




June 28, 1999

VETERANS' PROGRAM LETTER NO. 6-99

TO: ALL REGIONAL ADMINISTRATORS (RAVETs) AND DIRECTORS
FOR VETERANS' EMPLOYMENT AND TRAINING (DVETs)
ALL STATE EMPLOYMENT SECURITY AGENCY
ADMINISTRATORS (SESAs)
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT
AND TRAINING ADMINISTRATION (INFO)

FROM: 
ESPIRIDION (AL) BORREGO

SUBJECT: Fiscal Year 2000 Disabled Veterans'
Outreach Program/Local Veterans'
Employment Representative (DVOP/LVER)
Annual Grant Modification Requests

I. Purpose: To provide planning guidance for Grantees in submitting Fiscal Year (FY) 2000 modification requests for DVOP and LVER grant funding.

II. References: The Veterans' Employment Opportunities Act of 1998, Public Law (P.L.)105-339, enacted October 31, 1998; the Veterans' Program Enhancement Act of 1998 (P.L. 105-368), enacted November 11, 1998; the Workforce Investment Act of 1998 (WIA) (P.L. 105-220), enacted August 7, 1998; Solicitation for Grant Applications (SGA) for FY 1998 funds, dated June 20, 1997 (electronic); Veterans' Program Letter (VPL) 5-99, dated June 8, 1999, VPL 2-99 dated December 18, 1998, VPL 4-99, dated March 8, 1999, VPL 10-98, dated July 7, 1998, VPL 7-98, dated June 24, 1998 and VPL 3-98, dated December 4, 1997.

III. Background: Multi-year DVOP/LVER grants were awarded for the period which began on October 1, 1997. Funds have been provided for FYs 1998-1999. The SGA indicated that incremental funding for the years 1998 through 2000 would be available through annual grant modifications to extend the period of performance through FY 2000 with appropriate funding as provided annually by Congress. The President submitted a FY 2000 budget request to Congress that includes \$80,215,000 to support DVOP staffing, and \$77,253,000 to support LVER staffing. VETS also included in these requests, funds to support necessary centralized costs, i.e. postage and DVOP/LVER travel to National Veterans' Training Institute (NVTI).

IV. Resource Allocation: For FY 2000, States' resources will be based upon the formula applied when the SGA was developed for the current grant cycle. The fiscal allocation of resources, however, will still be subject to the availability of funds provided in the FY 2000 appropriation. It is unlikely that each State will receive sufficient funds to support all DVOP/LVER positions at the statutory formula level. The amount of funds which will become available through the Congressional budget process is not currently known. Projected allocations to States appear in Enclosure I of this VPL.

Proposed Special Provisions Changes: VETS acknowledges that:

A. changes in the make-up of service delivery points may have an impact upon local office administrative overhead charges. VETS is, however, only responsible for the reimbursement of administrative charges that have a direct bearing on services to veterans;

B. where the proportion of DVOP and LVER to total office staff has changed, as a result of the loss of unemployment compensation staff, or an influx of additional staff from other agencies at offices converting to One-Stop Centers, the impact on the Personal Service + Personnel Benefit (PS+PB) to total funds ratio may be substantial; and

C. in accordance with VETS' policies and Congressional intent, it is necessary to ensure that the maximum proportion of available funds be used in support of actual staff resources.

This potential impact on local office administrative overhead charges and on the PS+PB to total funds ratio has required consideration of changes in the Special Grant Provisions for FY 2000 and in the required documentation to be submitted with the FY 2000 modification request (see Enclosure V).

- 1 - For FY 2000, States would be required to provide specific fiscal documentation to request any variance from the FY 1999 approved ratio of PS+PB to total funds. Further, such a request must be approved by the RAVET prior to the State grant modification package being approved for processing. When reviewing these requests for variance, RAVETs will consider the supporting documentation and how it relates to the administrative overhead charges having a direct bearing on services to veterans. In addition, the Special Provisions quarterly financial reporting requirements would be amended to reflect other related changes. Under Reporting Requirements, Section V.B.2.(a)1.) would be amended to read:

"Any deviation of minus 2%, or more, from the FY 1999 State Fiscal Operating Plan (SFOP) approved ratio of PS+PB to total funds must be justified in the Technical Performance Narrative Summary Report and must be approved by the RAVET. The specific cause for the variance from the approved ratio must be provided along with documentation to support such charges. The RAVET may approve such charges having a direct impact on services to veterans, but only for the current reporting period."

- 2 - Section V.B.2.(e) has been modified to reflect a change in due dates for submission of the Final VETS 300 reports to January 30, or April 30 for States with FY funds carried over into an approved 5th quarter.
- 3 - A note would be added to the Special Provisions Section V. C. Performance Reports, referring to CFR 20 Part 658.601(7)(d), which state that State administrator(s) shall ensure to the maximum extent feasible the accuracy of data entered into the required management information system. It would also state that each State agency shall establish and maintain a data validation system.
- 4 - Section V.C.4.(a) would also be changed to indicate that by signing the quarterly technical performance narrative reports, SESA administrators are attesting to the accuracy of data being reported.
- 5 - Section VII.F. would be changed to read, "States submitting requests to purchase computers will include the costs, if any, for Internet connectivity, line maintenance, and any necessary computer training for DVOP/LVER staff. They will provide assurances that:"
- 6 - Section VII.F.2. is amended to read "Any computer purchases must be made to provide DVOP/LVER staff with Internet connectivity allowing for 'real time' Internet access to America's Job Bank/America's Talent Bank (AJB/ATB)."

For your review and comment, the proposed changes to the Special Provisions are emboldened in the enclosed Draft Special Provisions (see Enclosure V). A separate comment page can be submitted to the DVET along with the FY 2000 modification request package. The approved Special Provisions pages will be attached to the Notice of Modification Approval. All other General Provisions and Special Provisions of the grant remain in effect for the

duration of the multi-year grant period unless modified through a VPL signed and issued by the Assistant Secretary for Veterans' Employment and Training (ASVET).

V. Submitting Modification Requests: The following guidance pertains:

A. States are to maintain the PS+PB to total funds ratio at the levels approved for the FY 1999 DVOP and LVER grants.

NOTE: The approved ratio is reflected in columns e. and j. on Line 6 of the approved FY-99 SFOP. States must not deviate below the approved PS+PB to total funds ratio without prior approval from the RAVET. Any grantee requesting to use lower PS+PB to total funds ratio(s) than those identified in the approved FY 1999 DVOP/LVER SFOP, must include in their request substantial written justification, including a narrative explanation/justification using financial reports for the period ending March 31, 1999 along with other documentation to sufficiently support the request.

B. The maximum amounts that a State may request for DVOP and for LVER are limited to the amounts listed on Enclosure I.

NOTE: The WIA has provisions for fair share/applicant pool charges. The ASVET has determined that since DVOP/LVER grants are categorical staffing grants, rather than block or multi-purpose grants, that fair share/applicant pool charges will not be allowed to be charged to these grants. Only allowable costs within the prescribed limits of the DVOP/LVER program described in the grant provisions and the FYs 1998-2000 SGA, dated June 20, 1997, will be allowed.

C. Any modification requests to purchase equipment must contain a narrative explanation in accordance with the FYs 1998 - 2000 SGA (see section IV. D. of the SGA).

Note: Computer purchases must be made to provide DVOP/LVER staff with Internet connectivity. Modification requests to purchase computer equipment should also include the costs of Internet connectivity, line maintenance, and any necessary computer training for DVOP/LVER staff.

D. States are to submit to their DVETs, the following documents on or before July 26, 1999:

1 - A Standard Form (SF) 424 (see Enclosure II), indicating on lines 15a and 15g the total annual amount of DVOP/LVER funds requested just for FY 2000 (per Enclosure I).

