

U.S. Department of Labor

Assistant Secretary for
Veterans' Employment and Training
Washington, D.C. 20210



January 14, 2004

VETERANS' PROGRAM LETTER NO. 01-04

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

FROM: FREDERICO JUARBE JR. [SIGNED]

SUBJECT: Reporting Requirements for the Disabled Veterans' Outreach Program
(DVOP) /Local Veterans' Employment Representatives (LVER)
Grants for Fiscal Year (FY) 2004.

I. Purpose: To provide instruction and guidance to States regarding fiscal and performance reporting requirements for the DVOP and LVER grant.

II. References: Public Law (P.L.) 107-288, Jobs for Veterans Act (JVA) of 2002, enacted November 7, 2002; Veterans' Program Letter (VPL) 12-03, dated July 14, 2003, Enclosures V and VIII: Draft Special Grant Provisions for DVOP and LVER Grants; VPL 09-03, dated June 9, 2003; VPL 08-03, dated May 29, 2003; 29 CFR, Part 97 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

III. Background: P.L. 107-288 changed the DVOP/LVER grant from a formula staffing grant agreement as in previous years, to a program grant. To implement the requirements of the law and to be responsive to the President's Management Agenda, changes were made to the special grant provisions to include new reporting requirements on a transitional basis. As in previous grant periods, reporting requirements must be completed in a timely manner on a consistent basis to ensure the ability to draw down additional funds.

IV. Changes: The VETS 300 Report is not required for FY 2004. However, States will continue to use the VETS 300 report for all FY 2003 DVOP and LVER expenditures. The OMB approved Standard Form (SF) 269A (Short Form) will be used to track FY 2004 grant expenditures against approved States' Veterans' Budget Plans. The programs reported on the SF-269A include DVOP; LVER; Transition Assistance Program (TAP) seminar expenses; Performance Awards and Incentives expenditures; and any Special Initiatives. In addition to new report formats, there are changes to the fiscal and performance report requirements.

A. Fiscal Reporting Forms:

The VETS-300 Financial Status reporting requirements and the FY 2003 Special Grant Provisions instructions for DVOP and for LVER continue through the completion and submission of the fifth (Oct – Dec 2003) and/or final FY 2003 quarter reports. FY 2003 and FY 2004 funds may not be intermingled for financial accounting and reporting purposes.

As described in detail in Section V.A. below, the new fiscal reporting requirements for FY 2004 are highlighted by the reporting formats shown in Enclosures I, II, and III (which are also available in electronic format via the Internet).

B. Manager's Quarterly Report on Services to Veterans:

The Jobs For Veterans Act requires States to submit a SWA Manager's Report on at least a quarterly basis. This report was described in detail in VPL 09-03 and will be submitted to the DVET and/or to the designated manager as determined through consultation with the State Administrator.

C. Quarterly Program Activity and Outcome Reports:

1. The VETS 200 and ETA 9002 Quarterly Reports' category "Newly Separated Veteran" is defined as a Title 38 eligible veteran whose date of separation from active U.S. military service is within 36 months prior to the beginning of the registration year. The total count of veterans who meet this definition will be identified on the VETS 200 and ETA 9002 Quarterly Reports.
2. The VETS 200 and ETA 9002 reports include a new category "Transitioning Servicemember" defined as a military member (and their spouse) who is up to twelve months from separating or up to twenty-four months from retiring from the active duty Armed Forces.
3. States engaged in TAP activities will submit a TAP Quarterly Report. This report will describe TAP seminar activity during the quarter and present the State's plan for the upcoming quarter's TAP seminar activity.

D. Annual Report – Incentive Awards Summary Report:

A new annual reporting requirement for incentive award funds, as described in detail in VPL 08-03, will be discussed in Section VI, below.

V. **Quarterly Reports -- Guidance and Technical Assistance:** All fiscal and performance reports submitted to VETS will be identified by State name, grant number, current Fiscal Year (and FY quarter), and date prepared. Reports are broken into two separate categories (Fiscal and Performance) and will include the following information:

A. Fiscal Reports:

1. **SF-269A Financial Status Reports:** This cost accounting report identifies the total financial transaction spending for the Grant, for both the quarter reported and the cumulative period (i.e., the fiscal year through the quarter reported). Two SF-269A forms will be submitted for each quarter -- one to report total DVOP grant expenditures and a second to report total LVER grant expenditures. For cost accounting purposes, total costs associated with TAP must be rolled up into the SF-269A for LVER. In addition, for cost accounting purposes, any expenditure for Performance Awards & Incentives or Special Initiatives must be rolled up into the SF-269A for the appropriate grant -- either DVOP or LVER -- to which it is associated as based on the approved State Plan. An example of each SF-269A is provided in Enclosures I and II.

