

## Jobs for Veterans State Grant Staffing Directory Instructions

**Form Use:**

The Jobs for Veterans State Grant (JVSG) Staffing Directory is used to report locations where grant funded staff are assigned as a primary duty site to meet the Drug-Free Workplace certification for all Federal grantees. Specific information on each position and assigned staff is used by VETS to ensure grant-funded staff persons receive required specialized training as required by Title 38 United States Code, as amended by Public Law 109-461.

**Form Submission:**

The form is submitted to request grant funding. Additionally, recipients are required to submit an amended form when requesting modifications to grant awards that change staffing assignments.

**Public 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 1-3 hours per response, with an average of 2 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.

**Instructions for the JVSG Staffing Directory**

<b>SECTION A – GRANTEE IDENTIFICATION INFORMATION – Self-Explanatory</b>		
<p><b>SECTION B - STAFFING INFORMATION:</b> The Staffing Directory should list every location where grant funded staff persons are assigned as a primary duty site. Use a separate line for each staff person when two or more are assigned to the same location. Enter information for all positions in the Staffing plan whether filled or vacant. Enter "0.5" to indicate that the position is half-time or "1" to indicate the position is full-time in columns (d) through (i).</p> <p>Enter information in <b>all</b> columns that apply to the listed staff member or vacant position. For instance, a full-time Veterans' Coordinator would have a "1" in Column (e) to indicate the position is charged to LVER and a "1" in Column (h) to indicate it is the Coordinator. If the position is vacant when the Staffing Directory is submitted, Column (f) would also contain a "1".</p>		
<b>Column</b>	<b>Form Item</b>	<b>Instructions</b>
(a)	Office Name and Address	Enter the office name and address for all service delivery points where grant funded staff are assigned as a primary work location
(b)	Grant Funded Staff Name	Enter the name of the grant funded staff person assigned to the location using one line for each individual (last name, first name); if a position exists in the staffing plan, but is currently vacant, leave this column blank for that position
(c)	Date Appointed	Enter the date the staff person was assigned to his/her current position; if a DVOP is changed to LVER or vice versa, you should provide the date the change took place
(d)	DVOP	If this staff person or position is assigned as a DVOP, enter '0.5' if the position is half-time or '1' if the position is full-time
(e)	LVER	If this staff person or position is assigned as a LVER, enter '0.5' if the position is half-time or '1' if the position is full-time
(f)	Position Vacant	If this position is vacant, enter "0.5" if it is half-time or "1" if it is full-time
(g)	Funded through Special Initiative	If this position is funded by an approved Special Initiative, enter '0.5' if it is half-time or '1' if it is full-time

Column	Form Item	Instructions
(h)	Program Manager	If this position is funded by the grant to provide program oversight, regional coordination or other supervisory/managerial responsibilities, enter '0.5' if it is half-time or '1' if it is full-time
(i)	Filled by Non-Veteran	If this position has been filled by a non-veteran for more than six months, enter '0.5' if it is half-time or '1' if it is full-time
<b>SECTION C - TOTALS:</b>		
1)	Number of Half-Time Positions	Enter the total number of half-time positions in each column for columns (d) through (i) in Section B
2)	Number of Full-Time Positions	Enter the total number of full-time positions in each column for columns (d) through (i) in Section B
3)	Total FTE Positions	Enter the total number of full-time equivalent (FTE) positions in each column for columns (d) through (i) in Section B
4)	Number Positions Filled	Enter the total number of full-time equivalent (FTE) positions that are filled (total of DVOP FTE and LVER FTE minus vacancies)

**Contact the U.S. Department of Labor at:**

U.S. Department of Labor  
 Veterans' Employment and Training Service  
 Room S-1316  
 200 Constitution Avenue, N.W.  
 Washington D.C. 20210.

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