

## PROGRAM PLAN REVIEW CHECKLIST

State: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This checklist provides a walk through of the requirements cited in the FY 2004 State Veterans' Program Plan, Enclosure IV, of VPL 12-03. The checklist is a guide to help in the preparation and review of the program requirements as cited in Enclosure IV. All references to veterans include eligible persons. Applicable acronyms include: Disabled Veterans' Outreach Program (DVOP) Specialist; Department of Labor (DOL); Local Veterans' Employment Representative (LVER); National Veterans' Training Institute (NVTI); State Workforce Agencies (SWA's); Transition Assistance Program (TAP); Unemployment Insurance (UI); Veterans' Affairs (VA); Veterans' Employment and Training Service (VETS); Veterans' Program Letter (VPL); Veterans' Service Organizations (VSOs); and Workforce Investment Act (WIA).**

### Does the Planning and Coordination Narrative:

A.1. Describe the make-up of the labor force to include UI rate, economic/demographic conditions, and other implications in service strategy development. Yes \_\_\_\_\_ No \_\_\_\_\_

A.2. Describe the projected employment opportunities for veterans including consideration of current & prospective employers at all levels including federal, state, local, federal contractors and sub-contractors. Address salaries & benefits and how veteran hiring /retention will be promoted to all employers. Yes \_\_\_\_\_ No \_\_\_\_\_

B.1. Describe the process to ensure integration of service providers with DVOP/LVER staff to promote employment, training and placement services for veterans (Include WIA and DOL funded programs). Yes \_\_\_\_\_ No \_\_\_\_\_

B.2. Describe the process by which the state will seek out other organizations providing employment services to veterans. Include partnerships, or agreements as part of its service delivery strategy and demonstrate a level of outreach and partner participation that will allow easy access to employment and training services. Yes \_\_\_\_\_ No \_\_\_\_\_

C.1. Describe how priority of service is provided to veterans to include the order of priority and processes that ensures priority of service is provided by the public labor exchange. Yes \_\_\_\_\_ No \_\_\_\_\_

C.2. Describe the services available to maximize job and training opportunities for transitioning service members, homeless veterans, incarcerated veterans, and VA vocational rehabilitation veterans. Yes\_\_\_\_\_ No\_\_\_\_\_

C.3. Describe the joint efforts by the state, federal funded service providers, and DVOP/LVER staff to promote employment and job training opportunities for veterans. Yes\_\_\_\_\_ No\_\_\_\_\_

C.4. Describe how the State will ensure that each service delivery point is monitoring activities to verify that provisions are being fulfilled in accordance with the approved state plan. Yes\_\_\_\_\_ No\_\_\_\_\_

D. Describe how the state will address prioritization of special populations of veterans identified by VETS, as well as any special populations identified by the State. Include strategies to reach all partners in maximizing employment and training for all special veteran populations. Yes\_\_\_\_\_ No\_\_\_\_\_

Does the Performance Awards and Incentives Narrative:

A. Identify the percentage of the total grant funds that will be used as performance incentive awards (1% of grant award). Yes\_\_\_\_\_ No\_\_\_\_\_

B. Describe the incentive awards program and how this program will foster excellence in the provision of services to veterans Yes\_\_\_\_\_ No\_\_\_\_\_

C. Describe criteria for awards selection to include consideration of a broad array of service delivery staff. Yes\_\_\_\_\_ No\_\_\_\_\_

D. Identify the entity that will administer the funds to include description and distribution of cash and or non-cash items representing the total amount of designated funding (1%). If cash awards are not to be utilized, the narrative should explain the rationale. Yes\_\_\_\_\_ No\_\_\_\_\_

Does the Disabled Veterans' Outreach Program Narrative:

A. Describe the duties the State assigns to DVOP specialist. These duties may be explained in the State's narrative or may reference VPL 11-02. The narrative should indicate the planned number of half time and full time positions assigned. Yes\_\_\_\_\_ No\_\_\_\_\_

B. Indicate how DVOP specialists are integrated into the one stop service delivery system. The narrative should verify that DVOP specialists are primarily assigned to assist the needs of disabled veterans and those veterans with barriers to employment. Explain how the services of the DVOP, WIA partner, or employability specialist enable successful competition for veterans in local markets. Yes\_\_\_\_\_ No\_\_\_\_\_

C. Describe how veterans requiring intensive services will be identified and assessed; how they will be assigned to DVOP specialists; and how DVOP specialists will facilitate the provision of services. Narrative should describe the provision of services by other (non DVOP) trained staff to include net working with other providers. Yes\_\_\_\_\_ No\_\_\_\_\_

D. Describe the process to fill DVOP vacancies with the following order of priority as follows: qualified service-connected disabled veterans; qualified eligible veterans; and qualified eligible persons. Narrative should describe the process used to fill vacancies from within or outside the agency as applicable. The manner of vacancy announcement distribution to include electronic and print media in coordination with the VA, VSO's, and other stakeholders should be discussed. Yes\_\_\_\_\_ No\_\_\_\_\_

Does the Local Veterans' Employment Representative Narrative:

A. Describe the duties of the LVER and indicate utilization as described in VPL 11-02. Explain employer outreach as conducted and coordinated by the LVER as well as the provision of outreach services by other staff or through networking with other providers. Yes\_\_\_\_\_ No\_\_\_\_\_

B. Describe the state's procedure to ensure that the required quarterly Manager's Report on services to veterans is submitted for each State defined local workforce investment area. In addition, there should be procedures to ensure that such report is accurate, complete, and submitted in a timely manner to the manager of the work location with a copy to DVET. Yes\_\_\_\_\_ No\_\_\_\_\_

C. Describe the process to fill LVER vacancies with the following order of priority as follows: qualified service-connected disabled veterans; qualified eligible veterans; and qualified eligible persons. Narrative should describe process used to fill vacancies from within or outside the agency as applicable. The manner of vacancy announcement distribution same as with DVOP hiring initiatives (electronic & print media/coordination with stakeholders). Yes\_\_\_\_\_ No\_\_\_\_\_

Does the Transition Assistance Program (TAP) Narrative:

A. Describe the procedures to ensure that DVOP/LVER and other SWA staff are fully trained and that services are being provided to transitioning service members and their spouses. Full qualifications of TAP facilitators must be reflected to include the date of required NVTI training and a qualification statement which supports the selection of this person to become a facilitator. Yes\_\_\_\_\_ No\_\_\_\_\_

B. Describe the process for the provision of TAP services to include intended use of DVOP/LVER and other SWA staff. Narrative must provide detailed planning criteria to include cost estimates, a full listing of all TAP sites, the number of workshops each site is requesting, and the number (by site) that the State intends to facilitate. Yes\_\_\_\_\_ No\_\_\_\_\_

Special Initiatives as Appropriate:

This section is available for States that have been contacted or been contacted by VETS to submit “unique or innovative” proposals for programs or services to veterans such as PROVET or Incarcerated Veterans. To qualify for additional FY 2004 funding proposals must: N/A\_\_\_\_\_

A. Demonstrate and describe program scope Yes\_\_\_\_\_ No\_\_\_\_\_

B. Fully explain the need for the proposal Yes\_\_\_\_\_ No\_\_\_\_\_

C. Indicate expected quantifiable outcomes Yes\_\_\_\_\_ No\_\_\_\_\_

*Note: Unsolicited proposals that have not received prior authorization from VETS’ National Office, may not be considered for funding.*