The Grantee will report previous, current, and cumulative financial expenditures on each SF-269A. This report also captures Indirect Expense rates. A recommended, optional Excel worksheet format for the SF-269A is available electronically via Internet download from the National Veterans' Training Institute (NVTI) website – see the Excel file “**SF-269A replica**” found under the link “**FY04 Reports**” in the menu of choices at: **<http://nvti.cudenver.edu/Implementation/Default.htm>**

2. **Financial Planning and Reporting Worksheets (or Fiscal Performance Reports):** These Reports are required on a quarterly basis for grant activities in DVOP, LVER, TAP (as applicable), Special Initiatives (as applicable), and Performance Awards and Incentives (as applicable). All financial data must be compiled in a manner consistent with the “Forms, Documents and Narrative Requirements” guidelines of VPL 12-03’s Enclosure V.

The Financial Planning and Reporting Worksheets (see Enclosure III) are the preferred formats for this required financial data. These “Budget Worksheets” require entry of the actual net outlays for the FY quarter being reported, and for that quarter only.¹ The

¹ If the Budget Worksheets are completed electronically using Microsoft Excel software, Excel will automatically calculate and display figures for the actual cumulative net outlays YTD through the quarter being reported.

“Planned Budget” amounts to be cited in each FY quarter’s Budget Worksheets will be those approved by VETS and the Grant Officer (as in the State Plan), and the quarter’s actual expenditures will be reported as “Actual Net Outlays” (in columns adjacent to the quarter’s “Planned Budget” columns on the Budget Worksheets). Similar versions of these Budget Worksheets (and accompanying guidelines) were made available with VPL 12-03’s Enclosure V for submission with the FY 2004 State Plans.² Updated Budget Worksheets are available electronically via Internet download from the NVTI website – see the Excel workbook file “**Financial Planning and Reporting Worksheets**” found under “**FY04 Reports**” in the menu of choices at <http://nvti.cudenver.edu/Implementation/Default.htm>.

NOTE: When completing these separate Budget Worksheets or Fiscal Performance Reports for grant activities, the “DVOP Activities” and “LVER Activities” reports will NOT include any TAP costs. Instead, TAP costs must be reported only in the separate TAP grant activity Budget Worksheet or report. It is only when completing the SF-269A reports that all TAP costs will be added into the LVER SF-269A only (as described in subparagraph 1, above).

If the State chooses not to utilize the Budget Worksheets provided, any alternative submission format may be used to submit the State’s Fiscal Performance Report. Any alternative report must depict all actual net outlays data as described in Enclosure III of this VPL, consistent with the “Forms, Documents and Narrative Requirements” guidelines of VPL 12-03’s Enclosure V. In doing so, the actual net outlays for the FY quarter being reported must be shown for that quarter only (not on a cumulative year-to-date basis) and are to be depicted for each grant activity projected in the “Planned Budget” submitted with the FY 2004 State Plan.

B. Performance Reports:

1. ETA 9002: States are required to submit quarterly Labor Exchange Services and Performance Outcome reports (ETA 9002) to the Employment and Training Administration (ETA). These reports are submitted via ETA’s Enterprise Information Management System (EIMS) with a hard copy provided to the DVET.
2. The VETS 200 reports: (VETS 200A, Services/outcomes by DVOP specialists; VETS 200B, Services/outcomes by LVER staff; VETS 200C unduplicated count of services/outcomes provided by DVOP/LVER staff) make up a portion of the ETA 9002

² Previous versions of the Financial Planning and Reporting Worksheets (released with VPL 12-03) included instructions on the DVOP and LVER worksheets, which mistakenly directed that Special Initiatives costs not be included on the DVOP and LVER worksheets. The new versions of the Worksheets provided here have corrected the DVOP and LVER worksheet instructions to be consistent with VPL 12-03’s Enclosure V guidelines. The corrected instructions: “Line ‘h. DVOP [or LVER] Other’ does include DVOP- [or LVER-] related costs of Performance Awards & Incentives and Special Initiatives.”

report. These are submitted on a quarterly basis by the Grantee through the EIMS with a hard copy provided to the DVET.

3. The Manager's Report: In accordance with VPL 09-03, this report is submitted to the SWA on a quarterly basis with a copy provided to the DVET.
4. Technical Performance Narrative (TPN): The TPN must be signed by the SWA Administrator or a designated person, attesting that the report is accurate and complete. The TPN must contain the following information on financial and program performance of the DVOP and LVER grant program resources:
 - a. An analysis and explanation of the total actual grant obligations that deviate within 2 percent plus or minus from the planned budget approved by VETS and the grant officer for the FY quarter being reported. Describe any corrective actions taken toward compliance with the State's spending plan;
 - b. An analysis and explanation of continuous delinquencies in reporting or unexplained or inadequately justified fiscal variances;
 - c. An overview of outcome data reported on the ETA 9002 and VETS 200 with an analysis of the State's activities towards meeting their negotiated performance standards. Describe the State's progress and identify current and/or anticipated issues that may impact services to veterans and any actions taken to date to address such issues;
 - d. An analysis and explanation of any services to non-veterans by DVOP specialists and LVER staff in accordance with information on the VETS-200 reports;
 - e. An analysis and explanation of staff vacancies that exceed 60 days in duration including corrective actions taken toward compliance with the State's staffing plan;
 - f. An explanation (as required by Section V of VPL 09-03) for any DVOP or LVER position filled with non-veteran staff for a period in excess of 6 months;
 - g. A Statewide composite summary describing special activities and/or best practices – as reported in the Managers' Reports or gleaned from any other sources – that may have impacted services to veterans, and/or enhanced performance of the DVOP or LVER program staff.
5. DVOP-LVER Staff Directory: An accurate, current DVOP-LVER staff directory or table is attached to the grantee's TPN. A sample DVOP-LVER Staff Directory is shown in Enclosure IV. If the State chooses not to utilize the Enclosure IV format, any alternative submission format may be used to submit the State's required DVOP and LVER staffing

