

## Jobs for Veterans State Grant Budget Information Summary Instructions (VETS 401)

**Form Use:**

The Jobs for Veterans State Grant (JVSG) Budget Information Summary is used to apply for funds available under three programs: the Disabled Veterans' Outreach Program (DVOP), Local Veterans' Employment Representative (LVER) Program, and Transition Assistance Program (TAP). Funding requests from State recipients must summarize how the formula allocated funding and additional funding for Special Initiatives and to facilitate Transition Assistance Program (TAP) Employment Workshops will be budgeted by object class category and by quarter.

**Form Submission:**

Grantees are required to submit the JVSG Budget Information Summary as a condition of receiving grant funds (38 U.S.C. Sec. 4102A(c)). Submission of the form is an annual requirement. Additionally, recipients are required to submit an amended form when requesting modifications to grant awards that change to the amount or allocation of funding.

### Line Item Instructions for the JVSG Budget Information Summary

**SECTION A – GRANTEE IDENTIFICATION INFORMATION – Self-Explanatory**

**SECTION B – BUDGET SUMMARY BY CATEGORY** - Enter the amounts requested for each grant activity itemized Object Class Category as described below. Shaded areas should be left blank.

Column (a) DVOP Activities is used to itemize staffing costs for DVOP specialists; Column (b) DVOP Special Initiatives is used to itemize costs for DVOP Special Initiatives; Column (c) LVER Activities is used to itemize staffing costs for LVER staff; Column (d) LVER Special Initiatives is used to itemize staffing costs for LVER Special Initiatives; Column (e) is used to itemize costs to facilitate TAP Employment Workshops; and Column (f) is used to itemize costs for Incentive Awards. Column (g) will self-populate with the totals for each Object Class Category listed in Lines 1 - 11.

Line	Form Item	Instructions
1	Personnel	Enter the forecast salaries, wages and overtime costs to be paid
2	Fringe Benefits	Enter the forecast amount of fringe benefits to be paid
3	Travel	Enter the forecast amount requested for staff related travel
4	Equipment	Enter the forecast cost of non-expendable property to be charged to the grant only if it has a useful life of more than one year and a per unit cost of \$5,000 or less
5	Supplies	Enter the cost of consumable supplies to be used during the fiscal year, including but not limited to computers/laptops and electronic equipment with a per-unit cost of \$5,000 or less
6	Other	Enter the total amount forecast for program related staff training and all other direct costs not covered on lines 1-5.
7	Total Direct Costs	Enter the sum of the amounts entered on lines 1 – 6
8	Indirect costs	Enter the forecast amount of indirect costs to be charged for the funding period
9	Total Costs	Enter the sums of the amounts entered on lines 7 and 8
10	Total Costs (rounded)	Enter the amount entered on line 9, rounded to the nearest thousand
11	Total Costs (by program)	Enter the total rounded amount forecast for DVOP Activities and DVOP Special Initiatives in the first block; enter the total rounded amount forecast for LVER Activities, LVER Special Initiatives, TAP and Incentives in the second block; and enter the total amount of grant funds being requested in the third block.

**SECTION C – FORECAST FEDERAL FUNDING NEEDS** - All amounts entered must be rounded to the nearest thousand - Enter the amount of funding needed in each Federal fiscal quarter for each corresponding program activity itemized in Section A. Column (5) Total will calculate the total amount needed for each program activity and the total amount being requested on line (g). Line (g) will calculate the total funds being requested for each Federal fiscal quarter in columns (1) through (4).

The total amounts listed for each program activity in column (5) must match the corresponding amounts listed on Line 10. in Section B. Section B, Line 11 (g) must match Section C, Line g., Column (5).

**Paperwork Burden Statement** -- According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1293-0009. The time required to complete this information collection is estimated to vary from 1-2 hours per response, with an average of 1.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. The obligation to respond is required to obtain or retain a benefit (38 USC 4102A(c)). If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Labor, Veterans' Employment and Training Service, 200 Constitution Avenue, N.W., Washington D.C. 20210. If you have comments or concerns regarding the status of your individual submission of this form, contact the Chief, Grants Division at the same address above.