

JOBS FOR VETERANS STATE GRANTS APPLICATIONS

Ladies and Gentlemen:

The U.S. Department of Labor (DOL), Veterans' Employment and Training Service (VETS) hereby requests applications for grant funding to provide services to veterans for Fiscal Years (FY) 2010 – 2014 as authorized under Title 38 United States Code (38 U.S.C.), Chapter 41. Grant applications must include a budget forecast for FY 2010 only. A new budget forecast based on annually allocated funding will be requested by VETS for each subsequent year of the grant period.

The State Agency authorized by each State's Governor to enter into agreements with the DOL to operate the Jobs for Veterans State Grant (JVSG) and the Workforce Agencies of the Commonwealth of Puerto Rico, the Government of the Virgin Islands and the District of Columbia will be provided funds for FY 2010. The grant funding amounts provided are for planning purposes and are based upon the funding formula provided at Title 20, Part 1001, Subpart F of the Code of Federal Regulations (CFR). The actual amount to be made available to each State is dependent upon the annual Congressional appropriation.

Approximately one percent of the funding provided may be used for postage and an equivalent amount may be requested for the Incentive Awards program described in these application instructions. Additional funding may be requested to facilitate Transition Assistance Program (TAP) Employment Workshops.

This Application contains the following:

- General Program Application Information and Government Requirements
- Formula Funding Levels, Instructions, and Application Form Information
- Certifications, Assurances and Grant Provisions

Consistent with electronic government (E-Gov) mandates, the Application is available at www.grants.gov and electronically from the VETS home page at: www.dol.gov/vets.

The application instructions provided indicate how the State Plan and required forms will be processed prior to being entered into Grants.gov.

DVETs are familiar with this application and are available to provide any and all technical assistance needed to prepare the grant application.

Sincerely,



Lisa Harvey
Grant Officer
Procurement Services Center

**JOBS FOR VETERANS STATE GRANTS
APPLICATIONS FY 2010 through FY 2014**

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JOBS FOR VETERANS STATE GRANTS APPLICATIONS

DATES: State Grant Applications will be accepted from eligible applicants commencing on the date of publication of these Application instructions. Final applications are due to the appropriate State Director for Veterans' Employment and Training (DVET) no later than July 2, 2009. Applications that do not meet the criteria set forth in these instructions may not be accepted.

CONTACT INFORMATION: Questions should be referred to the appropriate State DVET.

PURPOSE OF THIS APPLICATION: The U.S. Department of Labor (DOL), Veterans' Employment and Training Service (VETS) requests authorized state agencies, districts and territories (referred to herein as state agencies) to submit one application per state to operate Jobs for Veterans State Grant (JVSG) programs in accordance with Title 38, Chapter 41 and 42 of the United States Code (38 U.S.C.).

SUPPLEMENTARY INFORMATION:

PART I: 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 Representative (LVER) staff, supervises the distribution and use of those funds, and monitors the performance of recipients. To receive grant funding the legislation requires States to submit an application for a grant that contains a narrative plan, hereinafter referred to as the State Plan, which describes:

- The projected employment outlook for veterans;
- The population(s) of veterans to be served;
- How grant-funded staff are deployed to serve veterans;
- The duties assigned to DVOP specialists and LVER staff ;
- The manner in which DVOP specialists and LVER staff are integrated in the State's employment delivery service system or One-Stop Career Center;
- How the State provides employment, training, and placement services to veterans, transitioning service members and other eligible persons;
- How the State provides and monitors priority of service to veterans;
- The Incentive Award program planned using grant funds;
- How grant-funded staff augment or facilitate Transition Assistance Program (TAP) Employment Workshops; and
- Such additional information as the Secretary may require.

PART II: FUNDING AVAILABILITY AND PERIOD OF PERFORMANCE

Grants awarded under this process will span a period of five years unless notified otherwise. Funding amounts will be awarded annually through grant modifications based upon enacted appropriation laws. Grantees are required to provide activity, fiscal and performance reports and are accountable for compliance with standards of performance and other grant-

related matters in accordance with directives issued by VETS through Veterans' Program Letters (VPLs). Current VPLs may be found at: <http://www.dol.gov/vets/vpls/VPLDirectory.htm>.

Standards of performance will comply with current legislative requirements and be consistent with VETS' mission and strategic goals. They will be formulated to be Government Performance and Results Act compliant and will be compatible with measures developed by the DOL's Employment and Training Administration.

States should use the appropriate allocation estimate for the period to support programs and activities authorized by 38 U.S.C. Chapters 41 and 42. States will be given a funding estimate to be used for planning purposes of which one percent (1%) may be used for postage costs. Another 1% of the allocation is designated exclusively for Incentive Awards. States may request funding in addition to the target allocation to facilitate TAP Employment Workshops.

States are not permitted to request funding for Special Initiatives in response to this application process, but may request additional funding for this purpose under a completely separate cover in accordance with VPL 03-08 or the most recent VPL on the subject of requesting Mid-Year Modifications.

