



February 8, 2006

VETERANS' PROGRAM LETTER NO. 02-06

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

FROM:

  
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SUBJECT: Jobs for Veterans State Grant Reporting

- I. **Purpose:** To provide guidance to States on all recurring reporting requirements for the Jobs for Veterans State Grants.
- II. **Rescissions:** Veterans' Program Letter (VPL) 01-04, Reporting Requirements for the Disabled Veterans' Outreach Program (DVOP)/Local Veterans' Employment Representatives (LVER) Grants for Fiscal Year (FY) 2004, is rescinded upon completion of all FY 2005 recurring report requirements.
- III. **References:** Title 38 United States Code, Chapter 41 (38 U.S.C. 41); 29 CFR, Part 97, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Special Grant Provisions for DVOP and LVER Grants, dated October 1, 2004; VPL 08-03, State Employee Performance Incentive Awards, dated May 29, 2003; VPL 05-05, Direct and Indirect Charges to the Fiscal Year (FY) 2005-2009 Jobs for Veterans State Grants, dated May 23, 2005; and VPL 07-05, Staffing, Reporting Requirements and Roles and Responsibilities of the Disabled Veterans' Outreach Program Specialist (DVOP) and Local Veterans' Employment Representative (LVER) under the Jobs for Veterans State Grants, dated July 27, 2005.
- IV. **Background:** The Veterans' Employment and Training Service (VETS) provides Jobs for Veterans State Grant allocations to the States based upon a funding formula. The grant award is allocated to two separate programs, DVOP and LVER, on a quarterly basis and in accordance with approved State Plans. To fulfill legislatively mandated grant oversight and management responsibilities, VETS requires State Workforce Agencies to submit fiscal and activity/performance reports on a quarterly basis.

Dates referenced in this policy letter do not include a year so that the guidance will not become obsolete at the end of each fiscal year. When appropriate, VETS will establish policy that is effective upon issue and that will remain in effect until rescinded or until superseded by changes.

**NOTE:** All FY 2005 Jobs for Veterans State Grant Quarterly Reports, to include 5<sup>th</sup> Quarter and Final Reports, will be submitted in accordance with VPL 1-04. States may follow the guidelines in VPL 1-04 or the instructions in this VPL to complete the FY 2006, 1<sup>st</sup> quarter report. States will be required to use the reporting guidelines in this VPL beginning with the FY 2006, 2<sup>nd</sup> quarter report.

V. **Summary of Changes:** The significant reporting requirement changes are summarized below:

- For fiscal reporting purposes, the number of DVOP specialists and LVER staff will be reported as Base Positions Paid (an example is provided in attachment IV);
- An Expenditure Detail Report described in paragraph VII. B. below, (or any format that includes the same information) will be required to support total expenditures reported;
- All expenditures for LVER Activities, TAP, Incentive Awards and LVER Special Initiatives will be reported on the LVER SF 269A report;
- All expenditures for DVOP Activities and DVOP Special Initiatives will be reported on the DVOP SF 269A;
- States will provide an electronic copy of the Jobs for Veterans State Grant Quarterly Report and Annual Incentive Awards Summary Report to the Director for Veterans' Employment and Training (DVET). After notification of review by the DVET and Regional Administrator for Veterans' Employment and Training (RAVET), States will submit the original reports directly to the Grant Officer;
- States will no longer be required to forward an electronic copy of the quarterly fiscal and activity/performance reports to the JVA-VETS mailbox;
- The Financial Planning and Reporting Worksheets (or alternate reporting formats previously used) are no longer required and their use should be discontinued; and
- The TAP Quarterly Report will no longer be required and should not be submitted.

VI. **Recurring Reports:** State Workforce Agencies (SWAs) are required to provide the following reports on a recurring basis:

- A. Manager's Quarterly Report on Services to Veterans as described in VPL 07-05. These reports are submitted in hard copy to the Director for Veterans' Employment and Training (DVET) and/or the designated manager as agreed upon through consultation with the State Administrator;
- B. Jobs for Veterans State Grant Quarterly Report as described in paragraph VII of this program letter. This report includes:
- Financial Report (DVOP SF 269A, LVER 269A, and Expenditure Detail Report or alternate format);

- Quarterly Program Activity and Outcome Reports (ETA 9002 and VETS 200);
- Technical Performance Narrative (TPN); and
- DVOP/LVER Staffing Directory.

