



December 29, 2004

VETERANS' PROGRAM LETTER NO. 02-05

TO: ALL REGIONAL ADMINISTRATORS (RAVETs) AND DIRECTORS  
FOR VETERANS' EMPLOYMENT AND TRAINING (DVETs)  
ALL STATE WORKFORCE AGENCY ADMINISTRATORS (SWA)

FROM: FREDERICO JUARBE JR.

SUBJECT: Fiscal Year (FY) 2004 Fifth and Final Quarter Reports and Annual  
Incentive Reporting Requirements

- I. **Purpose:** To provide clarification and guidance to grantees concerning FY 2004 fifth quarter and final reports under the Jobs for Veterans Grants for Disabled Veterans' Outreach Program (DVOP) and the Local Veterans' Employment Representative (LVER) Grant Programs.
- II. **References and Rescissions:** Public Law (P.L.)107-288, Jobs for Veterans Act of 2002, enacted November 7, 2002; DVOP/LVER Special Grant Provisions for FY 2004; Veterans' Program Letter (VPL) 01-04, dated January 14, 2004; VPL 08-02, dated April 11, 2002. This VPL supersedes VPL 01-03, dated October 10, 2002.
- III. **Background:** P.L. 107-116 allowed States to carry unexpended grant funds from one fiscal year into the first quarter of the next fiscal year. This process promotes the effective use of staff funding by reducing fluctuations in the number of DVOP/LVER staff during the transition from one fiscal year to the next. This is especially true when an appropriation has not been enacted prior to the beginning of the new fiscal year. All FY 2004 funds identified for carry-over and not reallocated by the Regional Administrator for Veterans' Employment and Training (RAVET) are available for States to expend in the fifth quarter.
- IV. **5<sup>th</sup> Quarter Funding Guidance:** States with unexpended FY 2004 funds should spend them in accordance with their approved 4<sup>th</sup> Quarter Technical Performance Narrative (TPN). States that did not project but actually experienced a surplus of funds should have submitted a plan to expend those funds with their 4<sup>th</sup> Quarter Technical Performance Narrative. If this was not accomplished, these States should provide a detailed explanation of all 5<sup>th</sup> quarter carry-over fund expenditures to the State Director for Veterans' Employment and Training (DVET) with the quarterly report due February 15<sup>th</sup>, 2005. In accordance with written policies, the primary use of fifth quarter funds is to enable States to maintain DVOP and LVER staffing at levels approved for the State.

In accordance with historical policy, all funds must be expended using the first in/first out (FIFO) rule. No FY 2005 funds should be expended until all FY 2004 funds are depleted. Grantees that expend FY 2004 funds after October 1, 2004 must submit an SF 269A, Financial Status Report for DVOP, LVER or both fund sources to their DVET and to the JVA-VETS@dol.gov mailbox by February 15, 2005. Block 9 of each SF 269A submitted for fifth quarter funds should indicate the current period 10/1/2004 through 12/31/2004 and Block 8 should indicate the grant period of 10/1/2003 through 9/30/2004.

The Budget Backup Worksheets only cover a four quarter period. These worksheets should have been completed for all four quarters on or before November 15, 2004. Fifth and final quarter spending will only be reported on the SF 269A with all details reported in the Technical Performance Narrative (TPN) Reports for each of these periods. Variances from projected and approved fifth quarter spending plans should be explained in the TPN.

Annual Incentive Fund Report: The fourth quarter TPN should have contained the Annual Incentive Award Report for all States that submitted plans to use these funds. If not provided previously, States must submit a report to identify the amount expended on Performance Incentive Awards, the proportion of the 1% actually used, and a description of how those funds were expended, in accordance with VPLs 08-03 and 01-04.

States utilizing fifth quarter funds have until December 31, 2004 to obligate these funds and will have until March 31, 2005 to draw down and liquidate these funds from the Health and Human Services Payment Management System (HHS/PMS). Allocated FY 2004 funds that are not drawn down by March 31, 2005 will lapse and be returned to the Treasury.

**V. Actions Required:**

- A. States will provide an SF 269A for DVOP and/or LVER and a TPN that includes a detailed expenditure report and analysis of any FY 2004 funds expended during the 5<sup>th</sup> quarter (between Oct 1 and Dec 31, 2004) with their quarterly report due on February 15, 2005. In addition, a complete report on Incentive Award funding will be submitted with this report, if not previously reported.
- B. All States that expend FY 2004 funds after September 30, 2004 will submit a fifth quarter SF 269A for DVOP and/or LVER and a TPN describing the use of those funds to their DVET with their quarterly report due on February 15, 2005. States that do not expend any FY 2004 funds after September 30, 2004 may submit their final FY 2004 SF 269A (indicated by checking "yes" in block 6 of the form) and final TPN reports due on February 15, 2005.
- C. DVETs will provide a detailed analysis of all 5<sup>th</sup> quarter expenditures. This analysis will accompany the 1<sup>st</sup> Quarter Report due to the RAVET within 5 working days of receipt of the State's report.

