quarter Final - April 30 th	Entered into E-Grants by grantee	Electronically in E-Grants by DVET
EDR and Transmittal Memorandum	4 th Quarter Final - October 30 th <i>or</i> 5 th Quarter Final - January 30 th <i>or</i> Last Quarter Final - April 30 th	Electronically or in hard copy to DVET	When FFR is approved by DVET in E-Grants

Report	Due Date*	Method of Submission	Approval
Manager's Report on Services to Veterans			
As described in paragraph XI above	45 days after the end of each FFY quarter	Electronically or in hard copy to DVET	Not required
Closeout Fiscal Report			
FFR	Dependent on when Final Report is entered into E-Grants	Entered into E-Grants by grantee	Electronically in E-Grants by DVET
EDR and Transmittal Memorandum (Required only if changes are made to Final Report data)	Dependent on when Final Report is entered into E-Grants	Electronically or in hard copy to DVET	When FFR is approved by DVET in E-Grants
Annual Incentive Awards Summary Report (if applicable)			
As described in paragraph X above	November 14 th of the following FY	DVET	Grant Officer

* When a due date falls on a holiday or weekend, the report is due the last work day prior to the due date. When States experience problems submitting or validating performance reports (the ETA 9002 and VETS 200) they should not delay submitting the Quarterly Fiscal Report. The FFR data should be entered into E-Grants and the EDR should be provided to the DVET within 30 days following the end of the quarter. The fiscal analysis portion of the TPN should be submitted to the DVET within 45 days following the end of the quarter, regardless of the availability of performance data.

XIV. Actions Required:

- A. States will rescind the references to the Manager's Report on Services to Veterans from VPL 07-05 by lining through paragraph VIII in printed copies or by printing an annotated copy from the Reading Room link on the VETS homepage at: <http://www.dol.gov/vets/VPLS/VPLDirectory.htm>
- B. DVETs will meet with the State Agency to determine whether each SDP within the State will provide a Manager's Report on Services to Veterans individually, regionally, or by some other division. **Note:** This action item should be accomplished each fiscal year when a new staffing plan is submitted.
- C. States will submit all recurring reports in accordance with the instructions provided in the directive. DVETs will provide technical assistance as needed or requested.
- D. DVETs will thoroughly analyze information provided in all reports and forward those reports required by the region to the RAVET with any recommendations regarding reallocation of unobligated funds.

- E. RAVETs will review all submitted reports and recommend approval or disapproval of the DVET recommendations.
- F. RAVETs will provide a summary of findings to the DVET when the review is complete.
- G. DVETs will notify States when the review of each JVSG Quarterly Report (including 5th quarter, Final, Closeout and Annual Incentive Awards Report) is complete. Upon this notification, States will forward the originals of the most current, approved documents to the Grant Office at:

Department of Labor
Procurement Services Center
200 Constitution Avenue NW, Room S 4307
Washington, DC 20210
(202) 693-4570

Because all mail that is sent through the U.S. Postal Service is irradiated, States are encouraged to use FedEx, UPS, or other non-U.S. Postal Service carrier to forward reports to the Grant officer.

- XV. Inquires:** Grantees may address questions to their DVET. DVETs or other VETS staff with questions should contact their RAVET. RAVETs may contact the JVSG Program Lead at the National Office or Joel Delofsky at the Jobs for Veterans National Lead Center in Chicago.
- XVI. Expiration Date:** When rescinded or superseded.