2 - An initial State Fiscal Operating Plan (SFOP) (Enclosure III) which would need to be amended only if the amounts appropriated by Congress should vary. Instructions for Enclosure III provides guidance on the preparation of this SFOP. The fifth quarter carryover columns (shaded on Enclosure III) will initially remain blank since funds available in the fifth quarter are not planned, but are reported as available after September 30.

3 - Budget Narrative if deemed appropriate. A Budget Narrative is required when the Grantee requests:

(a) Deviation from the requirements set forth in the established PS+PB/total allocation percentages (columns e. and j. on line 6 of the most recently approved SFOP becomes the newly-approved rate);

(b) Equipment acquisitions or other capital expenditures planned during the grant period with a unit cost of \$5,000.00 or more.

NOTE: VETS is participating in the Department of Labor "Year 2000 Awareness" Outreach Program. As a condition of consideration, all requests for the purchase of computer equipment must be accompanied by a vendor's certification that the equipment is Year 2000 (Y2K) compatible. For any equipment purchased, this certification must be retained for the duration of the grant period.

4 - A revised staffing chart indicating DVOP/LVER work site and outstationed addresses in the same format as submitted with original grant applications, giving special attention to the full-time outstationing of DVOP specialists (wherever warranted) at Veterans' Administration Vocational Rehabilitation and Counseling Service offices. This requirement to submit a directory cannot be waived.

NOTE: Under WIA, Wagner-Peyser labor exchange and DVOP/LVER services are to be provided through One-Stop Career Centers. The determination as to where DVOP/LVER personnel will be stationed/ outstationed will, as in the past, be done in consultation with the State DVET.

5 - A transmittal memorandum must be prepared in hard copy with original signature by the grantee and used to transmit the application to the DVET. This memorandum may be used to also provide the budget narrative, if required.

NOTE: If a new administrative entity, a new Administrator, or a new State Agency official has been designated to operate the DVOP/LVER grant since either the grant awards were issued in November of 1997, or the most recent approved grant modification request, the transmittal memorandum must also indicate that the individual who signed the SF 424 is authorized to do so.

6 - An Assurance/Certifications Signature Page (see VPL Enclosure IV or FY 1998-2000 SGA Enclosure VI.D.) must be completed and submitted with the grant modification request, if and only if the agency administering the grant has changed since the last SF 424 was submitted and approved by the grant officer. The signature page must be submitted in hard copy with an original signature.

NOTE: Items D. 1-5, above, may be submitted electronically; however, an original copy of the transmittal memorandum bearing the name of an authorized representative and (2) the signed SF 424, Application for Federal Assistance must also be provided to the DVET by July 26, 1999 in hard copy with original signatures. The only additional hard copy is (3, if required) the Assurance/Certifications Signature page described in D.6., above, which would only apply to States having gone through a change in the administration of the DVOP/LVER grant.

VI. Allocation Strategy: It is unclear at this time whether or not a FY 2000 appropriation will be passed and signed by the President prior to the start of FY 2000. The FY 2000 awards may be based upon the amounts appropriated by Congress or as specified in a Continuing Resolution. The amounts allocated may, however, differ from the amounts planned, since the allocation of funds is contingent upon amounts actually appropriated for FY 2000. If the FY 2000 DVOP/LVER appropriation is insufficient to fund the States at levels equivalent to those found on Enclosure I, a reduction will be applied across-the-board to all grant modification amounts to be awarded. As per the special provisions of the grant agreement, States are limited in spending to the amounts appearing on their most recently issued Notice of Obligational Authority (NOA) issued by their RAVET.

If a continuing resolution is enacted, SESAs may not be advised of their actual funding allocations until sometime in the first quarter. If this is the case, the SESAs may be periodically authorized through a NOA to draw down a portion of their FY 2000 grant award until the final appropriation is enacted and an Advice of Allotment is received by VETS from Office of Management and Budget (OMB). Funding allocations will then be issued to regions and NOAs will be issued by the RAVET to the

States as soon as possible, based upon the approved SFOP rate they had submitted by July 23, 1999. After the awards are made, States will be asked to produce a revised SFOP reflecting any variances in funds actually appropriated, and to identify any FY 1999 funds carried over past September 30, 1999 for obligation before December 31, 1999. As indicated earlier, such FY 1999 carry-over funds should be obligated before any FY 2000 funds (first in/first out or FIFO) are obligated by States.

NOTE: States should endeavor to ensure sufficient funds are planned each quarter to support the planned number of DVOP specialists and LVER staff on board. DVETs will review requests to ensure this strategy is followed.

Though funding for FY 2000 may remain at essentially the same level as was initially available for FY 1999, States may choose to plan a slight reduction in the FY 2000 staffing levels. However, since States are authorized to obligate FY 1999 funds available after September 30, 1999 through the fifth quarter, VETS does not expect staffing levels to be impacted in more than a few States.

VII. Actions Required:

A. DVETs will meet with their respective State Agency counterparts to ensure States have received and understand the direction, and the requirements for submission of modification requests provided in this program letter.

B. States are requested to prepare a modification package in accordance with the above instructions for submission to the DVET by July 26, 1999. Any comments on the proposed changes to the Special Grant Provisions should also be attached.

C. DVETs will review grant modification requests for accuracy and completeness. They will complete the DVET portion of the enclosed grant review checklist and prepare a cover letter identifying that the modification request is appropriate and allowable under the guidelines of the FYs 1998-2000 SGA. If the DVET has concerns with the modification request, an analysis of the modification request should be provided with the cover letter to the RAVET. DVETs will also forward to the RAVETs any comments received on the proposed changes to the Special Grant Provisions.

D. DVETs will determine and indicate in their cover letters whether or not the State has maintained the PS+PB to total funds ratio levels approved for FY 1999 or subsequent formal modification requests approved by the

Grant Officer. Each DVET will provide a copy of such modification to the RAVET as an attachment to his/her review.

E. Modification requests must be forwarded by DVETs electronically (with original signatures sent via overnight mail) to be received by the RAVETs by August 2, 1999. DVETs will also e-mail a copy of the State's SFOP (e-mail or original overnight mail preferred to ensure clarity) directly to the Chicago Regional Lead Center (RLC) by August 2, 1999.

F. RAVETs will review grant modification requests using the grant review checklist. The review should encompass all budgetary issues and ensure that the grant modification package is complete.

G. RAVETs will take appropriate action to assure that all issues identified during their review or during the DVETs' reviews, are resolved prior to forwarding the original modification request and checklist for each State to the Chicago RLC.

H. RAVETs will forward, via overnight mail, their written approval, DVETs' cover letter/analysis and each State's original modification request to the Chicago RLC by August 11, 1999.

Note: It is not necessary for RAVETs to forward any portion of the grant modification packages directly to the National Office.

VIII. Inquiries: Refer SESA questions to the appropriate DVET. Issues that cannot be resolved at the Regional Office should be addressed to either Joel Delofsky at the Chicago Regional Lead Center at (312) 353-4942 or Miguel A. Hernandez in Vets' National Office at (202) 693-4708.