States will develop an annual Budget Plan that allocates the total funding requested to each of the programs authorized, i.e. DVOP, LVER, TAP, and Incentive Awards. If a state cannot administer a program of performance incentive awards, those funds (1%) should not be requested and will be subject to reallocation.

Federal government obligations and funding for future years are contingent upon the availability of continued authorization and appropriations. If, in any year, 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.

PART III: REFERENCES

The following references, in order of precedence apply:

- 38 U.S.C., Chapters 41 and 42, as amended by Public Law (P.L.) 109-461, enacted on December 22, 2006;
- 20 CFR, Part 1001, Services for Veterans;
- 20 CFR, Part 1010, Priority of Service for Covered Persons;
- 29 CFR, Part 96, Audit Requirements for Grants, Contracts and Other Agreements;
- 29 CFR, Part 97, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (OMB Circular A-102);
- 29 CFR, Part 31 and 32 Nondiscrimination in Federally Assisted programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Acts of 1964; and Nondiscrimination of the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance;

- 2 CFR, Part 225 (OMB Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments;
- The most current VPL on the subject of Roles and Responsibilities of the DVOP and LVER;
- The most current VPL on the subject of Allowable Charges to the Jobs for Veterans State Grant;
- The most current VPL on the subject of Interim Modifications to the Jobs for Veterans State Grant;
- The most current VPL on the subject of Negotiating Performance Goals;
- VPL 01-09, National Implementation of the Department of Veterans Affairs, Vocational Rehabilitation and Employment and Veterans' Employment and Training Service Partnership Project, dated December 11, 2008;
- VPL 07-08, VETS' Transition Assistance Program Employment Workshop Standard Presentation, dated August 1, 2008 (or the most current guidance on the subject);
- VPL 01-08, Transition Assistance Program and Disabled Transition Assistance Program Memorandum of Understanding Guidance, dated November 29, 2007;
- VPL 05-07, The Recovery and Employment Assistance Lifelines (REALifelines) Program, dated June 22, 2007 (or the most current guidance on the subject);
- VPL 02-07, Annual Performance Incentive Awards for State Employees and Employment Service Offices, dated May 1, 2007 (or the most current guidance on the subject); and
- Training and Employment Guidance Letter 04-06, Plans to Phase Out Penalty Mail Costs for "Employment Security" Programs and Availability of Supplemental Budget Funds for Conversion to Commercial Mail Methods, dated August 15, 2006.

PART IV: ELIGIBLE APPLICANTS

The JVSGs are offered non-competitively. Applications for funds available under this process will be accepted only from one designated administrative entity within each state identified by the Governor or chief elected official to receive these funds, generally the state agency that operates the public labor exchange delivery system within the state.

PART V: ACCOUNTING PRINCIPLES

The JVSG is a formula grant that supports DVOP specialist and LVER staff positions. Cost projections, once approved by the Assistant Secretary, become the basis for spending during each Federal fiscal year. The total annual formula allocation provided by VETS should be used to forecast expenditures in up to three grant activities: DVOP Activities, LVER Activities and the Incentive Award Program. The total costs forecast for each grant activity are divided among the standard object class categories of Personnel, Fringe Benefits, Travel, Equipment, Supplies, Other, and Indirect. Funding in addition to the formula allocation may be requested to cover the costs of facilitating TAP Employment Workshops. The total cost forecast for TAP should be divided among the standard object class categories of Personnel, Fringe Benefits, Travel, Other, and Indirect.

Indirect costs are chargeable to each grant activity except the Incentive Award Program in accordance with each State's cost allocation plan(s) or one or more approved indirect cost rates. Indirect costs are defined by 2 CFR, Part 225 (A-87). The Cognizant Federal Agency, usually the U.S. Department of Labor's Division of Cost Determination, approves the cost allocation plan or indirect cost rate(s) and applicable allocation base(s) for each State Agency receiving grant funds.

Note: Although 2 CFR Part 225 OMB Circular (A-87) adopts the concept of the full allocation of indirect costs and cost allocation methodologies, annual VETS appropriation restricts the reimbursement of indirect costs associated to previous fiscal years, therefore it may be necessary to develop a special rate for the JVSG award with the DOL or State cognizant agency.

2 CFR Part 225, Appendix B provides guidance on allowable and disallowed charges to grants. Specifically, Appendix B, 39. Selling and Marketing states:

"Costs of selling and marketing any products or services of the governmental unit are unallowable (unless allowed under section 1. of this appendix as allowable public relations costs or under section 33.)"

Direct charges to the grant for marketing or advertising the grantee agency are prohibited. Direct charges to the JVSG for marketing are allowed only to the extent that the materials or activities promote only the DVOP and/or LVER program and only to the extent that the materials do not benefit more than one Federal Award. Since marketing veterans to employers will normally benefit more than one Federal Award, a cost pool created from indirect costs shared by all agency funding is the acceptable source for developing such materials or engaging in those activities. Funds to conduct forums or job fairs are prohibited costs under the "Other" object class category. These activities may only be funded as part of an indirect cost pool.

