

SPECIAL GRANT PROVISIONS
FOR
JOBS FOR VETERANS
GRANTS

October 1, 2007 - September 30, 2009

October 1, 2007

I. GRANT AMOUNT:

- A. The total amount of funds approved for each fiscal year may be found on the Notice of Grant Award or modification.
- B. The fiscal year funds available annually are subject to:
 - 1. An approved Jobs for Veterans Grant State Plan; and
 - 2. Congressional action on the United States Department of Labor's (USDOL) appropriation.
- C. Grantees may charge only up to the amount on the current Notification of Obligation Authority (NOA) and costs in excess of the amount available will be borne by the grantee.
- D. When Fiscal Year (FY) funds remain available after September 30th, States will provide a fifth quarter spending plan through their respective DVET for approval by their Regional Administrator for Veterans' Employment and Training (RAVET). All grant funds must be obligated by States before December 31st following each Federal FY and must be expended by the following March 31st.
- E. Funds not obligated in accordance with the State Plan and Standard Form (SF) 424A (Budget Information) may result in a reallocation of funding or an adjustment to the State's allocation for the current fiscal year.
- F. The number of Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) positions that can be supported by grant funds must:
 - 1. Be separately identified; and,
 - 2. Represent the most efficient use of funds awarded to maximize available staff resources.
- G. Amounts designated for Incentive Awards may be distributed only as described in the State Plan and approved by the Grant Officer. States must adhere to this approved plan to avoid reclamation of Incentive Award funds.
- H. Funds for postage associated with this grant will be provided once annually and supplemental funds will not be made available. Any unused annual postage funds may be used for other Jobs for Veterans State grant purposes and will not be reclaimed.
- I. Costs attributable to a specific grant activity (DVOP, LVER, Transition Assistance Program (TAP), Special Initiatives and Performance Incentive Awards) may be charged only to the funds available for that respective grant activity. Except to correct erroneous charges, neither costs nor funds may be moved between the grant activities unless a grant modification is submitted and approved.

II. SCOPE: (Statement of Work)

- A. The grantee will provide direct employment and training services for veterans, employers, other eligible persons and transitioning service members and their spouses through:
1. The employment service delivery system, affiliated One-Stop partners, and coordination with other service providers;
 2. TAP workshops where available; and,
 3. DVOP specialists and/or LVER staff in accordance with:
 - a. Title 38 United States Code (38 U.S.C), Chapters 41 and 42;
 - b. The Workforce Investment Act (WIA) of 1998, as amended;
 - c. Title 20, Code of Federal Regulations (CFR), Part 1001;
 - d. Policy guidance issued by the USDOL;
 - e. An approved Jobs for Veterans Grant State Plan; and
 - f. All terms, conditions, assurances and provisions of this grant.
- B. Full-time DVOP specialists and/or LVER staff should be assigned at every location with sufficient resources to support the assignment of full-time staff, rather than assigning two or more half-time DVOP specialists or LVER staff. The grantee must develop and apply standards for statewide services to veterans in accordance with the respective duties for each position as described in Veterans' Program Letter (VPL) 07-05, dated July 27, 2005 or the most current VPL on this subject. DVOP specialists and LVER staff are appointed, assigned, or terminated in accordance with a State's merit staffing system:
1. As full-time or half time employees in accordance with VPL 07-05, dated July 27, 2005 or the most current VPL on this subject; and
 2. At salaries commensurate with their assigned duties.
- C. DVOP specialists will fulfill roles and responsibilities described in law, regulation or policy guidance exclusively to benefit veterans and other eligible persons by:
1. Focusing staff-assisted intensive services to meet the needs of economically or educationally disadvantaged veterans with barriers to employment;
 2. Using a case management approach to deliver staff-assisted intensive services;
 3. Participating in TAP activities for transitioning service members and their spouses and similar job search workshops where appropriate; and
 4. Coordinating with other area service providers to assist veterans and other eligible persons to overcome barriers.