IX. Expiration: This directive expires on September 30, 2000.

X. Enclosures (5):

- I. FY 2000 DVOP/LVER Allocations by State and Region;
- II. SF 424 Application for Federal Assistance (ENCLOSURE II.A.), Instructions & Sample (ENCLOSURE II. B.)
- III. State Fiscal Operating Plan Form and Instructions;
- IV. Assurance and Certification Signature Page; and
- V. Draft, Special Grant Provisions

ENCLOSURE I:

DVOP/LVER FY 2000 Allocations

FY 2000 Fiscal Resource Allocation		(In Thousands of Dollars)		
GRANT #	STATE	FY 2000 DVOP	FY 2000 LVER	FY 2000 Combined
5040	CONNECTICUT	\$ 1,316	\$ 1,628	\$ 2,944
5041	MAINE	\$ 482	\$ 507	\$ 989
5042	MASSACHUSETTS	\$ 1,885	\$ 1,423	\$ 3,308
5043	NEW HAMPSHIRE	\$ 434	\$ 460	\$ 894
5044	RHODE ISLAND	\$ 342	\$ 316	\$ 658
5045	VERMONT	\$ 206	\$ 404	\$ 610
	TOTAL Region 1	\$ 4,665	\$ 4,738	\$ 9,403
5046	NEW JERSEY	\$ 2,002	\$ 1,339	\$ 3,341
5047	NEW YORK	\$ 5,411	\$ 4,541	\$ 9,952
5048	PUERTO RICO	\$ 178	\$ 212	\$ 390
5092	VIRGIN ISLANDS	\$ -	\$ 66	\$ 66
	TOTAL Region 2	\$ 7,591	\$ 6,158	\$ 13,749
5049	DELAWARE	\$ 191	\$ 184	\$ 375
5050	DCMA	\$ 368	\$ 644	\$ 1,012
5051	MARYLAND	\$ 1,506	\$ 1,001	\$ 2,507
5052	PENNSYLVANIA	\$ 3,327	\$ 4,024	\$ 7,351
5053	VIRGINIA	\$ 1,849	\$ 1,115	\$ 2,964
5054	WEST VIRGINIA	\$ 343	\$ 581	\$ 924
	TOTAL Region 3	\$ 7,584	\$ 7,549	\$ 15,133
5055	ALABAMA	\$ 1,168	\$ 1,173	\$ 2,341
5056	FLORIDA	\$ 3,497	\$ 2,847	\$ 6,344
5057	GEORGIA	\$ 1,851	\$ 1,398	\$ 3,249
5058	KENTUCKY	\$ 733	\$ 803	\$ 1,536
5059	MISSISSIPPI	\$ 594	\$ 1,113	\$ 1,707
5060	NORTH CAROLINA	\$ 1,710	\$ 2,283	\$ 3,993
5061	SOUTH CAROLINA	\$ 1,097	\$ 1,310	\$ 2,407
5062	TENNESSEE	\$ 1,202	\$ 1,190	\$ 2,392
	TOTAL Region 4	\$ 11,852	\$ 12,117	\$ 23,969
5063	ILLINOIS	\$ 3,600	\$ 3,581	\$ 7,181
5064	INDIANA	\$ 1,342	\$ 1,852	\$ 3,194
5065	MICHIGAN	\$ 3,257	\$ 3,041	\$ 6,298
5066	MINNESOTA	\$ 1,481	\$ 1,738	\$ 3,219
5067	OHIO	\$ 3,975	\$ 3,985	\$ 7,960
5068	WISCONSIN	\$ 1,670	\$ 1,820	\$ 3,490
	TOTAL Region 5	\$ 15,325	\$ 16,017	\$ 31,342
5069	ARKANSAS	\$ 656	\$ 1,193	\$ 1,849
5070	LOUISIANA	\$ 815	\$ 683	\$ 1,498
5071	NEW MEXICO	\$ 463	\$ 665	\$ 1,128
5072	OKLAHOMA	\$ 941	\$ 1,523	\$ 2,464
5073	TEXAS	\$ 3,954	\$ 4,218	\$ 8,172
	TOTAL Region 6	\$ 6,829	\$ 8,282	\$ 15,111
5074	IOWA	\$ 789	\$ 1,245	\$ 2,034
5075	KANSAS	\$ 633	\$ 983	\$ 1,616
5076	MISSOURI	\$ 1,430	\$ 1,683	\$ 3,113
5077	NEBRASKA	\$ 372	\$ 520	\$ 892
	TOTAL Region 7	\$ 3,224	\$ 4,431	\$ 7,655
5078	COLORADO	\$ 1,710	\$ 1,297	\$ 3,007
5079	MONTANA	\$ 248	\$ 567	\$ 815
5080	NORTH DAKOTA	\$ 162	\$ 460	\$ 622
5081	SOUTH DAKOTA	\$ 191	\$ 295	\$ 486
5082	UTAH	\$ 361	\$ 671	\$ 1,032
5083	WYOMING	\$ 146	\$ 423	\$ 569
	TOTAL Region 8	\$ 2,818	\$ 3,713	\$ 6,531
5084	ARIZONA	\$ 1,205	\$ 940	\$ 2,145
5085	CALIFORNIA	\$ 12,091	\$ 6,336	\$ 18,427
5086	HAWAII	\$ 419	\$ 400	\$ 819
5087	NEVADA	\$ 633	\$ 543	\$ 1,176
	TOTAL Region 9	\$ 14,348	\$ 8,219	\$ 22,567
5089	ALASKA	\$ 349	\$ 643	\$ 992
5090	IDAHO	\$ 339	\$ 692	\$ 1,031
5091	OREGON	\$ 1,074	\$ 1,230	\$ 2,304
5088	WASHINGTON	\$ 2,586	\$ 1,971	\$ 4,557
	TOTAL Region 10	\$ 4,348	\$ 4,536	\$ 8,884

ENCLOSURE II.A.

OMB Approval No. 0348-0043

**APPLICATION FOR
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED		Applicant Identifier
		3. DATE RECEIVED BY STATE		State Application Identifier
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION				
Legal Name:			Organizational Unit:	

Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code)											
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>												7. TYPE OF APPLICANT: (enter appropriate letter in box:) A A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify) _____	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): A C A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (Specify): _____		9. Name of Federal Agency: U.S. Department of Labor - VETS											
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (DVOP) <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">7</td></tr></table> • <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">8</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">1</td></tr></table> (LVER) <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">7</td></tr></table> • <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">8</td><td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">4</td></tr></table> TITLE: DVOP/LVER Grant Programs		1	7	8	0	1	1	7	8	0	4	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Disabled Veterans' Outreach Program (DVOP) Local Veterans' Employment Representative (LVER)	
1	7												
8	0	1											
1	7												
8	0	4											
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Statewide													
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:											
Start Date 10/1/99	Ending Date 9/30/00	a. Applicant	b. Project										
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?											
a. Federal	\$.00	a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____											
b. Applicant	\$.00	b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW											
c. State	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?											
d. Local	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation <input type="checkbox"/> No											
e. Other	\$.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.											
f. Program Income	\$.00	a. Typed Name of Authorized Representative											
g. TOTAL	\$.00	b. Title											
d. Signature of Authorized Representative		c. Telephone number											
		e. Date Signed											

Previous Editions Not Usable

Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required face sheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | | | |
|-------|---|--|
| Item: | Entry: | applicable) & applicant's control number (if applicable). |
| 1. | Self-Explanatory. | 3. State use only (if applicable). |
| 2. | Date application submitted to Federal agency (or State if | 4. If this application is to continue or revise an existing award, |

- enter present. Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
 6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
 7. Enter the appropriate letter in the space provided.
 8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:
 - "New" means a new assistance award.
 - "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
 - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
 9. Name of Federal agency from which assistance is being requested with this application.
 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

- | Item: | Entry: |
|-------|--|
| 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 13. | Self-explanatory. |
| 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 15. | Fiscal Year 2000 amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an exists award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. For DVOP/LVER, items 15 a. and g. should be identical - the total requested for Fiscal Year 2000. |
| 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application subject to the State intergovernmental review process. |
| 17. | This questions applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's offices. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |

APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED 7/23/99	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: State of Mind Department of Workforce Developmt.		Organizational Unit: Job Service Division	
Address (give city, county, state, and zip code): State Office Building, Room 1064 Tangle City, Clutter County, CN 12345-1064		Name and telephone number of the person to be contacted on matters involving this application (give area code) Mr. I.M. ALLRITE, Job Service Director (999) 555-1234	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 0 1 - 2 3 4 5 6 7 8		7. TYPE OF APPLICANT: (enter appropriate letter in box:) A A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify) _____	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): A C A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (Specify): _____		9. Name of Federal Agency: U.S. Department of Labor - VETS	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: (DVOP) 1 7 • 8 0 1 (LVER) 1 7 • 8 0 4 TITLE: DVOP/LVER Grant Programs		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Disabled Veterans Outreach Program (DVOP) Local Veterans Employment Representative (LVER)	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Statewide			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date 10/1/99	Ending Date 9/30/00	a. Applicant CN-4	b. Project Statewide (1-15)
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 1,999,000.00	a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: <u>7/23/99</u>	
b. Applicant	\$.00	b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No	
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00		
g. TOTAL	\$ 1,999,000.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Typed Name of Authorized Representative I.M. Encharge		b. Title Executive Director	c. Telephone number (999) 555-1235
d. Signature of Authorized Representative <i>I M Encharge</i>		e. Date Signed 7/23/99	

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required face sheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|---|-------|--|
| 1. | Self-Explanatory. | 12. | List only the largest political entities affected (e.g., State counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present. Federal identifier number. If for a new project, leave blank. | 15. | Fiscal Year 2000 amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. For DVOP/LVER, items 15 a. and g. should be identical - the total requested for Fiscal Year 2000. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowance, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's offices. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:

<input type="checkbox"/> "New" means a new assistance award.

<input type="checkbox"/> "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.

<input type="checkbox"/> "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

**U.S. DEPARTMENT OF LABOR
Veterans' Employment and Training Service
STATE FISCAL OPERATING PLAN
DVOP/LVER PROGRAMS**

(QUARTERLY DATA ARE NOT CUMULATIVE)

STATE: _____ FISCAL YEAR 2000 DATE PREPARED: _____
(In Thousands)

LINE ITEM	FY 2000 DVOP				FY 2000 LVER				TOTAL 2000 DVOP / LVER FUNDS K.				
	1st QTR DVOP A.	2nd QTR DVOP B.	3rd QTR DVOP C.	4th QTR DVOP D.	TOTAL 2000 DVOP E.	FY 1999 LVER CARRY-OVER	1st QTR LVER F.	2nd QTR LVER G.		3rd QTR LVER H.	4th QTR LVER I.	TOTAL 2000 LVER J.	
1. PLANNED # OF STAFF													
2. PERSONAL SERVICES (PS)													
3. PERSONNEL BENEFITS (PB)													
4. SUBTOTAL PS+PB COSTS													
5. TOTAL FUNDS													
6. PS+PB % TO TOTAL													
7. PS+PB ALLOWED													
8. COST PER POSITION (CPP)													

INSTRUCTIONS Fiscal Year 2000 State Fiscal Operating Plans

FOR FY 2000: This State Fiscal Operating Plan (SFOP) includes columns for planning FY 1999 DVOP and LVER "Fifth Quarter Carry-over" funds from FY 1999 to be recorded before the first quarter columns on this SFOP. DO NOT USE THE FY 1999 CARRY-OVER FUNDS COLUMNS AT THIS TIME.

NOTE: Round all dollar amounts in lines 2-5 to the nearest THOUSAND (e.g. \$ 474,210.00 would be entered as 474). The PERCENTAGE LINES (Lines. 6-7) are carried to two decimal (e.g. 47.42%) places (hundredths) and the COST PER STAFF YEAR LINE is to be shown to the nearest (47.421) dollar. (Line 8.). **QUARTERLY ENTRIES ON THIS FORM ARE NOT CUMULATIVE. ONLY THE TOTAL COLUMNS (E., J., AND K.) ARE CUMULATIVE-YEAR-TO-DATE.** For example, if DVOP Personnel Benefits (PB) charges are expected to cost \$80,000 and they are to be evenly distributed among the quarters (Line 3., Columns A. through D.), the resultant entries would be: 1st quarter - 20; 2nd quarter - 20; 3rd quarter 20; and 4th quarter 20. (Total Year= 80).

The following provides Step-by-step guidance in the completion of 2000 total in Column K. this form.

COLUMNS: Place planned costs (NOT cumulative year-to-date) for each quarter in Columns A. through D. for DVOP and Columns F. through I. for LVER (rounded to the nearest \$1,000) on lines 2-5. The sum of the DVOP and LVER cumulative amounts (except staff years and percentages) shown in Columns E. and J. are placed in the TOTAL 2000 Column (Column K) on lines 2-5. Leave Column K., lines 6-8 blank.

LINES:

Line 1: Enter the total number of staff planned to be supported in each of the four quarters. These should be whole numbers for DVOP and whole or half numbers for LVER (e.g. 22.5). In Columns E. and K., the total number should be the number of DVOP and LVER staff planned to be on board as of the end of the fourth quarter and NOT an average of the four quarters.

Line 2: Enter the planned costs for DVOP and LVER Personal Services, displayed for each quarterly in the appropriate columns. Enter the sum for the four quarters of FY 1999 DVOP in Column E.; for LVER in Column J.; and show combined FY 2000 total in Column K.

Line 3: Enter planned costs for DVOP and LVER Personnel Benefits displayed for each quarter in the appropriate columns. Enter the sum for the four quarters of FY 2000 DVOP in Column E.; for LVER in Column J.; and show combined FY

Line 4: Enter the totals of Line 2. and 3. in each column.

Line 5: Enter the planned TOTAL DVOP or LVER costs in each quarter of 2000 for DVOP and LVER on line 5. Quarterly planned dollar amounts cannot vary more than 5% between quarters without written justification. Leave the FY 1999 fifth quarter columns blank. Show totals as appropriate in Total columns E., J. and K.

Line 6: To calculate the PS/PB % of total, divide the numbers appearing on Line 4. by the total funds requested in Line 5, and show as a percentage to the nearest 1/100th (e.g. 82.42%) in Columns A. through E. and F. through J. Leave Column K. blank.

Line 7: Enter the approved PS/PB % of Total as it appeared on Line 6 of your most recently approved FY 1999 SFOP, as applicable to the column entry. Leave Column K. blank.

Line 8: To calculate the average Staff cost per position (CPP), divide the sum of the amounts on Line 5. by the staff number on Line 1. for Columns A. through E. and F. through J. (Line 5. / line 1 = \$ x,xxx. Staff CPP). Leave Column K. blank. Round each Line 8 result to the nearest dollar. It is expected that the actual CPP will vary somewhat due to rounding.

NOTE: Attach a narrative explanation, if the amounts on line 6 columns e. and j. of this form exceed the corresponding current (FY 1999 SFOP) DVOP and LVER approved % totals appearing on line 7 of this form (see line 7 instructions above).

ENCLOSURE IV. (Complete this form only if the grant recipient/agency has changed since 10/1/97).

ASSURANCES AND CERTIFICATIONS - SIGNATURE PAGE

The Department of Labor will not award a grant or agreement where the grantee/recipient has failed to accept the ASSURANCES AND CERTIFICATIONS contained in the Solicitation for Grant Applications dated June 20, 1997. By signing and returning this signature page, the grantee/recipient is providing the certifications set forth below:

- A. Assurances - Non-Construction Programs
- B. Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free/Tobacco-Free Workplace Requirements.
- C. Certification of Release of Information

APPLICANT NAME and LEGAL ADDRESS:

If there is any reason why one of the assurances or certifications listed cannot be signed, please explain. Applicant need only submit and return this signature page with the grant application. All other instructions shall be kept on file by the applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

APPLICANT ORGANIZATION

DATE SUBMITTED

Please Note: This signature page and any pertinent attachments which may be required by these assurances and certifications shall be attached to the applicant's Cost Proposal.