Four general rules apply to all costs associated with the JVSG:

- To avoid duplicate charges, the same cost entries cannot be recorded in more than one grant activity, i.e. the hours charged to facilitate TAP workshops must be recorded only as TAP costs and may not also be entered as DVOP or LVER costs;
- Incentive Award Program costs are charged to the LVER Program regardless of the beneficiaries of these funds;
- Annually awarded JVSG funds may only be expended for obligations incurred during the same annual funding period and only to support the grant-funded staff or administration of the grant; and,
- Approved planned costs cannot be shifted from one grant activity to another without grant officer approval of a grant modification request.

To fulfill the ASVET's mandate at 38 U.S.C. 4102A(b)(6) to "monitor and supervise on a continuing basis the distribution and use of funds provided for use in the States under paragraph (5)," VETS will monitor total quarterly obligations and expenditures. Additionally, VETS will monitor the ratio of the costs incurred for Personal Services (PS) and Personnel Benefits (PB) to the total costs incurred (PS/PB to Total) to determine if States are varying from approved annual plans and to suggest adjustments as appropriate.

PART VI: SERVICE PRIORITIES

The JVSG, in and of itself, does not constitute a State's Veterans' Program. Since approval of the last State plans, States have faced significant funding challenges as the costs for salaries, benefits, and overhead have all risen dramatically. The resulting increased cost per grant-funded position coupled with relatively flat appropriated funding has led States to be able to fill far fewer DVOP and LVER positions. These grant-funded DVOP and LVER staff cannot and should not be expected to assist all veterans seeking employment and training services from the State Agencies.

As established in legislation, the JVSG is but one component of an umbrella of programs that are required by law to provide priority of service to veterans. The DVOP specialists and LVER staff funded by the grant should fill a particular niche in that overall program of services to veterans. It is VETS policy that JVSG funded staff should be used to provide specialized services for specific segments of the veteran population served by the State Agency. The Workforce Investment Act (Sec. 8 134(d)(3) provides for the provision of intensive services to certain eligible participants such as veterans. Likewise, the JVSG should be used to target specialized intensive services to those veterans most in need.

Employment and retention in employment continue to be a major problem among more difficult to serve veterans, especially those who are educationally or economically disadvantaged. A high percentage of veterans entering employment following intensive services is a valued indicator of performance for which VETS incorporated a weighted grant-based measure to encourage such services.

PART VII: DVOP/LVER STAFF ASSIGNMENT

This grant provides funds to exclusively serve veterans, other eligible persons as defined at 38 U.S.C. 4101(5); and, transitioning service members and their spouses attending a TAP employment workshop. States will not assign JVSG funded staff to functions that may conflict with this purpose or which conflict with Title 38, Chapter 41 requirements, applicable regulations (20 CFR 1001, et. seq.) or JVSG Special Grant Provisions. State plans must demonstrate that staff resources will be assigned and used in the most appropriate and efficient way to meet the employment and training needs of targeted veterans.

38 U.S.C., 4102A (b) (3) requires the ASVET to coordinate and consult with the Secretary of Veterans Affairs (VA) with respect to "rehabilitation and training activities carried out under chapter 31 of this title..." To fulfill this legislative requirement, VETS and the VA entered into a new Memorandum of Understanding in October of 2005. In December of 2008, the two agencies jointly launched a national VR&E Technical Assistance Guide (TAG) to improve the quality of employment services and outcomes for veterans with disabilities. In accordance with the TAG, distributed to States via VPL 01-09, each State Agency is required to appoint a DVOP specialist or other appropriate state agency staff to function as the Intensive Services Coordinator (ISC). Many States may already fulfill this requisite by out-stationing DVOP specialists at VR&E offices. Beginning in FY 2010, assignment of a half- or full-time ISC (as negotiated between the DVET, the state agency and the VA) will be required as a part of the State's base staffing plan.

If approved, grant-funded staff may be assigned to other locations for meaningful and productive outreach activities to serve veterans and transitioning service members. Such off-site locations include, but are not limited to:

- Military treatment facilities and Warrior Transition Units/Battalions
- Homeless Veterans' Reintegration Program grantee locations;
- Veterans' Workforce Integration Program grantee locations; and
- Department of Defense TAP sites.

PART VIII: DVOP/LVER RESPONSIBILITIES

DVOP specialists and LVER staff perform unique and separate functions. They should assist, not supplant, other State Agency staff in their efforts to provide labor exchange services to veterans and other eligible persons. DVOP specialists and LVER staff duties should reflect their statutory roles and responsibilities: outreach and the provision and facilitation of direct client services to those most in need of intensive employment and training assistance. DVOP specialists and LVER staff, through outreach to employers, should develop increased hiring opportunities within the local work force by making employers aware of the availability and the benefit of hiring veterans.