- D. LVER staff will fulfill roles and responsibilities described in law, regulation or policy guidance exclusively for veterans and other eligible persons by:
1. Conducting outreach to employers to develop relationships, jobs or training opportunities for veterans and other eligible persons;
 2. Conducting seminars for and networking with employer organizations and trade associations;
 3. Conducting TAP workshops for transitioning service members and their spouses and related activities, including job search workshops for veterans and other eligible persons;
 4. Establishing self-directed job search work groups to benefit veterans and other eligible persons; and,
 5. Facilitating the provision of employment, training, and placement services for veterans and other eligible persons.
- E. DVOP specialists and LVER staff are assigned to supplement, not supplant, the duties of other staff in the Service Delivery Point (SDP) and do not relieve State Workforce Agency staff of their requirement to provide priority services to veterans at all employment service delivery locations.
- F. All communications between Veterans' Employment and Training Service (VETS) and the SDP will be made through appropriate State channels.
- G. The National Veterans' Training Institute (NVTI) will provide specialized training for all DVOP specialists and LVER staff (including travel expenses and per diem). Each DVOP specialist and LVER staff member assigned or appointed on or after January 1, 2006 will have three years to complete specialized training (Labor and Employment Specialist, Promoting Partnerships for Employment, and Case Management) provided by NVTI. DVETs will coordinate scheduling newly appointed staff through the appropriate State channels.

III. STATUTORY REQUIREMENTS FOR SERVICE PRIORITIES:

- A. Grantees will maintain compliance with all applicable statutory and regulatory and grant provisions to include:
1. 38 U.S.C, Chapters 41 and 42, as amended;
 2. Title 20, CFR, Chapter IX, Part 1001 et. seq.;
 3. Title 20, CFR, Chapter V, Parts 658 - 667; and
 4. Special and general grant provisions, USDOL policies and Federal directives.

- B. Grantees will, as prescribed by law and determined in regulations, ensure adherence with guidance regarding the provision of priority of services for veterans.

IV. PAYMENTS UNDER THE GRANT:

- A. Approved funds will be transferred to the State's financial institution using the State's SMARTLINK system through the Department of Health and Human Services' Payment Management System (HHS/PMS); and,
- B. Grantees will provide quarterly financial reports as indicated in the most recent VPL on this subject and in Section V, below.

V. REPORTING REQUIREMENTS: As per Title 20, CFR Section 658.601 (7) (d), State Administrator(s) authorized to enter into this grant agreement must ensure to the maximum extent feasible: (1) the accuracy of data entered by the State agency into required management information systems; and (2) the establishment and maintenance of a data validation system that accurately reflects the accomplished activities and provides actual expenditure data, in accordance with Office of Management and Budget (OMB) Circulars and applicable regulations to include Title 20, CFR, Sections 1001.122(b) and 1001.140.

- A. Reports required by this grant are in addition to any required WIA summary reports.
- B. Reports and correspondence must be identified by State, applicable Federal grant number (if assigned), fiscal year, date prepared. All reports must be prepared and submitted in the manner, with the frequency and by due dates prescribed in the applicable solicitation or directive from VETS.
- C. States must produce quarterly and final Fiscal and quarterly Activity/Performance reports as a condition for accepting grant funds. Specific guidelines for recurring reports (listed in 1. through 6. below) are addressed in VPL 02-06, dated February 8, 2006 or the most recent VPL on this subject.
 - 1. Grantees are required to report and be accountable for Public Labor Exchange and grant-based performance measures negotiated under the most recent VPL on this subject or on the subject of Common Measures. Applicable State and grant-specific Activity/Performance reports include the:
 - a. ETA 9002 A-D Reports
 - b. VETS 200 A-C Reports,

or, their equivalent replacements, as prescribed by the Department.