Enclosure V

SPECIAL GRANT PROVISIONS

For FY 2000 - October 1, 1999

Revised DRAFT - 6/24/99

I. GRANT AMOUNT

- A. The total amount of funds approved for this grant is allocated to the Disabled Veterans' Outreach Program (DVOP) and the Local Veterans' Employment Representative (LVER) through incremental funding annually as follows:

Fiscal Year: 2000

DVOP	\$ _____
LVER	\$ _____

- B. Availability of Fiscal Year 2000 funds is subject to: (1) Congressional action on the United States Department of Labor (USDOL) appropriation; and (2) an approved State Fiscal Operating Plan (SFOP) for fiscal year (FY) 2000. Allowable costs may be incurred only up to the limit of the most recent Notification of Obligational Authority (NOA) issued to the grantee.
- C. The United States Code (U.S.C.) requires that funds used to operate the programs be separately identified. Therefore, costs attributable to a specific program (DVOP or LVER) may be charged only to the funds available to that respective program. Except to correct inadvertent charges, neither costs nor funds may be moved between the two programs or to any other program operated by the grantee. In the event the grantee incurs costs for either program in excess of the amount available for that program, such excess will be borne by the grantee. Funds available will be expended in accordance with the approved "DVOP/LVER SFOP."
- D. Should the funds awarded be considered insufficient to maintain approved staffing levels, the grantee will staff the maximum number supportable, as directed the ASVET.

II. SCOPE: (Statement of Work)

The grantee is to provide direct employment and training-related services and provide supportive services for veterans as required under Title 38, Chapter 41, United States Code (U.S.C.), and as required through the DVOP and the LVER programs and as set forth in this statement of work or through guidance issued by the Assistant Secretary of Labor for Veterans' Employment and Training (ASVET). Performance of this effort will be in accordance with the grantee's application and all other terms and conditions of this grant, applicable statutes and regulations, and ASVET policy directives.

A. Program Requirements for DVOP

1. DVOP Specialists are assigned or appointed only after consultation with the Director for Veterans' Employment and Training (DVET). DVOP
-

Specialists must be service-connected disabled veterans. Exceptions to this policy can only be approved by the ASVET..

DVOP Specialists are appointed as permanent full time employees, pending successful completion of any required probationary period, are compensated at rates comparable to those paid other professionals performing essentially similar duties, and are affected by State reductions-in-force (retention and recall), only under the circumstances described by the ASVET in the Veterans' Program Letter (VPL) 10-89; as summarized below;

In a reduction-in-force (RIF), full-time employees duly appointed by a State merit/civil service system in DVOP Specialist positions can only be displaced by more senior employees of the same or higher veterans' priority group.

If qualified, such senior individuals may assume the DVOP Specialist positions following consultation with the DVET.

2. DVOP Specialists are appointed as individual full-time staff in addition to, and do not supplant the duties of the LVER staff in Service Delivery Points (SDPs) or other offices fulfilling the public Labor Exchange Delivery System (LEDS) function. Further, the assignment of an LVER or DVOP Specialist to a LEDS office does not relieve other LEDS staff of their requirement to provide priority services to veterans.

The service delivery point at which the DVOP Specialist is located will screen veterans to determine their level of need and whether the DVOP Specialist is the most appropriate professional to provide the desired assistance. This triage approach is designed to screen for those disadvantaged veterans who are in most need of facilitated labor-exchange services provided for the office by the DVOP Specialist using a case management approach to the delivery of services.

3. DVOP Specialists serve only eligible veterans and other eligible persons with priority and maximum emphasis provided to the identified target groups in accordance with the provisions of Title 38, U.S.C., Chapter 41, Section 4103A(a) and (b), and will be assigned the duties identified at 38 U.S.C. 4103A(c) or as interpreted and directed by the Assistant Secretary.
4. To maximize the entry of target veterans' populations (minority, disabled veterans, female, recently separated military, homeless, economically disadvantaged veterans) experiencing the greatest incidence of unemployment in meaningful employment and to maximize successful completion by these veterans in Federally funded training programs (*e.g.*, VA vocational rehabilitation, JTPA, WIA), DVOP Specialists are to apply the case management approach for which training was provided through the National Veterans' Training Institute (NVTI).

5. In accordance with Section 4103A(b)(2), one-fourth (25%) of the collective DVOP Specialists' weekly time allocated to a State is designated for work locations other than in Job Services offices, unless a written waiver approval is in effect provided by the OASVET through the Regional Administrator for Veterans' Employment and Training (RAVET). A waiver approval, generally in the form of a letter from the RAVET or a signed grant award document, allows the number of staff with out stationed responsibilities to be 20% based upon aggregate weekly work hours and not calculated in terms of individuals assigned.

Such DVOP staff are stationed in locations established by National and Statewide agreements with the Department of Veterans Affairs (VA) to include centers which provide vocational readjustment and counseling (VR&C) primarily, veterans' assistance offices, VA Vet Centers, and/or other sites as may be determined to be appropriate based upon demonstrated need following consultation with and approval of the DVET and consultation with the appropriate representatives from the VA.

VPL 7-95, issued September 1, 1995, provides policy and guidance for the implementation of a Memorandum of Understanding (MOU) between the VA's VR&C and USDOL/VETS. DVOP Specialists must be actively engaged in efforts to ensure the successful implementation of the provisions of this VPL at the local level. Identifying, tracking, providing case management services and intensive individualized job development for VR&C clients by DVOP Specialists are vital to this initiative.

The VA must first agree that all potentially productive VA sites are fully staffed before DVOP Specialists can be assigned to other sites. A written letter of agreement from an authorized VA official or a statement reflecting VA concurrence in the DVET's memorandum transmitting the SESA's grant request to the RAVET is sufficient to permit additional non-VA site assignments. Such non-VA sites at which DVOP Specialists may be stationed include, but are not limited to:

- a. Transition Assistance Program (TAP) sites, military installations and military hospitals which separate active military personnel. In conjunction with a Joint USDOL/Department of Defense (DOD)/VA initiative, Veterans' and Disabled Veterans' Transition Assistance Program (DTAP), DVOP Specialists assist "to furnish employment and training information and services to members of the Armed Forces within 180 days before such members are separated from the Armed Forces' military installations or hospitals" as designated by the ASVET.

The ASVET, through the RAVET, may approve such activity for members of the Armed Forces as determined appropriate by the ASVET. Only guidance and information may be provided to these

military service members prior to actual separation. Priority will be given by DVOP Specialists to serving those service members receiving disability discharges through cooperation with Physical Evaluation Board Liaison Officers.

State Employment Security Agencies (SESAs) will provide DVOP/LVER staff to facilitate workshops at all TAP sites in their States. In States where a sufficient number of TAP sites and potential workload exist, up to 5 percent of DVOP/LVER staff time must be charged to fulfill this commitment. In States where more than 5 percent aggregate time charges will be necessary, due to the size and number of the TAP programs offered, DVETs shall be consulted to determine if additional DVOP/LVER resources that exceed 5 percent will have an impact on the provision of services to veterans and other eligible persons in that State.

DVETs can make recommendations to the National Office for TAP contractor supplementation if the 5 percent level is exceeded. RAVETs will not waive the 25% outstation requirements in those States where DVOP and LVER staff are not fully utilized to provide and facilitate TAP workshops when a level of need has been identified to the DVET.

- b. SDA offices or other such offices operated with JTPA funds.
 - c. Project locations providing services to homeless veterans.
 - d. State or County Veterans' Service offices; local government offices (town halls or libraries with suitable office facilities).
 - e. One-Stop Career Centers and Non-profit community-based organization offices established to provide services to veterans, **except in States which have implemented the Workforce Investment Act for which One Stop Centers are designated as equivalent to a local employment service office.**
6. Explanations will be provided by the grantee to the RAVET through the DVET for any DVOP Specialist vacancies that remain unfilled after sixty (60) calendar days. The RAVET will determine if any remedial actions will be required based upon the grantee's justification. DVOP Specialist vacancies may result in the loss of those funds which would have been expended if the position had been filled during that time.
 7. Grantees will be required to fill the number of positions stated on the approved SFOP unless insufficient funds are provided by the grantor to support the approved level.