Individuals assigned to perform the duties of a DVOP specialist or an LVER must satisfactorily complete specialized training provided by the National Veterans' Training Institute (NVTI) during the three year period that begins on the date upon which the employee is so assigned. The specialized training courses required for DVOP specialists are Labor and Employment Specialist (LES) and Case Management. The specialized training courses required for LVER staff are LES and Promoting Partnerships for Employment.

Role of DVOP Specialists: The major duty of the DVOP specialist is to provide intensive services to meet the employment needs of those veterans who are economically or educationally disadvantaged, including disabled and homeless veterans and veterans with other significant barriers to employment. DVOP specialists should actively seek out veterans with the greatest barriers to employment through outreach particularly at VA VR&E offices and VA Medical Centers, Native American Trust Territories, military installations, and other areas of known high concentrations of veterans seeking employment. The case management approach, taught by the NVTI, is the accepted method of providing vocational guidance and other services to eligible veterans identified as needing intensive services.

Role of LVER staff: The major duty of the LVER is to conduct outreach to employers and engage in advocacy efforts with hiring specialists to increase employment opportunities for veterans, encourage the hiring of disabled veterans, and assist veterans in gaining employment. LVER staff conduct job search workshops in conjunction with employers, and establish job search groups. They also facilitate employment, training, and placement services furnished to veterans in a State under the applicable State employment service delivery system.

LVER funds may be used to support no more than one LVER position as a State Coordinator to provide functional supervision over the State's veterans' employment program. Costs associated with such approved position(s) may be charged directly to the grant. Additional oversight positions may be assigned at no cost to the grant. Any funded LVER positions used as central office coordinators or support staff reduce the number of LVER staff intended to be available to serve veterans and employers within the State. Requests for additional LVER positions for coordination and support purposes must be requested through a waiver and are subject to approval by the ASVET.

PART IX: INTENSIVE SERVICES

Previously identified national emphasis populations can best be served using a case management approach (as taught by NVTI) for the delivery of intensive, mediated services. For VETS purposes, case management and intensive services are interchangeable terms. VETS has issued policy guidance that establishes the prerequisites for intensive services to be 1) completion of an assessment, and 2) development of a documented individual employment plan.

High percentages of veterans entering employment following intensive services is a valued measure of performance. Veterans in case management should receive high quality, mediated intensive services. Other core services such as labor market information, career guidance, resume assistance, referral to support agencies, and job referral/development should be part of the employment plan when appropriate. Follow-up with assistance after the veteran enters employment can increase employment retention rates for veterans.

PART X: INCENTIVE AWARDS

One percent of the funds made available to support the DVOP and LVER programs are specifically designated to recognize excellent service to veterans by individuals, groups and offices. VPL 02-07, dated May 1, 2007 outlines the criteria grantees are to follow in administering performance incentive award programs. State laws and union agreements may prohibit distribution of incentives to individuals. In those cases and when States do not fully expend approved Incentive Award funding, VETS will reallocate the unassigned/unobligated incentive funds for other uses.

VETS is required to provide detailed information on the expenditure of Incentive Award funds in its Annual Report to Congress by February 1st of each year. Therefore, States with approved Incentive Award plans must complete the award selection process by September 30th of each year in order to be able to properly obligate (as defined in the glossary of terms) incentive award funds. Obligated incentive award funds must be liquidated by December 31st of the same year. Adjustments will be made to subsequent fiscal year funding for any portion of such funds that are not utilized within the prescribed time period or are not used for the intended purpose.

PART XI: TRANSITION ASSISTANCE PROGRAM (TAP) EMPLOYMENT WORKSHOPS

State Agency staff, including DVOP specialists and LVER staff, may facilitate TAP Employment Workshops for active duty, National Guard and Reserve component forces. These workshops are normally conducted at separation centers on military installations. Facilitators must be trained by NVTI. When requesting funding to facilitate TAP Employment Workshops, States should ensure the spending forecast is sufficient to cover a minimum of 20 but no more than 24 hours for each projected workshop. VETS will not fund more than 24 hours per workshop. In accordance with the national Memorandum of Understanding for TAP, all equipment and supply costs are borne by the Department of Defense. Therefore, VETS will not approve expenditures for these costs for the TAP activity, but will cover facilitator staff travel to and from each TAP site.

PART XII: SPECIAL INITIATIVES

All approved FY 2009 Special Initiatives will be funded through December 31, 2009. Therefore, States are not permitted to request any FY 2010 Special Initiatives in response to this application. States may request additional funding for proposed or continuing Special Initiatives under a completely separate cover in accordance with VPL 03-08 or the most recent VPL on the subject of requesting Mid-Year Modifications.

PART XIII: MONITORING AND REPORTING

Monitoring: Grantees will be responsible for monitoring the use of funds by designated workforce areas within the State. They will monitor priority of service to veterans to ensure that all State staff are in compliance with statutory and regulatory requirements regarding all Department of Labor programs.

