

U.S. Department of Labor

Office of the Assistant Secretary for
Veterans' Employment and Training
Washington, D.C. 20210



Date: MAY - 1 2009

VETERANS' PROGRAM LETTER NO. 03-09

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 *JMMcWilliam*
Deputy Assistant Secretary for Operations and Management

SUBJECT: Jobs for Veterans' State Grants Application and Planning Instructions
for Fiscal Years 2010 - 2014

- I. **Purpose:** To request grant applications for the Jobs for Veterans State Grant (JVSG) for Fiscal Years (FY) 2010 - 2014.
- II. **Reference:** Title 38, United States Code (38 U.S.C.), Chapters 41 and 42.
- III. **Rescissions:** This Veterans' Program Letter (VPL) supersedes VPL 03-04, dated April 16, 2004.
- IV. **Background:** In accordance with 38 U.S.C. §4102A(b)(5) and §4102A(c), the Assistant Secretary for Veterans' Employment and Training Service (ASVET) makes grant funds available for use in each State to support Disabled Veterans' Outreach Program (DVOP) specialists and Local Veterans' Employment Representatives (LVERs), monitors and supervises the distribution and use of those funds, and monitors the performance of grant recipients. In order to receive funding the legislation requires States to submit an application for a grant that contains a narrative plan, hereafter referred to as the State Plan, that describes:
 - How the State provides employment, training, and placement services to veterans, transitioning service members and other eligible persons;
 - The duties assigned to DVOP specialists and LVER staff by the State;
 - The manner in which DVOP specialists and LVER staff are integrated into the State's employment delivery service system or One-Stop Career Center;
 - The Incentive Award program implemented using the 1% of the grant fund allocation set aside for this purpose;
 - The veteran population(s) to be served; and
 - Such additional information as the Secretary may require.

Grant applications must include a budget forecast for FY 2010 only. A new budget forecast based on annually allocated funding will be requested by the Veterans' Employment and Training Service (VETS) subsequent years. Approved State Plans may be modified annually through FY 2014.

- V. **The Grant Application:** The JVSG application for this funding opportunity is posted on the VETS home page at www.dol.gov/vets and on the Federal grant website at <http://www.grants.gov>. Directors for Veterans' Employment and Training (DVETs) will provide any and all assistance needed by States to develop a State Plan and funding request that meets the requirements of the application.

This JVSG application places a strong emphasis on developing a State Plan that focuses on:

- The core responsibilities of DVOP specialists and LVER staff;
- Identification of veteran populations that will be targeted for intensive services; and,
- The targeted role of DVOP specialists and LVER staff in the State's overall continuum of services to veterans.

States should understand that they are submitting new State Plans for the FY 2010-2014 grant period. All waivers or exceptions to policy expire with the FY 2005-2009 approved State Plans. Accordingly, States that wish to continue these practices or policies must submit a new waiver request for ASVET approval. Waiver requests should include appropriate justification.

- VI. **Submission of Grant Applications:** The total base funding estimate for each State is provided in the Preliminary Estimate of Funding column of Attachment I. This column includes the 1% set aside that can only be used for approved Incentive Award Programs and the 1% set aside that is designated for postage. The last column contains the Preliminary Estimate of Funding for States that do not plan to use Incentive Award funding.

States should use the appropriate allocation estimate to develop their Budget Plan. VETS has provided budget estimates for planning purposes only. Please note that neither column on the "Estimate of Funding" provided as Attachment I includes funding to facilitate Transition Assistance Program (TAP) Employment Workshops. These costs are forecast by States, and when requested, are in addition to the State's estimated allocation.

Federal government obligations and funding for State Grants are contingent upon the availability of an authorized appropriation. If a timely appropriation is not enacted into law, or as funding exigencies require, the DOL reserves the right, upon proper notice to the grantee, to unilaterally reduce the grant amounts to reflect the actual amounts available in the funding resolution or annual appropriation. Based upon under-expenditures, VETS may adjust a grantee's funding through the reallocation process.

VII. **Actions Required:**

- A. The Department of Labor's E-grants system will generate JVSG grant numbers starting in FY 2010 and these will not be known when grant applications are submitted. Therefore, States will not include a grant number on any application documents. States will provide full grant applications to their respective DVET in hard copy **or** electronic copy in accordance with the application instructions and due dates below:

Action Item	Due Date
VETS notifies States of application availability	April 27, 2009
State submits first draft of grant application to DVET for review	June 12, 2009
DVET returns recommendations and review findings to State	June 19, 2009
State submits final grant application to DVET	July 2, 2009
National Review Team meets to evaluate grant applications	Aug 3-14, 2009
State submits approved application to grants.gov	Upon notification by DVET

B. States should review the draft Special Grant Provisions provided as attachment II. Comments should be provided through the DVET within 45 days of issuance of this VPL.

VIII. Inquiries: Questions should be referred to the appropriate DVET.

IX. Expiration Date: This directive expires on September 30, 2010.

X. Attachments:

- I. Jobs for Veterans State Grant Funding Estimates
- II. Draft Special Grant Provisions