8. The grantee will develop and apply standards for statewide services to veterans in accordance with 20 CFR 1001.120 and set individual performance standards for each DVOP Specialist, in consultation with the DVET, and in accordance with Title 38, U.S.C., Section 4104A. During the grant period, the DVET will monitor the redevelopment and reapplication of such standards in accordance with that section.
9. In accordance with 38 U.S.C. Section 4102A (b) (5), the ASVET makes “available for use in each State, directly or by grant or contract, such funds as may be necessary.... to support the reasonable expenses of such specialists and representatives [DVOP/LVER] for training, travel, supplies, and fringe benefits, including travel expenses and per diem for attendance at the National Veterans’ Employment and Training Services Institute [NVTI] established under 4109 of this Title;”

State directives or State imposed travel restrictions do not supersede Federal law. Funds provided to all DVOP/LVER grantees in support of program-related travel and scheduled training will be used for staff capacity building through attendance at the NVTI. Such funds will be used for travel and per diem expenses of those grant-funded staff identified for training, unless the State and the DVET determine that NVTI contract trainers can provide off-site training more efficiently within the State.

10. As part of the functional supervisor role of the DVET, the SESA/Grantee must recognize the importance of direct communication between the DVOP/ LVER staff and DVET and shall not inhibit any communication.

B. Program Requirements for LVER

1. The supportable number of Local Veterans' Employment Representatives are assigned to local employment service offices based upon the following criteria:
 - a. Each service delivery point or local office which had at least 1,100 eligible veterans and other eligible persons registered for assistance in the previous Program Year will have one full-time LVER assigned;
 - b. One additional full-time (not half-time) LVER is assigned for each 1,500 eligible veterans and eligible persons registered above 1,100; and
 - c. One half-time LVER is assigned to each service delivery point or local office at which at least 350 but less than 1,100 eligible veterans and eligible persons registered for assistance.
-

2. Full-time and half-time LVER staff are assigned or appointed only after consultation with the DVET and in the below order of preference (VPL 10-89):
 - a. Qualified service-connected disabled veterans;
 - b. Qualified eligible veterans; and then
 - c. Qualified eligible persons (38 U.S.C. 4101 (5)).
3. The grantee requires the head of each service delivery point, regardless of the assignment of any LVER, to be responsible for ensuring compliance with all grant provisions and to provide the required priority service to veterans and priority of referral of veterans to federal contractors at no cost to this grant.
4. The LVER positions are assigned in addition to and do not supplant any Disabled Veterans' Outreach Program Specialist (DVOP) positions assigned. Further, the assignment of an LVER or DVOP Specialist to a LEDS office does not relieve other LEDS staff of their requirement to provide priority services to veterans.

The service delivery point will screen veterans to determine their level of need and whether the LVER is the most appropriate professional to provide the desired assistance. This triage approach is designed to screen for those veterans who either specifically ask to see the LVER, are among the population targeted for intensive services (minority, disabled veterans, female, recently separated military, economically disadvantaged, homeless veterans) and are experiencing greatest incidence of unemployment or who are otherwise in need of the type of case management services being provided for veterans by the LVER.

5. Grantees will be required to fill the number of positions stated on the approved SFOP unless insufficient funds are provided by the grantor to support the approved level.
6. Explanations will be provided by the grantee to the RAVET through the DVET for any LVER staff vacancies that remain unfilled after sixty (60) calendar days. The RAVET will determine if any remedial actions will be recommended based upon the grantees justification. Extended LVER staff vacancies may result in the loss of those funds which would have been expended if the position had been filled during that time.
7. In a reduction-in-force (RIF), full-time employees duly appointed to a State merit/civil service system LVER title can only be displaced by more senior employees of the same or higher veterans' priority group, as

provided in paragraph B. 2; above. If qualified, that individual may assume the LVER position after consultation with the DVET.

However, when any LVER serving on a half-time basis or an employee who was assigned LVER duties on a full-time basis without the distinct civil service title is displaced in a RIF or similar action, the LVER position immediately becomes vacant.

The displacing individual does not necessarily become the designated LVER. The process for filling any vacant LVER position must then be followed until a qualified current or newly hired employee of the highest possible veterans' preference level to include interested available qualified DVOP Specialists is selected, following DVET consultation.

8. LVER staff are assigned to perform only those duties directly related to discharging the duties prescribed in 38 U.S.C. 4104 (b), chief among which is to functionally supervise the provision of services to veterans by local employment service office staff; including and not limited to, providing/facilitating case management services to target eligible veterans with emphasis on VA VR&C, and/or other veterans requiring intensive services using a case management approach, and monitoring Federal Contractor job listings through the most technologically advanced means available (i.e., America's Job Bank), and providing priority referrals to such openings.
9. LVERs may be assigned to provide service at TAP/DTAP sites. The LVER may furnish employment and training information and services to members of the Armed Forces within 180 days before such members are separated from the Armed Forces' military installations or hospitals pre-designated by the ASVET.

In States where a sufficient number of TAP sites and potential workload exist, up to 5 percent of DVOP/LVER staff time must be charged to fulfill this commitment. In States where more than 5 percent aggregate time charges will be necessary, due to the size and number of the TAP programs offered, DVETs shall be consulted to determine if additional DVOP/LVER resources that exceed 5 percent will have an impact on the provision of services to veterans and other eligible persons in that State.

DVETs can make recommendations to the National Office for TAP contractor supplementation if the 5 percent level is exceeded.

10. One LVER position may be assigned to the central office to provide functional supervision over the States' veterans' programs.

The LVER will provide at the statewide level those local office duties and responsibilities which are applicable and beneficial to the support of

DVOP/LVER staff resources such functional supervisory activities should include at a minimum:

- (a) Identifying staff training need and the means to satisfy those needs;
 - (b) LVER Quarterly Report reviews, to include analysis of statewide activities (successes and perceived barriers to effective service delivery) and activity reports;
 - (c) Statewide oversight of the identification and maintenance of the statewide federal contractor database using the best available technology and software tools supplied by VETS; and
 - (d) Assisting management to effect resolution to problem areas identified by local assessments or evaluations of services to veterans and efficiencies evident in performance standards in accordance with 20 CFR 101.120 et seq.
11. VPL 7-95, issued September 1, 1995, provides policy and guidance for the implementation of a MOU between the VA's VR&C and USDOL/VETS. LVERs must be actively engaged in efforts to ensure the successful implementation of the provisions of the VPL at the local level. LVER staff identify, track, and provide case management services and intensive individualized job development for VR&C clients.
 12. In accordance with 38 U.S.C. Section 4102A (b) (5), the ASVET makes "available for use in each State, directly or by grant or contract, such funds as may be necessary.... to support the reasonable expenses of such specialists and representatives [DVOP/LVER] for training, travel, supplies, and fringe benefits, including travel expenses and per diem for attendance at the National Veterans' Employment and Training Services Institute [NVTI] established under 4109 of this Title;"

State directives or State imposed travel restrictions do not supersede Federal law. Funds provided to all DVOP/LVER grantees in support of program-related travel and scheduled training will be used for staff capacity building through attendance at the NVTI. Such funds will be used for travel and per diem expenses of those grant-funded staff identified for training, unless the State and the DVET determine that NVTI contract trainers can provide off-site training more efficiently within the State.
 13. As part of the functional supervisor role of the DVET, the SESA/Grantee must recognize the importance of direct communication between the DVOP/ LVER staff and DVET and shall not inhibit any communication.