VETS is responsible for ensuring the effective implementation of each formula grant in accordance with the provisions of this announcement and the terms of the grant award document. Applicants should assume that Department staff, or their designees will periodically conduct program reviews and on-site validation visits. These reviews will focus on activities to evaluate processes aimed at achieving the State's program goals and objectives, expenditure of grant funds on allowable activities, integration and coordination with other resources and service providers in the local area, and overall progress in achieving negotiated performance outcomes.

Reporting: Grantees will be required to submit quarterly financial reports to their respective DVET within 30 days of the end of each Federal fiscal year quarter. Narrative progress and performance reports will be submitted within 45 days after the end of each Federal fiscal year quarter. Final DVOP and LVER financial and expenditure reports will be submitted within 30 days of end of the final quarter for each program as determined by liquidation of all obligations. VETS will analyze the data and reports to ensure the grant is used exclusively to serve veterans and other eligible persons and that other terms of the State Plan are followed throughout the grant period. Detailed quarterly reporting requirements can be found in the most recent guidance on recurring reports and in Section V of the JVSG Special Grant Provisions.

VETS has established performance goals that are consistent with DOL goals. Grantees will be expected to achieve the outcomes associated with these performance goals as negotiated annually.

PART XIV: REQUIREMENTS FOR GRANT APPLICATION

Applicants are advised that their submission must meet and comply with the requirements established throughout this Solicitation, all provisions of 38 U.S.C., Chapters 41 and 42 and any provisions set forth by the Grant Officer in the grant award or subsequent approvals for grant modification.

To facilitate the submission of an acceptable application, each State is requested to submit a draft application, electronically or in hard copy to the DVET for review on or before the close of business on June 12, 2009. The final application will be submitted electronically or in hard copy to the DVET by close of business on July 2, 2009.

The VETS National Review Team will meet to review the grant applications on August 3 – August 14, 2009. States will be contacted by a VETS National Office staff person, through the DVET, regarding any issues or corrections needed for a plan to be acceptable. After all

corrections or changes are made, the State will be notified by the DVET to submit the final version through www.grants.gov. If multiple copies are submitted through [grants.gov](http://www.grants.gov) VETS will accept and verify the latest submission.

Applicants are strongly encouraged to immediately review the www.grants.gov website to include all frequently asked questions (FAQs) and complete the registration steps at <http://www.grants.gov/GetStarted>. Applicants are also encouraged to use the Registration Checklist at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf to ensure the registration process is complete. These steps may take multiple days to complete and so States should start early to avoid late submissions.

The application and related attachments must be submitted to www.grants.gov as Microsoft Word, Microsoft Excel, or Adobe Acrobat files (.doc, .xls, or .pdf file extensions). Three of the documents required for a grant application require the signature of a person authorized to enter into an agreement with the Department of Labor; the Transmittal Memorandum, Standard Form (SF) 424, and Assurances and Certifications Signature Page. The person delegated to submit the application to [grants.gov](http://www.grants.gov) should meet this requirement.

After application submission, Grants.gov will send the applicant two email messages to provide the status of application progress through the system. The first email, almost immediate, will confirm receipt of the application by Grants.gov. The second email will indicate the application has either been successfully validated or has been rejected due to errors.

The Grants.gov helpdesk is available from 7 a.m. (Eastern Time) until 9 p.m. (Eastern Time). Applicants should factor the unavailability of the Grants.gov helpdesk after 9 p.m. (Eastern Time) into plans for submitting an application. If applicants encounter a problem with Grants.gov and do not find an answer in any of the other resources, call 1-800-518-4726 to speak to a Customer Support Representative or email support@grants.gov.

SECTION I: EXECUTIVE TRANSMITTAL

Transmittal Memorandum (Required with signature): States must submit a Transmittal Memorandum signed by a person authorized by the Governor to enter into an agreement with the U.S. DOL. Under normal circumstances, governors delegate this signature authority to the person who manages the grantee agency, i.e. State Agency Administrator, Director, Commissioner, etc.

The memorandum must provide an assurance that:

- The individual whose signature appears on the Transmittal Memorandum, SF 424 and Assurances and Certifications Signature page is authorized to enter into the agreement with the U.S. DOL;
- The State will comply with Chapters 41 and 42 of 38 U.S.C.;
- The State has an approved or has submitted for approval, a Cost Allocation Plan or Negotiated Indirect Cost Rate; and
- The funds will be allocated to support as many DVOP/LVER full- and half-time positions as possible and efficient to carry out the required services.

This memorandum must also provide:

- The number of full-time and half-time DVOP specialists and LVER staff that the applicant has determined can be supported by the funding allocation provided;
- A description of any equipment (with a useful life of more than one year and a per-unit cost of \$5,000 or more) that would be purchased if the proposed fiscal plan is approved; and
- A description and justification for costs related to conferences, meetings or other related activities if the intent is to directly charge the JVSG for such costs.

Assurances and Certifications Signature Page (Required with signature): Grant applicants should review the [Assurances and Certifications](#) provided on the VETS home page and obtain an authorized signature on the Signature Page. The signatory must be authorized as described for the Transmittal Memorandum above.

