

December 31, 2001

VETERANS' PROGRAM LETTER NO. 04-02

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

FROM: FREDERICO JUARBE Jr.[Signed]

SUBJECT: Preparation of Fiscal Year (FY) 2002 Disabled
Veterans' Outreach Program (DVOP)/Local Veterans'
Employment Representative (LVER) State Fiscal Operating
Plan (SFOP) and Post-Award Conference (PAC)

I. Purpose: To provide guidance on the preparation and submission of the FY 2002 SFOP and to request a DVOP/LVER PAC for FY 2002.

II. References and Rescissions: The FY 2001-2005 DVOP/LVER Solicitation for Grant Applications (SGA); Veterans' Program Letter (VPL) 01-02, dated October 9, 2001; VPL 05-01, dated May 23, 2001, VPL 02-01, dated January 3, 2001. This VPL supercedes VPL 02-01.

III. Background: Although the DVOP and LVER funding cycle for FY 2002 began on October 1, 2001, the budget bill for FY 2002 has not yet been signed. As a result, the Grant Officer cannot execute the Notices of Grant Modification until an "advice of allotment" is received from the Office of Management and Budget (OMB). Upon receipt of an "advice of allotment" from OMB, the Grant Officer will sign the Notices of Grant Modification for each grantee containing the official FY 2002 DVOP/LVER allocations. Promptly after signature by the Grant Officer, a facsimile copy of the Grant Modification letter will be sent to each DVET for delivery to each SESA administrator. This letter will state that grantees will be given thirty (30) days from the date the Notice of Grant Modification is signed to develop and submit a revised SFOP for FY 2002.

Since we have not had a signed budget bill for FY 2002, first quarter funding amounts have been authorized by continuing resolutions. Through the first quarter, VETS has made DVOP/LVER funds available to States in amounts proportionate to funds allocated in FY 2001. As a result, VETS was unable to allocate funds to States as requested on their SFOPs which were submitted with their modification requests for FY 2002. Consequently, once an "advice of allotment" is received, and we are able to allocate the remaining FY 2002 funds, States will be given an opportunity to revise second, third and fourth quarter planned spending in accordance with the following guidance.

IV. SFOP Guidance: Due to delay in the awarding of FY 2002 modifications, each State's First Quarter Allocation will be limited to the amounts reflected on the last Notice of Obligation Authority received by States from VETS for the first quarter of FY 2002. This amount is based on each grantee's initial FY 2001 allocation and may, therefore, be higher or lower than the amount planned on the initial FY 2002 SFOP.

Upon the awarding of the FY 2002 Grant Modification, DVETs will be available to provide technical assistance in the preparation of the revised FY 2002 SFOP. When preparing their SFOPs, grantees should ensure that:

1. The first quarter is equal to the amounts reflected on the last Notice of Obligation Authority (NOA) issued for the first FY 2002 quarter through December 31, 2001. The amounts for the remaining quarters can be adjusted;
2. All entries are accurate and any fifth quarter FY 2001 carry-over should be entered in the appropriate columns, but not added to the FY 2002 totals;
1. States must ensure they can support the staffing levels with allocated funds;
2. The ratio of Personnel Services (PS) and Personal Benefits (PB) to total funds has not deviated from that approved by the Grant Officer in his cover letter.

NOTE: If the available allocation is insufficient to support current staff levels, the grantee can prepare a modification request for additional funds. Grantees must bear in mind that, with flat level funding and increased costs, it is becoming increasingly difficult for VETS to approve modification requests for additional staffing funds. VETS will not consider the recapture of any funds until after the quarter ending March 31, 2002. Mid-year modification requests may be submitted at any time during FY 2002, however, VETS will not consider requests for additional funding until after March 31, 2002.

Until a modification request is approved, any expenditures over the previously approved funding levels reflected on the SFOP must be borne by the Grantee. A revised SFOP reflecting the requested funding changes must accompany each request to modify current funding. If the modification request is approved, a revised SFOP will then be incorporated into the grant.

V. Post Award Conference: Following receipt of the Notice of Grant Modification, the DVETs will contact their respective grantee to schedule a PAC. A PAC is necessary if the State entity administering the DVOP/LVER has changed from FY 2001; if there have been changes in the individuals who play a role in carrying out the administration of the DVOP/LVER grant; or if the grantee has installed a new reporting system. The PAC should focus on issues which arose during the first year of the grant period as well as address any new issues or questions regarding compliance with Special and General Grant Provisions, particularly regarding any reporting issues. Other PAC discussion points may include out-stationing staff reporting requirements, or any other concerns which may impact on the smooth operation of the DVOP/LVER programs. The DVETs should consult the RAVETs regarding any concerns that were not resolved during the PAC.

VI. Actions Required:

- A. Each grantee will provide the DVET a completed SFOP (electronic version is preferred), reflecting any adjustments, including any FY 2001 fifth quarter carry-over funds, no later than thirty days after the date appearing on the Notice of Grant Modification;
- B. The DVET is expected to provide technical assistance to the grantee on the preparation of the SFOP to ensure that the SFOP is accurate and free of mathematical errors and reflects staffing levels based on their approved funding levels;
- C. The DVET will transmit the SFOP with their analysis of the State plan to their respective Regional office electronically or via FedEx within 24 hours of their receipt;
- D. The RAVETs will review each SFOP, and initiate any needed changes prior to approval. A RAVETs approval letter to the State and any revisions to the SFOP shall be sent back to each grantee with copies forwarded to the respective DVET;
- E. RAVETs will forward copies of each State's approval letter and SFOP to the Chicago Regional Lead Center (RLC) within three working days of receipt. Fax or e-mail is preferred.

VII. Inquiries: State agency questions should be directed to the DVET. The DVET will direct inquiries to the RAVETs. RAVETs may consult with Joel Delofsky at the Chicago RLC, or with Miguel A. Hernandez at the National Office.

VII. Expiration Date: September 30, 2002 unless superceded.

Enclosures: SFOP form and Instructions

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Wilson:Official File:Pending:File A:SFOP FINAL 12-19.WPD