information. Any alternative submission must depict all information described in Enclosure IV, for the FY Quarter being reported.

6. **The TAP Quarterly Report:** (to be submitted if the State is reporting TAP funds during the quarter) is also attached to the grantee's TPN. Two recommended, optional Excel worksheets for the TAP Quarterly Report are shown in Enclosure V, and are also available electronically via Internet download from the NVTI website – see the Excel file “**TAP Quarterly Report**” found under the link “**FY04 Reports**” in the menu of choices at: <http://nvti.cudenver.edu/Implementation/Default.htm>

If the State chooses not to utilize the worksheets in the Enclosure V “**TAP Quarterly Report**,” any alternative submission format may be used to submit the State’s required TAP seminar activity information. Any alternative submission must depict all information described in both worksheets in Enclosure V, for the FY Quarter being reported and for the upcoming FY Quarter.

VI. Annual Report – Incentive Awards Summary Report: P.L. 107-288 mandated VETS to report annually on the Incentive Awards Program as administered by the States. In accordance with VPL 08-03, incentive award funds must be obligated by September 30th (end of the fiscal year) and expended by December 31st in the manner as described in the State Plan. An adjustment will be made to subsequent fiscal year funding for any portion of incentive funds that are not expended by the end of this time period and/or not utilized for the approved purpose.

The Incentive Awards Summary Report will be included with the quarterly report that coincides with the award presentations but no later than the 4th Quarterly Report. Completion of the “Performance Awards & Incentives Budget Worksheet” (in Enclosure III) will provide the required financial information. If the State chooses not to utilize the Performance Awards & Incentives Budget Worksheet at Enclosure III for this purpose, any alternative submission format may be used. Any alternative submission must depict all information described in the worksheet in Enclosure III for the FY Quarter being reported. Any additional description of the State’s Incentive Awards Program may be submitted in narrative form.

VII. Distribution of Reports: VETS must receive the State’s fiscal and performance reports described in Section V above within 45 days following the end of each FY quarter. States will distribute all fiscal and performance reports in accordance with the chart below. **NOTE:** All reports are due quarterly except the Incentive Awards Summary Report.

Report:	Distribute to:	Copy to:
Two SF-269A forms (<i>one for DVOP; one for LVER/TAP</i>) – reporting outlays for quarter being reported and cumulative YTD	Email to JVA-VETS@dol.gov	DVET

Financial Planning and Reporting Worksheets (<i>or similar Fiscal Performance Reports</i>) – reporting outlays for quarter being reported only	Email to JVA-VETS@dol.gov	DVET
ETA 9002	EIMS	DVET
VETS 200	EIMS	DVET
Technical Performance Narrative	Email to JVA-VETS@dol.gov	DVET
Manager’s Report		DVET
DVOP-LVER Staff Directory/Updates	Email to JVA-VETS@dol.gov	DVET
TAP Quarterly Report (<i>two worksheets or similar reports</i>)	Email to JVA-VETS@dol.gov	DVET
Incentive Awards Summary Report (no later than annually with the 4 th quarter reports)	Email to JVA-VETS@dol.gov	DVET

VIII. Actions Required:

- A. The first quarterly report for FY 2004 activities, staffing patterns and expenditures is due by Monday, February 16, 2004 for the quarter ending December 31, 2003.
- B. States are to submit all quarterly reports discussed in Section V. above as described in Section VII.
- C. The Annual Incentive Awards Report described above in Section VI is submitted no later than within 45 days of the end of the fourth Federal FY quarter.
- D. Request assistance from the DVET as needed.
- E. States will continue to submit SF-272 to Maryland HHS. VETS does not require any copy of SF-272 submissions.

IX. Inquiries: Grantees may address questions regarding this VPL to their DVET. DVETs or other VETS staff with questions should contact their RAVET. RAVETs may contact Pamela Langley at the National Office or Joel Delofsky at the Chicago Regional Lead Center.

X. Expiration Date: Until rescinded or superseded.

XI. Enclosures:

- Enclosure I. SF-269A Example (DVOP)
- Enclosure II. SF-269A Example (LVER)
- Enclosure III. Financial Planning & Reporting Worksheets [*5 pages*]
- Enclosure IV. DVOP-LVER Staff Directory

Enclosure V. TAP Quarterly Report *[2 pages]*