SECTION II - PROGRAM NARRATIVE (STATE PLAN) (Required):

The State Plan is limited to no more than 30 double-spaced, single-sided, numbered pages. The **EXECUTIVE TRANSMITTAL** and **ANNUAL BUDGET FORECAST** are not included in this 30-page limit.

In accordance with 38 U.S.C., Chapters 41 and 42, each grant recipient must operate under an approved, multi-year State Plan. The State Plan describes the employment situation in the recipient's labor market and the manner in which the grantee provides or facilitates the provision of employment, training, and placement services for veterans, transitioning service members and other eligible persons. It details the intended use of the grant funds and clarifies other aspects of planned grant operations.

Specifically, the State Plan will include the following sections:

A. Projected Employment Outlook for Veterans

Provide a **brief** description (no more than three pages) of projected employment opportunities for veterans with current and prospective employers, including Federal, State and Local government agencies, Federal contractors and subcontractors. This section should also describe how the hiring and retention of veterans will be promoted among representatives of such employers.

B. Targeting Services to Veterans Most in Need

The Secretary of Labor, through the Assistant Secretary for Veterans' Employment and Training, has identified certain categories of veterans most in need of specialized services. Service-connected disabled veterans remain the highest priority. Within that category, certain special populations of veterans must be targeted for service:

- Veterans enrolled in, or who have completed training or education under the Department of Veterans Affairs (VA) Vocational Rehabilitation and Employment (VR&E) program;
- Returning wounded or injured service members; and
- REALifelines participants.

For the period covered by this Solicitation, grant applicants have the flexibility to identify other populations of veterans to be considered for special emphasis, particularly those in need of case management (intensive services). States may identify other categories of veterans who might require a significant cross-section of program services in order for them to fully and successfully participate in the workforce. Examples of such populations include, but are not limited to:

- Disabled veterans;
- Veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized;
- Veterans participating in the VA's Coming Home to Work program;
- Homeless veterans and those veterans who are at risk of becoming homeless;
- Incarcerated veterans or those recently released from correctional institutions;
- Older veterans;
- Demobilizing National Guard/Reservists;
- Transitioning service members and their spouses; and
- Veterans residing in rural parts of the State or on Native American reservations.

Because resources are limited, the State Plan should:

- Identify those veterans in the State most in need of the specialized services provided by JVSG funded staff in accordance with the parameters above;
- Describe outreach or out-stationing activities established to locate and assist these veterans and make a wide array of services available to them;
- Describe strategies to coordinate with all partners to develop strategies to optimize employment outcomes for these special populations; and
- Identify how the grantee will monitor and assess the success of their achievements on behalf of these targeted veterans at the local level and at the state level.

C. Planned Deployment of Grant Funded Staff

The State Plan should discuss in detail:

- How the State will assign and use DVOP specialists, LVER staff and other agency employees trained in case management and networking to assess, provide intensive services to, and facilitate the provision of services to veterans at various locations such as:
 - Local offices, areas, or regions;
 - One-Stop Career Centers;
 - VA VR&E offices;
 - Military treatment facilities including Injured and Wounded Warrior Transition Units/Battalions;
 - Homeless Shelters/Community Partners; and
 - TAP sites.

- The efforts that will be made to expeditiously fill vacancies or keep each grant-funded position filled despite State budget problems, State hiring freezes, furloughs or reductions in force.

D. DVOP Specialists

Title 38, Section 4103A(a) requires that “a state shall employ such full- or part-time disabled veterans’ outreach program specialists as the State determines appropriate and efficient to carry out intensive services under this chapter to meet the employment needs of eligible veterans.” Congress has clarified that as used in Chapter 41, “part-time” means “half-time.”

The State Plan should:

- Describe the duties the grantee assigns to DVOP specialists;
- Identify the categories of veterans to which DVOP specialists will target their services (must be primarily assigned to assist the needs of disabled veterans and those veterans and eligible persons who require intensive services in order to obtain and retain employment);
- Describe the strategy for integrating DVOP specialists into the workforce system to provide intensive services; and
- Describe how veterans requiring intensive services, as described in section B. above will be assigned to DVOP specialists and how DVOP specialists will facilitate the provision of direct services.

E. LVER Staff

Title 38, Section 4104(a) requires that “a State shall employ such full- and part-time local veterans’ employment representatives as the State determines appropriate and efficient to carry out employment, training, and placement services under this chapter.” Congress has clarified that as used in Chapter 41, “part-time” means “half time.”

The State Plan should:

- Describe the duties assigned to the LVER position;
- Describe how the State will use LVER staff to facilitate the provision of services to veterans, particularly those targeted for intensive services as described in section B. above; and
- Describe how the LVER conducts employer outreach on behalf of veterans and the expected outcomes for these efforts.

F. Program Integration and Leveraging Resources

The State Plan should describe the processes used to ensure that service providers and partners work together with DVOP specialists and LVER staff to promote employment, training and placement services for veterans through the Workforce Investment Act and other DOL funded programs operated throughout the State. The plan should describe the steps taken to ensure collaboration and integration of services to ensure optimum promotion of the One-Stop Career Center services and activities for veterans and other eligible persons seeking jobs or training opportunities.