14. The grantee will develop and apply individual performance standards for each LVER assigned, in consultation with the DVET, and in accordance with 38 U.S.C. 4104A. During the grant period, the DVET will monitor the State's redevelopment and reapplication of such standards in accordance with section 4104A.

III. STATUTORY REQUIREMENTS FOR SERVICE PRIORITIES

COMPLIANCE WITH TITLE 38, U.S.C.

As recipient of funds provided pursuant to Title 38, U.S.C., compliance shall be maintained with all applicable statutory provisions and regulations pursuant to Chapter 41 and 42. The grantee will ensure all of its Service delivery points (SDPs) provide priority services to disabled veterans and veterans of the Vietnam-era in the provision of ALL labor exchange services and specifically, when making referrals to job openings and training opportunities, shall observe the following order of priority:

1. Special disabled veterans;
2. Vietnam-Era Veterans;
3. Disabled veterans other than special disabled veterans;
4. All other veterans and eligible persons; and
5. Non-veterans.

IV. PAYMENTS UNDER THE GRANT

Advances/reimbursements will be made by the U.S. Department of Health and Human Services Payment Management System (HHS/PMS) via personal computer with SMARTLINK capability. Although payments will be made against a single HHS account, the amount of funds requested for each program must be specified and requested separately for DVOP and LVER. When approved, requests for funds will be transferred electronically to the State's financial institution as arranged with HHS. A revised direct deposit form must be submitted whenever there are changes in financial institutions and/or approved signatures.

NOTE: Payments may be delayed or withheld if States fail to submit timely financial reports, if vacancies remain unfilled without adequate justification, or if excessive administrative overhead charges remain unexplained or are inadequately justified in accordance with Section V.B. of these provisions.

- A. The amounts requested (separately) will be based on actual, immediate cash needs in order to minimize Federal cash on hand in accordance with policies established in 31 CFR Part 205, (Treasury Department Circular 1075.)
-

- B. The timing and amount of advances will be as close as is administratively feasible to actual disbursements by the grantee for all direct and allowable indirect program costs.
- C. The HHS/PMS will not permit draw downs which exceed quarterly Notice of Obligation Authority (NOA). If, after the recapture of funds, the State has drawn down an amount greater than the most recent NOA, then the amount will be subject to penalty interest upon repayment of the amount established by the USDOL. Draw down amounts will in no case exceed the amounts on the most recent NOA.
- D. Attempts to draw down funds will not be made prior to the first day of the fiscal year quarter for which funds are made available through an NOA.
- E. The grantee will report quarterly all funds received through SMARTLINK transfer for advance or reimbursement separately for DVOP and for LVER on an HHS/PMS 272, Federal Cash Transactions Report (see VII. B.1., below). This form must be completed and submitted electronically or as directed, quarterly before further drawdowns can take place.

NOTE: Only assigned DVOP and LVER staff may charge PS+PB against the grant funds.

V. **REPORTING REQUIREMENTS (20 CFR 1001.122(b) and 1001.140 - OMB Approval number 1205-0240)**

A. IDENTIFICATION

All reports and related correspondence must be identified by the applicable federal grant number (e.g. E-9-8-5-50xx) and State appearing on the Notice of Grant Award. Financial documents must also bear the DVOP and/or LVER Document Control number assigned to the State by the RAVET.

B. FINANCIAL STATUS REPORTS

- 1. The grantee will report on a quarterly basis all payments received under these grants through submission of HHS/PMS 272, Federal Cash Transaction Report, (OMB Approved 0990-0078) separately prepared for DVOP and for LVER. An electronic copy of the form will be completed and submitted to HHS or an original HHS/PMS 272 will be signed dated and returned to the following address, with a copy to the DVET within fifteen (15) days of receipt from HHS:

Department of Health and Human Services
Division of Federal Assistance Financing
P.O. Box 6021

2. Separate VETS 300 Cost Accounting Report (OMB Approval No. 1205-0240) for the DVOP and LVER programs shall be submitted to the DVET and the Grant Officer quarterly not later than thirty calendar days after the end of each federal fiscal year quarter reporting period. Any grantee that intends to participate in the pilot Employment and Training Administration (ETA) cost distribution system must receive approval of a proposed plan.
 - a. Each VETS 300 report shall be submitted to the DVET and shall include a cover memorandum which contains an analysis and explanation of the following:
 - 1.) **Any deviations of minus 2%, or more, from the FY 1999 State Fiscal Operating Plan (SFOP) approved ratio of PS+PB to total funds must be justified in the Technical Performance Narrative Summary Report and must be approved by the RAVET. The specific cause for the variance from the approved ratio must be provided along with the documentation to support such charges. The RAVET may approve such charges having a direct impact on services to veterans, but only for the current reporting period.**
 - 2.) Total grant obligations in either program that deviates from the quarterly planned obligations by more than + or - ten percent (10%), including corrective actions taken toward compliance with the State's spending plan.
 - 3.) Any unobligated funds at the end of each quarter will be subject to recapture in accordance with the instructions in the SGA.
 - b. Data for the VETS 300 Report may be drawn from Cost Accounting System (CAS) Report 61 or Financial Accounting and Reporting System (FARS) General Accounting Report 15 (GA-15) or other equivalent reports; however, only the approved VETS 300 format supplied by VETS or facsimiles (identical data fields) shall be used.
 - c. The VETS 300 Report for DVOP and for LVER submitted by the grantee shall be in the detail and format indicated in the grant application instructions or as required by the most current Veterans' Program Letter on this subject. The Obligation Plan Cumulative (CUM) column will contain amounts planned or as adjusted.
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NOTE: The Obligation Plan column and the Total Appropriation Status line will need to be adjusted quarterly to reflect the difference between the approved plan and most recent NOA.

The report will be submitted on double-sided, high-density 3½" diskette as an Excel or Lotus 1-2-3 spreadsheet. A hard copy must also be sent directly to both the DVET and the Grant Officer (see D. DISTRIBUTION OF REPORTS on page 15).

- d. Continuous delinquencies in reporting or unexplained or inadequately justified fiscal variances (e.g. administrative overhead cost overruns) may result in recommendations for adverse actions, such as denials or delays in the electronic transfers of funds, pending receipt of an explanation or receipt of the required delinquent reports (HHS/PMS 272/VETS-300).
- e. **Final adjusted VETS 300 reports reflecting actual obligations/ expenditures during the grant period (Fiscal Year) shall be submitted by the grantee to the DVET and Grant Officer not later than January 30 , or April 30 for any State with FY funds carried over into an approved 5th quarter.**
- f. A failure to comply with the above reporting requirements may result in the decision to invoke sanctions at 20 CFR, Part 652, Subpart H and jeopardize all DOL funding received by the grantee.

C. PERFORMANCE REPORTS

Note: As per 20CFR Part 658.601 (7) (d), State Administrator(s) shall ensure to the maximum extent feasible the accuracy of data entered by the State agency into required management information systems. Each State agency shall also establish and maintain a data validation system.

1. DVOP and LVER Workload Activity Reports (VETS 200) -- The grantee will provide a DVOP, an LVER, and a unduplicated count (UC) report. The year-to-date reports will provide data on the total applicants served by the DVOP and/or LVER staff by SDP on a Statewide basis.
2. Employment Service (ES) Activity Report (ETA 9002)--The grantee will provide quarterly (in accordance with 38 U.S.C. 4107) a copy of the most recently approved ETA 9002 report to the DVET both electronically and in hard copy. Reports for each LESO will be accepted by the DVET where available, and as arranged.

3. LVER/Local Office Reports - The grantee will furnish the DVET a copy of each LVER's report, as specified in 38 U.S.C. 4104(c), to the LESO Manager assessing services to veterans. This report will be prepared at least once per quarter, and will include at the least an analysis of compliance with the Measures of Services pertinent to services to veterans, the quantity and quality of services provided to veterans and eligible persons by the LESO or other such SDP assigned, and VR&C service activity as specified in the most recent Veterans' Program Letter on this subject.