2. Fiscal reports will be submitted for each of the four Federal fiscal year quarters. A fifth quarter Fiscal report will be submitted if any fiscal year funds are carried into the next fiscal year. A final Fiscal report must be submitted no later than May 15th reporting *all* funds expended for the previous fiscal year. Fiscal reports will include:
 - a. SF 269A, Financial Status Report (OMB 0348-0038) - one for DVOP grant activity expenditures and one for LVER grant activity expenditures;
 - b. The Expenditure Detail Report or alternative report that provides the same information; and
 - c. SF 272, Federal Cash Transactions Report (OMB 80-RO182) is submitted, or an HHS/PMS 272 in lieu of an SF 272 is submitted to HHS in the manner that has been prescribed.
 3. The State Workforce Administrator or a designated person must attest to the accuracy and completeness of the Quarterly Report in a signed Technical Performance Narrative.
 4. A current DVOP/LVER Staffing Directory prepared in the level of detail prescribed in the most recently issued VPL that provides a sample format.
 5. Manager's Report on Services to Veterans regarding the quality and character of services provided to veterans as described in VPL 07-05, dated July 27, 2005 or the most recent VPL on this subject to include information regarding the extent to which veterans are receiving priority of service from staff funded through Department of Labor grants.
 6. An Annual Incentive Awards Summary Report will be included with the 4th quarterly report as described in the most recent VPL on recurring reports.
- D. DVETs will notify States that the review of the Jobs for Veterans State Grant Quarterly Reports (including 5th Quarter and Final reports) and the Annual Incentive Awards Summary Report is complete. Upon this notification, States will forward the originals of all documents to the Grant Officer at:

Department of Labor
Procurement Services Center
200 Constitution Avenue, N.W., Room S 4307
Washington, DC 20210

Note: Because all mail sent to the Department of Labor in Washington D.C. 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.

- E. Failure to comply with the above reporting requirements and/or other legislative requirements may result in sanctions described at Title 20, CFR, Part 658, Subpart H.

VI. GRANT MANAGEMENT AND MONITORING

- A. The Grant Officer approves, signs, and modifies these grants and can authorize changes in scope (staff utilization and funding levels), cost and grant conditions.
- B. VETS is required by law to “monitor and supervise on a continuing basis the distribution and use of funds provided for use in the States...” (38 U.S.C. 4102A (b) (6)).
- C. Each DVET or their designee serves as the Grant Officer’s Technical Representative (GOTR). The GOTR is authorized to:
 - 1. Review narrative reports and records;
 - 2. Monitor the progress of the grant;
 - 3. Negotiate remedial/corrective action regarding potential compliance issues;
 - 4. Arrange through State channels to communicate directly with DVOP specialists and LVER staff, when necessary;
 - 5. Recommend approval or disapproval of technical matters not involving a change in the scope, cost or conditions of the Jobs for Veterans grant; and
 - 6. Have access to all applicable hard copy or automated reports and records and make recommendations to the Grant Officer on all grant matters and requests.
- D. Requests for additional funds may be approved only if like amounts are available from funds returned by or identified for reallocation from other States.
- E. Fiscal year funds cannot be obligated by the grantor agency to States after September 30th; therefore, to be considered for approval, all requests for additional funding must be received in the National Office prior to the close of business on the first Friday in August or the date specified in the most recent VPL on this subject. When States have FY funds carried over past the end of a FY, they will submit plans for the use of those funds into a fifth FY quarter to the DVET for approval by the RAVET.
- F. An inventory of Automated Data processing (ADP) equipment purchased with grant funds must be maintained, with each of the following identified:
 - 1. Equipment locations, number of units and staff use;
 - 2. Brand name, model, serial number, equipment specifications; and,
 - 3. Actual unit costs (including maintenance and connectivity).

- G. The grant officer will only approve requests for additional funds to procure Personal Computers (PCs) which have Internet connectivity and for which staff training in the use of these PCs has been or will be provided.
- H. Adherence to the guidelines for the replacement or disposition of obsolete ADP equipment provided at 29 CFR, Part 97.32 is required.

VII. INFORMATION ACCESS:

Access to all hard copy or automated grant reports and State records relative to the provision of employment, education and training-related services to veterans, other eligible persons and transitioning service members and their spouses, must be provided to the Grant Officer, the GOTR and/or the GOTR's designee (see VI Grant Management and Monitoring).

VIII. AMENDMENTS:

The Grant Officer, in consultation with the Assistant Secretary of Labor for Veterans' Employment and Training reserves the right to amend these provisions with due notice to States of at least 45 days.