Specifically, the State Plan should describe:

- How the grantee ensures that, beyond collocation, DVOP specialists and LVER staff and their functions are integrated into the delivery of services to veterans within One-Stop Career Centers, VA and state vocational rehabilitation centers, including the assignment of an DVOP specialist or other state agency staff to serve as a State ISC, and coordination with other appropriate locations where mediated labor exchange services are provided;
- How the grantee makes optimal use of the services and linkages to other service providers in the State, particularly vocational rehabilitation offices, military treatment facilities, Wounded Warrior Transition Units/Battalions, Homeless Veterans' Reintegration Program Grantees and TAP sites to enhance the employability and placement of veterans who seek employment and training-related services;
- How the grantee leverages, through partnership or agreement, the resources of other organizations that provide employment services to veterans;
- How outreach and public information activities will inform veterans of the services available through the employment service and workforce development system, including employment and job training opportunities; and
- Efforts to promote the development of employment and job training opportunities for veterans and eligible persons within the employer and education community, particularly how the information on services and opportunities being conveyed helps veterans to make decisions based on their individual employment needs.

G. Priority of Service

Since the enactment of the Jobs for Veterans Act in 2002, priority of service has been implemented under policy guidance issued by the Employment and Training Administration. In 2008, VETS issued regulations at 20 CFR 1010 to further articulate how priority of service is to be applied across all new and existing qualified job training programs.

The State Plan should describe:

- How priority of service as required by 38 U.S.C. 4215(b) and 20 CFR Parts 1001 and 1010 is provided to ensure that veterans receive consideration for all opportunities for which they qualify by the employment service delivery system and any sub-grantees funded in whole or in part by the U.S. DOL;
- The process used to monitor priority of service Statewide and within each area of the State in which covered programs operate;
- How services are made available and provided within the One-stop centers and through other service providers to eligible veterans, transitioning service members, vocational rehabilitation participants and other such groups targeted for special consideration, including difficult to serve veterans and veterans with barriers to employment; and
- Any annual agreements with other service providers, financial or otherwise, for direct services or to coordinate services provided to the above populations.

H. Performance Incentive Awards

If the State is not requesting the 1% funding for Performance Incentive Awards, the State Plan should indicate that this is due to a state legislative prohibition, union agreement issue, or other stated reason.

All other States should review VPL 02-07, or most recent guidance on Annual Performance Incentive Awards for State Employees and Employment Service Offices which describes recipient eligibility, selection criteria, and acceptable awards. The State Plan should address:

- The expected outcomes to be achieved through the grantee's Incentive Award Program;
- How the program will encourage individuals and/or offices to achieve excellence in the provision services to veterans and demonstrate improvement in the delivery of such services;
- The types of awards that will be available, i.e. name of award, if monetary, the amount of the award, and if non-monetary, the value of the award, etc.;
- The selection criteria, process, and the entity within the State that will administer the Award funds; and
- The timeline that will be used to select recipients, make awards and report the use of these Incentive Award funds.

I. Transition Assistance Program (TAP)

The State Plan should explain the extent to which DVOP specialists, LVER staff or other State Agency staff persons are involved in providing services to transitioning service members and their spouses at TAP sites within the State. State staff may participate in TAP Employment Workshops facilitated by grant-funded staff, by contractors, and by VETS staff.

When requesting additional funding to facilitate TAP Employment Workshops the State Plan should provide:

- The installation name and military service affiliation for each TAP site;
- Average length of workshop;
- Name of the grant-funded facilitator; and
- Information on the required NVTI training for each facilitator/backup facilitator.

Note: VETS reserves the right to disapprove the funding requested to facilitate TAP Employment Workshops if the average cost per workshop is cost prohibitive when compared to contractor costs.

J. Narrative Budget Information

The Annual Budget Forecast should augment the State Plan by briefly describing how actual costs are assigned to a particular program category, i.e. DVOP Activities, LVER Activities, TAP, and Incentive Awards. In other words, does the State use separate time accounting codes for each program listed above, are costs assigned according to an allocation plan, etc.

Additionally if half-time staff are assigned, the State Plan should describe how time distribution records for each is maintained to ensure that at least 50% of their time is devoted to serving veterans. In other words, do half-time DVOP specialists and LVER staff perform JVSG funded work a specific period of each day, week, or month?

SECTION III – ANNUAL BUDGET FORECAST (FY 2010) (Required as described below):

Grant numbers will be assigned by E-Grants (a DOL grant financial management system) after grant applications are submitted. Therefore, States should leave the grant number blank on all forms.

SF 424, Application for Federal Assistance (Required in hard copy or electronic copy with signature): Dollar entries in Block 18 of the SF 424 should be rounded to the nearest thousand dollars. The amount requested on line 18a must not exceed the allocated funding provided by VETS. On line 18e, enter the amount of additional funding being requested to facilitate TAP Employment Workshops. The amount requested on line 18g will reflect the total amount of funds requested by the applicant for FY 2010.