In SDPs at which no LVER is assigned, the head of the LESO will be responsible for the provision of such a written report of findings on at least a quarterly basis.

4. Technical Performance Narrative Summary Report (DVOP and LVER)
 - a. **The grant recipient shall submit, both in hard copy and on diskette, quarterly technical performance narrative reports. The SESA Administrator shall sign this report attesting that to the maximum extent feasible, the reports are accurate and complete. These reports shall contain the following information on performance of the DVOP and LVER grant program resources (direct staff, support staff and fiscal):**
 - 1) A comparison of actual cumulative year-to-date Statewide accomplishments of program staff (VETS 200 Reports) to the overall agency accomplishments (ETA 9002), goals and negotiated standards or Alternative Measures reports approved for use by the ASVET.
 - 2) Reasons for slippage, if any, of the negotiated Measures of Service not met; or any deviations in spending which require explanation or justification.
 - 3) An analysis and explanation of any non-veterans served by DVOP staff and full time LVERs, according to an analysis of the VETS-200 reports or other LESO cost center reports (i.e., ESARS L-18 or 22 or D-18 or 22).
 - 4) Analyses and explanations of any staff vacancies that exceed sixty (60) days in duration, and any corrective actions taken toward compliance with the State's staffing plan.
 - 5) Remedial/Corrective actions taken in response to any monitoring reports submitted by the DVET.
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- 6) Any special activities that may have impacted services to veterans and/or enhanced performance of the DVOP or LVER program staff (i.e., DVOP/LVER Statewide training; special outreach initiatives; newly established and/or success of out-stationed DVOP resources; pilot projects; offices closed in response to State fiscal reductions or staffing consolidation plans or One-Stop Centers established involving staff reassignments/realignments).
- b. An updated DVOP/LVER staffing chart or table shall be attached to the grantee's Technical Performance Narrative Summary Report, to include at the least status changes in DVOP and LVER personnel; new staff appointments and/or assignments; and identification of the DVOP staff in a State (of which 25% of total, unless approved by waiver request to no less than 20%) must be designated as and have outstation responsibilities (to include TAP sites).
 - c. Technical Performance Narrative Summary Reports and attachments shall be submitted not later than thirty (30) calendar days after the last day of each quarter.

D. DISTRIBUTION OF REPORTS

1. Within thirty (30) calendar days after the end of the Federal FY quarter, one hard copy of each VETS 200 (including the new VETS 200 Unduplicated Count) and VETS 300 (separately for DVOP and LVER), a copy of an ETA 9002, and the Technical Performance Narrative Summary Report with required staffing update, shall be electronically submitted (or in hard copy, if necessary) to the DVET, who will provide a copy to the Regional Administrator for Veterans' Employment and Training (RAVET). The RAVET will provide a copy to the Chicago Regional Lead Center (RLC); who will provide reports for the official grant files to the:

Grant Officer, DVOP/LVER Grants
Office of Procurement Services
U.S. Department of Labor, OASAM
National Capitol Service Center
200 Constitution Avenue, N.W., Room N-5416
Washington, D.C. 20210, and

2. The grantee shall arrange to provide the DVET copies of the VETS 200 reports (3) and the ETA 9002 reports on a 3½" double-sided, high-density diskette, as configured through contract with the **America's Workforce Technology Solutions (AWTS-formerly ESSI)** for all States. All of the data should be formatted on the disk exactly as it appears on reports

formerly submitted on paper. The grantee shall also provide the DVET an electronic VETS 300, Quarterly Cost Accounting Report for DVOP and LVER on a 3½" double-sided, high-density diskette, in either Lotus 1-2-3 or in an Excel format.

3. Copies of the DVOP/LVER staffing chart, each LVER's report to the LESO Manager; VETS 200, VETS 300 and ETA 9002 reports by LESO/SDP will be forwarded to the DVET in the manner arranged at least quarterly within thirty days (30) following the end of each quarter.

VI. INFORMATION ACCESS

The grantee will provide the RAVET, DVET and designated VETS staff with access to internal State agency reports (including audits), personnel records (including grantee time distribution, travel voucher, personal performance appraisal or standards) and client records (including applicant/employer records, counseling records at local SDPs) that relate, in whole or in part, to services provided to veterans and/or eligible persons (20 CFR 1001.122).

VII. GRANT MANAGEMENT AND MONITORING

- A. The Grant Officer is the designated official who approves, signs and modifies DVOP/LVER grant documents. The Office of the Assistant Secretary for Veterans' Employment and Training, through its field staff located within the State Agency offices and RAVETs located in VETS' regional offices, monitors and adjusts the expenditure of grant funds by States as required by statute (38 U.S.C. 4102A) and regulation (20 CFR Part 1001, Subparts B through D).
 - B. Each DVET serves as the Grant Officer's Technical Representative (GOTR) and functional supervisor of the DVOP/LVER program in each State assigned. Their technical assistance and grants monitoring responsibilities are described by statute (38 U.S.C. 4103). The DVET is authorized to review narrative reports and records, monitor the progress of the grant, negotiate remedial/corrective action regarding potential compliance issues, communicate directly with DVOPs/LVERs and recommend approval or disapproval of technical matters not involving a change in the scope, cost, or conditions of the DVOP/LVER grant.
 - C. The DVET recommends to the RAVET actions pursuant to unresolved issues of non-compliance, including statutory, regulatory or grant requirements. If such issues remain unresolved, the RAVET may initiate remedial actions which can result in a potential federal funding loss to the grantee, in accordance with the provisions of 20 CFR Part 658, Subpart H, referred to in 20 CFR Part 1001, Subpart D.
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- D. Requests for actions requiring Grant Officer approval, such as grant modifications for additional funds, budget revisions and requests for purchases of non-expendable personal property exceeding the prescribed limitations per OMB Circular A-102 (29 CFR Part 97), submitted by the grantee to the DVET for review and recommendation must be received by the Grant Officer at least 45 days prior to the end of Fiscal Year, or they may not be considered for approval (see Section II.B. of the General Provisions for Modification Requirements).
- E. The current USDOL directives which require automated data processing (ADP) equipment to be inventoried by specific grants-in-aid programs will be followed. Each inventory must be identified by State, FY, Grant Number, and:
1. Indicate the name brand, model number and specifications of all equipment;
 2. Identify the actual cost of each component to be purchased or, where competitive bidding must precede such purchases, an upper range estimate of the costs which will not be exceeded;
 3. Identify the number of and job titles for the staff that will utilize and/or benefit from such purchases;
 4. Include all locations in a State that will be receiving or utilizing such equipment. The grantee must assure that only funds equal to the proportion of DVOP/LVER grant staff using such equipment will be charged to the grant. Equipment solely to be used by all or selected grant funded staff must also be so specified.
- F. **States submitting requests to purchase computers will include the costs, if any, for Internet connectivity, line maintenance, and any necessary computer training for DVOP/LVER staff. They will provide assurances that:**
1. The personal computers (PCs) being procured will be used exclusively by DVOP Specialists and LVER staff, and that the necessary training in their efficient and effective use will be provided as soon after installation as possible.
 2. **Any computer purchases must be made to provide DVOP/LVER staff with Internet connectivity allowing for "real time" Internet access to America's Job Bank/America's Talent Bank (AJB/ATB).**
 3. All participating States shall report in their quarterly performance narrative reports to the DVET assigned to the State the perceived enhancement to staff capacity to serve veterans, and any problems associated with this initiative; and

4. All such hardware shall be added to the State's inventory in accordance with Section E. above.



October 1, 1999 - Draft (6/24/99)

