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VETERANS' PROGRAM LETTER NO. 04-12

MEMORANDUM FOR: ALL ELIGIBLE COMPETITIVE GRANTS COOPERATIVE AGREEMENTS REGIONAL ADMINISTRATORS AND DIRECTORS FOR VETERANS' EMPLOYMENT AND TRAINING SERVICE

FROM: ISMAEL ORTIZ, JR. 

SUBJECT: Grant Modification Request Procedures Related to Optional Year Funding for Competitive Grants and the National Veterans Technical Assistance Center Cooperative Agreements.

- I. **Purpose:** To announce the availability of optional year funding for eligible competitive grantees and National HVRP Technical Assistance Center recipients as allowed by their associated Solicitation for Grant Applications (SGAs), their actual grant award documents, and the General and Special Grant Provisions.

After the second quarter of each program year, the VETS National Office in cooperation with the VETS Regional Offices will determine the potential number of Competitive Grantees and National Technical Assistance Center Cooperative Agreement recipients who are eligible to apply for 2nd, 3rd, or 4th year funding. **Note: only those grants awarded in or after 2011 will eventually be eligible for 4th year funds.** Once the Grant Officer has approved the grant modification requests, the period of performance for the modifications will be July 1 through June 30 of the following year.

- II. **References:** Relevant SGA(s) associated with competitive grants and cooperative agreements identified; Technical Assistance Guide (latest version).

- III. **Rescinds (or Supersedes):** VPL 01-11.

- IV. **Background:** Should Congress appropriate additional funds for this purpose, VETS may consider additional years of optional funding under the proposed grants and cooperative agreements. The Government does not, however, guarantee optional year funding for any grantee, sub-awardee(s) or cooperative agreement recipient. Upon notification of

award, grantees and cooperative agreement recipients should contact their Grant Officer Technical Representative (GOTR) / Director for Veterans' Employment and Training Service (DVET) to ensure they fully understand the performance requirements to earn additional years of funding. In deciding whether to approve option year funding, VETS will take into account grantee, sub-awardee(s), or cooperative agreement recipient performance during the previous period of operations as stated below.

For Optional Year Funding Modifications: VETS will consider grantee or cooperative agreement recipient performance during the previous period of operations to determine if grantees will receive optional year funding. The following criteria will be considered:

- A. The grantee must meet, at minimum, 85% of planned cumulative quarterly goals by the end of the second quarter of the current Program Year for:
 1. Enrollments;
 2. Placements;
 3. Placement Rate; and
 4. Cost Per Placement.
- B. The grantee, sub-awardee(s), or cooperative agreement recipient must have complied with all terms identified in the SGA, the actual grant award document, and the General and Special Grant Provisions, as verified by the GOTR/DVET.
- C. All program and fiscal reports must be submitted by the established due dates and the grantee and sub-awardees must verify these reports for accuracy.
- D. If a grantee, sub-awardee(s), or cooperative agreement recipient does not meet the criteria described, VETS is under no obligation to fund a grantee, sub-awardee(s), or cooperative agreement recipient for option year funding.

V. **Body of Memorandum:** Attached is the "Technical Assistance Guide (TAG) for option Year Funding Grant Modifications for Competitive Grants" to assist grantees and cooperative agreement recipients in completing this process. *As detailed in the TAG, grantees and cooperative agreement recipients must submit their option year grant modification requests to their respective GOTR/DVET by no later than close of business on March 1 (or on the workday before the 1st, if the 1st falls on a non-business day). Actual technical and financial performance reports for the second quarter of the program year period ending December 31, are to be submitted with the modification request (printing a "hardcopy" of the reports and/or a Common Measures Technical Performance Report (TPR) spreadsheet are acceptable).* If technical performance and/or financial data are unavailable or not submitted with a modification request, the availability of option year funding may be negatively impacted.

VI. **Inquiries:** If you have any questions or concerns, contact your respective GOTR/DVET. GOTR/DVET contact information and the VETS Staff Directory are available at <http://www.dol.gov/vets>.

VII. **Expiration Date:** When rescinded or superseded.

VIII. **Attachment:** Technical Assistance Guide (TAG)