C. Annual Incentive Awards Summary Report (for States with approved plans) as described in VPL 08-03. VETS is required to provide detailed information to Congress on the expenditure of Incentive Award funds by February 1<sup>st</sup> of each year. Therefore, States with approved Incentive Award plans must obligate these funds by September 30<sup>th</sup> and provide a report on those obligations with the quarterly report due on November 14<sup>th</sup>.

The Incentive Award Report will include the name and position (by program) of all awardees and a description and value of all awards given. It will be prepared in any form and submitted to the DVET electronically with the 4<sup>th</sup> quarter report due on November 14<sup>th</sup> of each fiscal year, regardless of whether an awards presentation has been made.

The financial amounts spent on Incentive Awards will be included in the appropriate area of the Expenditure Detail Report (or alternate format) and will be included in the totals on the LVER SF 269A. If there are differences between the amounts reported with the November 14<sup>th</sup> report and the actual expenditures, the previous SF 269A should be corrected and an explanation should be included in the appropriate quarterly TPN.

**VII. Jobs for Veterans State Grant Quarterly Report:** In accordance with the Special Grant Provisions, all reports submitted to VETS, with the exception of the ETA 9002 and VETS 200 will be identified by State name, grant number, current FY, FY quarter and date prepared. A Quarterly Report will be submitted for each of the four Federal fiscal quarters and will include the following forms and/or information:

- A. SF 269A Financial Status Reports: This cost accounting report identifies total grant expenditures for both the quarter reported and for the cumulative period (i.e., the fiscal year through the quarter reported). Two SF 269A forms will be submitted for each quarter, one to report total DVOP grant expenditures and one to report total LVER grant expenditures. For reporting purposes, the total costs associated with TAP, LVER Special Initiatives and Incentive Awards will be included in the totals reported on the SF 269A for LVER. Expenditures for DVOP Special Initiatives will be included in the totals reported on the SF 269A for DVOP. An example of each SF 269A is provided in Attachment I.
- B. Expenditure Detail Report (or alternate format): The Financial Planning and Reporting Worksheets have been replaced by a simplified Excel workbook provided in Attachment II. Since accounting systems vary, two workbooks are provided - one for States whose accounting reports provide quarterly expenditures and one for States whose accounting reports provide year-to-date expenditures. Any format may be used to report Direct and Indirect Costs for each grant activity, i.e. DVOP, LVER, Special Initiatives, TAP and Incentive Awards, but States are encouraged to use the workbooks provided. Each workbook contains a worksheet for each quarter, auto-calculates information and provides a cross-walk to expenditures reported on the SF 269As.

- C. ETA 9002: States are required to submit quarterly Labor Exchange Services and Performance Outcome reports (ETA 9002) to the Employment and Training Administration (ETA). These reports are validated and submitted via ETA's Enterprise Information Management System (EIMS). A separate copy will be provided to the DVET.
- D. VETS 200: The VETS 200 reports are a subset of the ETA 9002 report. These reports are validated and submitted via ETA's Enterprise Information Management System (EIMS). A separate copy will be provided to the DVET.
- E. Technical Performance Narrative (TPN): The final TPN submitted to the Grant Officer and DVET **must** be signed by the SWA Administrator or his/her designee and will attest that the report is accurate and complete. The TPN will contain the following information:
1. An analysis and explanation of the total actual grant expenditures compared to the planned budget submitted and approved by VETS and the grant officer as well as any corrective actions taken to align expenditures with the State's spending plan;  
**NOTE:** As per the Special Grant Provisions, grant funds that are not expended in accordance with the State Plan may be subject to reallocation.
  2. An overview of activity and performance data reported on the ETA 9002 and VETS 200 with an analysis of the State's progress toward meeting negotiated performance outcomes. The analysis should identify current and/or anticipated issues that may impact services to veterans and any actions planned or taken to date to address such issues. **NOTE:** States were required to negotiate outcomes for services to veterans for both the Public Labor Exchange and Grant Based Performance Measures for Program Year (PY) 2004. States will be required to negotiate performance measures once data is available for outcomes implemented under Common Measures. This guidance will be provided separately;
  3. An analysis and explanation of any services to non-veterans by DVOP specialists and LVER staff;
  4. An analysis and explanation of staff vacancies that exceed 60 days in duration including actions taken to fulfill the State's staffing plan;
  5. An explanation for any DVOP or LVER position filled with non-veteran staff for a period of six months or more;
  6. A listing of special activities and/or best practices that have impacted services to veterans and/or enhanced performance of the DVOP or LVER program staff.
- F. Staffing Directory: A sample Staffing Directory is provided in Attachment III. Any format may be used to submit staffing information, but the Directory must include the work locations where DVOP specialists and LVER staff are assigned to include central and sub-state offices. Any grant funded staff who do not provide direct services to veterans seeking employment must be separately identified by name location, and title.