D. Due to the short turnaround time available for the Report to Congress on all Incentive Award expenditures, the DVET will forward a copy of the portion of the State's quarterly report that deals with the expenditure and disbursement of incentive funds upon receipt from the State, directly to Joel Delofsky at the Chicago RLC via fax at 312-353-4943.

**VI. Inquiries:** Grantee questions should be directed to the appropriate DVET. DVET or RAVET questions can be addressed to Joel Delofsky at the Chicago RLC at (312) 353-4942 or to Pamela Langley at the VETS National Office at (202) 693-4708 or via e-mail at [langley.pamela@dol.gov](mailto:langley.pamela@dol.gov).

**VII. Expiration Date:** September 30, 2005.

Attachment

## ATTACHMENT 1

### FY 2004 FINANCIAL REPORTING MATRIX

<i>For States that expended all FY 2004 funds by September 30, 2004:</i>			
	<b>Nov 15, 2004*</b>	<b>Feb 15, 2005</b>	<b>May 15, 2005</b>
SF269A (DVOP)	4 <sup>th</sup> Quarter FY 04	Final FY 04 1 <sup>st</sup> Quarter FY 05	2 <sup>nd</sup> Quarter FY 05
SF269A (LVER)	4 <sup>th</sup> Quarter FY 04	Final FY 04 1 <sup>st</sup> Quarter FY 05	2 <sup>nd</sup> Quarter FY 05
Budget backup worksheets	4 <sup>th</sup> Quarter FY 04	1 <sup>st</sup> Quarter FY 05	2 <sup>nd</sup> Quarter FY 05
<i>For States that carry FY 2004 DVOP funds into the 5<sup>th</sup> quarter:</i>			
	<b>Nov 15, 2004*</b>	<b>Feb 15, 2005</b>	<b>May 15, 2005</b>
SF269A (DVOP)	4 <sup>th</sup> Quarter FY 04	5 <sup>th</sup> Quarter FY 04 1 <sup>st</sup> Quarter FY 05	Final FY 04 2 <sup>nd</sup> Quarter FY 05
SF269A (LVER)	4 <sup>th</sup> Quarter FY 04	Final FY 04 1 <sup>st</sup> Quarter FY 05	2 <sup>nd</sup> Quarter FY 05
Budget backup worksheets	4 <sup>th</sup> Quarter FY 04	1 <sup>st</sup> Quarter FY 05	2 <sup>nd</sup> Quarter FY 05
<i>For States that carry FY 2004 LVER funds into the 5<sup>th</sup> quarter:</i>			
	<b>Nov 15, 2004*</b>	<b>Feb 15, 2005</b>	<b>May 15, 2005</b>
SF269A (DVOP)	4 <sup>th</sup> Quarter FY 04	1 <sup>st</sup> Quarter FY 05 Final FY 04	2 <sup>nd</sup> Quarter FY 05
SF269A (LVER)	4 <sup>th</sup> Quarter FY 04	5 <sup>th</sup> Quarter FY 04 1 <sup>st</sup> Quarter FY 05	Final FY 04 2 <sup>nd</sup> Quarter FY 05
Budget backup worksheets	4 <sup>th</sup> Quarter FY 04	1 <sup>st</sup> Quarter FY 05	2 <sup>nd</sup> Quarter FY 05
<i>For States that carry FY 2004 LVER and DVOP funds into the 5<sup>th</sup> quarter:</i>			
	<b>Nov 15, 2004*</b>	<b>Feb 15, 2005</b>	<b>May 15, 2005</b>
SF269A (DVOP)	4 <sup>th</sup> Quarter FY 04	5 <sup>th</sup> Quarter FY 04 1 <sup>st</sup> Quarter FY 05	Final FY 04 2 <sup>nd</sup> Quarter FY 05
SF269A (LVER)	4 <sup>th</sup> Quarter FY 04	5 <sup>th</sup> Quarter FY 04 1 <sup>st</sup> Quarter FY 05	Final FY 04 2 <sup>nd</sup> Quarter FY 05
Budget backup worksheets	4 <sup>th</sup> Quarter FY 04	1 <sup>st</sup> Quarter FY 05	2 <sup>nd</sup> Quarter FY 05

\*These final reports and information are due with the Feb 15<sup>th</sup> report if they were not previously included with the Quarterly Report due November 15<sup>th</sup>.