Block 19 of the SF 424 must be completed because the JVSG is covered by Executive Order 12372. A current list of Single State Points of Contact (SSPOCs) may be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Block 21 of the SF 424 must be fully completed with the signature of an authorized individual and date signed. Note: Applicants must use the most current version of the multi-page SF 424 approved by OMB. This form and specific instructions are provided on the VETS homepage at www.dol.gov/vets.

Three VETS forms (VETS-401, VETS-501 and VETS- 601) described below were developed to streamline the provision of information for States applying for the JVSG. Detailed information on each form was published in the Federal Register on April 2, 2009 and is available for review at: <http://edocket.access.gpo.gov/2009/pdf/E9-7341.pdf>. Because the forms are pending OMB approval, States have two options for submitting the required information described below. States that choose to submit the VETS forms should request an electronic version through their respective DVET.

Budget Information – Non-Construction Programs (Required – hard or electronic copy): States have two options for providing the detailed budget information required by VETS to support the SF 424 and make quarterly allocations of the grant award. Regardless of the option used, the Object Class Category for “Equipment” should be blank unless the forecast spending is for purchases of equipment with a useful life of more than one year and a per-unit cost of \$5,000 or more. If this is the case, the Transmittal Memorandum must contain a description of the equipment that would be purchased if approved. The Object Class Category for “Equipment” and “Supplies” should be blank for the TAP Activity.

Option 1: Submit a one-page VETS-401, Budget Information Summary (pending approval) available from the respective DVET in accordance with the instructions provided for the form.

Option 2: Complete one SF 424A for each program for which funds are being requested, i.e. DVOP and LVER. The forms should be completed in accordance with the instructions provided with the form found on the VETS homepage. Enter the abbreviation for the

State name and the Date Prepared at the top of the first page of the SF 424A. If using the electronic forms provided on the VETS homepage, entering this information on the front page of the SF 424A (DVOP) will populate the rest of the forms.

Staffing Directory (Required – hard or electronic copy): Grant applicants must satisfy an assurance required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Section 85.605 and 85.610 by listing the locations where grant-funded staff will be assigned. Second, grantees fulfill a requirement set forth in 38 U.S.C. Chapter 41 as amended by Section 601 (c) of Public Law 109-461 by providing the name, assignment as a DVOP specialist or LVER, assignment as half-time or full-time, and date appointed to current position for all staff funded in whole or in part by the Jobs for Veterans State Grant. As amended, the statute requires each DVOP specialist and LVER to complete specialized training provided by NVTI within three years of assignment if appointed on or after January 1, 2006.

Option 1: Submit a VETS-501, Staffing Directory (pending approval) available from the respective DVET in accordance with the instructions provided for the form.

Option 2: Provide a Staffing Directory in any format that identifies:

- All locations where full- and half-time DVOP specialists and LVER staff are assigned as a primary duty location, to include central and sub-state offices, by office name and address;
- All staff, whether funded in whole or in part by the grant, by name, position (DVOP or LVER), and type of appointment (half-time or full-time);
- All staff funded through a Special Initiative or by grant funding to provide functional oversight, regional coordination or other supervisory/managerial responsibilities by name, title, and location;
- Dates of appointment to current position (DVOP or LVER);
- All vacancies; and
- All positions filled by non-veterans for more than six months.

TAP Employment Workshop Forecast (Optional – hard or electronic copy): JVSG applicants that request funding to facilitate TAP Employment workshops are required to forecast workshop information as a condition of receiving grant funding. These applicants must forecast the total number of workshops and total number of workshop hours planned at each location by Federal fiscal quarter.

Option 1: Submit a VETS-601, TAP Employment Workshop Forecast (pending approval) available from the respective DVET in accordance with the instructions provided for the form.

Option 2: Provide a TAP Employment Workshop Forecast in any format that identifies:

- All locations where grant funded staff will facilitate TAP Employment Workshops;
- The number of workshops forecast to be facilitated by grant funded staff at each location by Federal fiscal quarter; and
- The number of hours to be facilitated per workshop at each location.

PART XIV: REVIEW PROCESS

All applications will be reviewed for compliance with the requirements of this notice. A careful evaluation of applications will be made by a review team which will ensure the State Plan narratives address the key requirements provided in these application instructions. The review team will provide all findings and recommendations to the VETS National Office for concurrence and action. Those grant applications without findings or for which all findings are satisfactorily resolved will be contacted by the DVET to submit the grant application to ***grants.gov***. The Grant Officer will verify the accuracy of the applications and make the grant awards after funding is made available through a signed appropriation.

PART XV: OTHER RESOURCE LINKS at www.dol.gov/vets:

COMMON ACRONYMS

GLOSSARY OF TERMS

GENERAL GRANT PROVISIONS

SPECIAL GRANT PROVISIONS

GRANT ASSURANCES AND CERTIFICATIONS