VIII. **5<sup>th</sup> Quarter and Final Fiscal Reports:** When allocated funds in DVOP and/or LVER are not expended by the end of the fiscal year and are allowed to be carried into the first quarter of the new fiscal year, States are required to submit a Quarterly Fiscal Report for the “5<sup>th</sup> quarter.”

All States must submit a “Final” Fiscal Report for both DVOP and LVER no later than the end of the quarter *after* the last quarter in which they were authorized to expend funds in each program. Specifically:

- When all fiscal year expenditures are completed by the end of the fourth quarter, the Final Fiscal Report is due NLT February 14<sup>th</sup> of the following fiscal year.
- When all fiscal year expenditures are completed at the end of the 5<sup>th</sup> quarter, the Final Fiscal Report is due NLT May 15<sup>th</sup> of the fiscal year.

When applicable, 5<sup>th</sup> Quarter Fiscal Reports will include:

- A. SF 269A Financial Status Report as described in paragraph VII. A. above; and
- B. Expenditure Detail Report (or alternate format) as described in paragraph VII B. above.

The Final Fiscal Report will consist of an SF 269A that reports all expenditures and indicates that it is the final report by marking “Yes” in Block 6 of the SF 269A.

IX. **Submission and Distribution of Recurring Reports:** States will submit all recurring reports in accordance with the following due dates and distribution guidelines:

Recurring Report	Date Due	Electronic and Hard Copy to:	Approved Original to:
<b>Jobs for Veterans State Grant Quarterly Report (4 times/year)</b>			
- TPN, SF 269As, and Expenditure Detail	45 days after the end of each FY quarter	DVET	Grant Officer
- ETA 9002/VETS 200	45 days after the end of the quarter	DVET	Grant Officer
<b>5<sup>th</sup> Quarter Fiscal Report (if applicable)</b>			
- SF 269As and Expenditure Detail	February 14 <sup>th</sup> of next FY	DVET	Grant Officer
<b>Final Fiscal Report</b>			
- SF 269As	See Paragraph VIII above	DVET	Grant Officer
<b>Manager’s Report on Services to Veterans</b>			
- As described in most current VPL on subject	45 days after the end of each FY quarter	As negotiated with the SWA	
<b>Annual Incentive Awards Summary Report</b>			
- As described in this VPL, unless superseded	NLT November 14 <sup>th</sup>	DVET	Grant Officer

**X. Actions Required:**

- A. States will submit all recurring reports in accordance with the instructions provided in this directive. DVETs will provide technical assistance as needed or requested by the SWA.
- B. DVETs will thoroughly analyze information provided in the Jobs for Veterans State Grant Quarterly Reports and the Annual Incentive Awards Summary Report and make recommendations regarding reallocations of unexpended funds. DVETs will ensure that hard copies and electronic copies provided by the state are identical. DVETs will maintain a file copy of all reports provided by the State and ensure that documents are uploaded into the appropriate automated reporting system. Unless otherwise informed, the report, including the DVET analysis and/or recommendations, will be forwarded electronically to the appropriate Regional Office.
- C. DVETs will notify States that the review of the Jobs for Veterans State Grant Quarterly Reports (including 5<sup>th</sup> 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 NW, Room N5416  
Washington, DC 20210

Because all mail sent 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.

- D. RAVETs will review all submitted reports and recommend approval/disapproval of the DVET analysis and State reports. The RAVET will forward an electronic copy of the States' submission, the DVET analysis and recommendation, and the RAVET approval/disapproval to the JVA Lead Center with a copy to the DVOP/LVER National Office Lead.
- E. RAVETs will summarize all State reports within their area of responsibility and provide an electronic rollout/executive summary report to the JVA Lead Center with a copy to the DVOP/LVER National Office Lead.

XI. Inquiries: Grantees may address questions to their DVET. DVETs or other VETS staff with questions should contact their RAVET. RAVETs may contact the JVA Lead Center (currently Joel Delofsky or Fred Mendoza at 312-353-4942) or the DVOP/LVER National Office Lead (currently Patrick Hecker at 202-693-4709).

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

**XIII. Attachments:**

Attachment I: SF 269A Example (DVOP) and SF 269A Example (LVER)

Attachment II: Expenditure Detail Report (2 workbooks)

Attachment III: DVOP/LVER Staffing Directory

Attachment IV: Base Positions Paid Calculation Examples