



JUL 2 2009

VETERANS' PROGRAM LETTER NO. 05-09

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

FROM: JOHN M. McWILLIAM *John M. McWilliam*  
Deputy Assistant Secretary for Operations and Management

SUBJECT: Submitting Modification Requests for Additional Funding Allocation

- I. Purpose:** To provide State Agencies with information on additional funding available for Fiscal Year (FY) 2009 Jobs for Veterans State Grants (JVSG) and guidance on submitting modifications to accept the additional funding.
- II. References:** Public Law (P.L.) 111-8, Omnibus Appropriations Act, 2009, enacted on March 11, 2009; Title 2, Code of Federal Regulations (CFR), Part 225 (OMB Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments; and Veterans' Program Letter (VPL) 03-08, dated April 21, 2008.
- III. Background:** In FY 2009, the Department of Labor's budget request included increased funding for VETS and for the JVSGs. VETS included a portion of this increase in the total funding they forecast to the States for planning purposes. The actual appropriation enacted in March, 2009 included the total funding requested by the Department, resulting in additional funding available for allocation to the States.

As a result, VETS has developed a spending plan for the additional funds not originally included in the planned allocations to the States and for funding made available through the quarterly reallocation process. In accordance with that spending plan, VETS is making a portion of the additional funding available to States, through the JVSG, to be obligated no later than December 31, 2009 as allowed by legislation.

The additional funding amount, by program for each State, is provided as an attachment to this VPL. Each State's allocation was determined based on the ratio of the number of full-time equivalent grant-funded staff in each State as compared to the total number of full-time equivalent grant funded staff in all States as a proportion of the total funding available. The funding amount allotted to each State is divided between the two programs, Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER), based on the State's FY 2009 staffing plan. Each State will, upon request, receive the requested amount up to the amount available to that state.

Since some States have indicated that they will not be able to expend any or all of the additional funding within the required timeframe, all States are invited to separately

identify the total amount of funding that could be used (and for what purpose) in the Transmittal Memorandum. If any or all of that additional amount can be approved after all modification requests are received, the National Office will make appropriate pen and ink changes to the submitted SF 424 and SF 424A after consultation with the State through the Director for Veterans' Employment and Training (DVET).

**IV. Additional Funding:** States must request the additional funding no later than August 14, 2009, but are encouraged to do so as soon as possible. States must demonstrate the ability to obligate all requested funding, including the additional allocation, by December 31, 2009 and liquidate all obligations by March 31, 2010. The additional funds can be used for any appropriate purpose not prohibited by law, regulation, or grant provisions and are subject to the same allowable and unallowable cost principles outlined in 2 CFR, Part 225 (OMB Circular A-87). Suggested uses for the additional funding include, but are not limited to:

- The purchase or upgrade of automated data processing hardware;
- Training conferences;
- Temporarily increasing staff from half-time to full-time or temporarily adding additional staff; or
- First-in, first-out (FIFO) to offset staffing costs in the first quarter of FY 2010.

**V. Modification Requirements:** To receive any or all of the additional allocated funding listed in the attachment States must submit a simple modification for Grant Officer approval. States should understand that as long as the request is allowable and approvable, it will be approved.

The simple modification must include:

- A signed Transmittal Memorandum that includes:
  - A brief description of the intended use for the additional funding;
  - An assurance that the funds can be obligated and expended in accordance with the dates described in paragraph IV above; and
  - If the funding will support a temporary increase in staff, a brief explanation of the changes, i.e. 'x' number of DVOP specialists and/or LVER staff will be increased to full-time from half-time, or 'x' number of DVOP specialists or LVER staff will be added at 'y' location(s), etc.
- A Standard Form (SF) 424 that reflects the new total amount of funding and completed in accordance with the instructions provided on the VETS homepage at: <http://www.dol.gov/vets/grants/state/jvsg.htm>;
- An SF 424A for each program, i.e. DVOP and LVER, for which funding is being requested, completed in accordance with the instructions provided on the VETS homepage at: <http://www.dol.gov/vets/grants/state/jvsg.htm>; and
- Any amount, above the amount identified in the attachment, which could be used (and for what purpose).

**VI. Actions Required:**

- A. DVETs will provide technical assistance to States as needed, particularly when developing plans to obligate the additional funding to ensure the funds are used for an appropriate and approvable purpose.

- B. States should determine if a portion or all of the allocated funding identified in the attachment can be used for an appropriate and approvable purpose.
- C. States that determine that all or part of the allocated funding listed in the Attachment cannot be expended in the designated timeframe should notify the appropriate DVET as soon as possible, but in all cases no later than August 1, 2009. DVETs will immediately notify the Regional Administrator for Veterans' Employment and Training (RAVET) who will in turn notify the National Office.
- D. States requesting all or part of the additional funding must submit a modification request to the DVET in accordance with paragraph V. above as soon as possible, but in no case later than August 14, 2009.
- E. DVETs will review the request and forward to the RAVET within three business days.
- F. RAVETs will review the request and forward to the National Office within three business days.

**VII. Inquiries:** Questions should be referred to the appropriate DVET. DVETs or other VETS staff with questions may contact Patrick Hecker at the National Office at (202) 693-4709 or by e-mail at [hecker.patrick@dol.gov](mailto:hecker.patrick@dol.gov).

**VIII. Expiration Date:** March 31, 2010

**IX. Attachment:**

Additional Funding Allocation Targets