

Jobs for Veterans State Grant Expenditure Detail Report Instructions

Form Use:

The Jobs for Veterans State Grant (JVSG) Expenditure Detail Report (EDR) is used to report quarterly and year-to-date expenditure and staff utilization information for each funding source approved by the Grant Officer. The detailed information required is used to monitor administrative costs, staff utilization, and planned spending compared to actual spending for the staffing grant. Two versions of the form are available; one which calculates year-to-date expenditures after quarterly data is input by the grantee and the other calculates the quarterly data based on year-to-date data entered by the grantee.

Form Submission:

The form is submitted once per quarter for every fiscal year quarter in which the grant funds are allocated, obligated or liquidated. The following report period end dates will be used for quarterly reports: 12/31, 3/31, 6/30, and 9/30.

The EDR is due 30 days after the end of the reporting period. A "Fifth" (5th) Quarter Report is due when grant funds from one fiscal year are obligated or expended in the first quarter of the following fiscal year. Final reports are due no later than the quarter after all grantee obligations are liquidated and in all cases no later than April 30th of the following Federal fiscal year. The 4th or 5th Quarter report may be "Final" if so indicated in Section A.

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.

Instructions for the JVSG EDR

SECTION A – GENERAL INFORMATION – Self-Explanatory		
SECTION B - FUNDING INFORMATION: Provide the cumulative amount of funds allocated through the end of the period being reported for each program, Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) and sub-category as represented on the Notice of Obligation Authority for the corresponding reporting period. The reported funding categories are: 1) DVOP Total, 2) DVOP Special Initiatives, 3) LVER Total, 4) LVER Special Initiatives, and 5) Transition Assistance Program (TAP).		
SECTION C - EXPENDITURE INFORMATION: Provide information on grant funds spent or obligated for each object class category and staffing information for each funding source as described below. For each data item, enter the previous cumulative amount reported for the current fiscal year in column (a), the amount reported this quarter in column (b) and the new cumulative amount reported year-to-date (YTD) in column (c). Note: If using the electronic spreadsheet provided by VETS, the grantee will only enter information in column (b) for the quarter or column (c) for the year-to-date. The other two columns will self-populate.		
NOTE: The Base Positions Paid (BPP) reported for each funding stream on the 1 st quarter report (October through December) will reflect the total BPP from Jobs for Veterans State Grant funding to include the 5 th quarter carry-in if applicable.		
Row	Form Item	Instructions
1	Base Positions Paid (BPP) for DVOP Activities	Enter the BPP for DVOP staff not paid by SI or TAP funding
2	Personal Services (PS) for DVOP Activities	Enter the PS for DVOP staff not paid by SI or TAP funding
3	Personnel Benefits (PB) for DVOP Activities	Enter the PB for DVOP staff not paid by SI or TAP funding
4	Total Outlays for DVOP Activities	Enter the total outlays for DVOP staff not paid by SI or TAP funding
5	Base Positions Paid (BPP) for DVOP Special Initiatives (SI)	Enter the BPP for DVOP staff paid by SI funding
6	Personal Services (PS) for DVOP Special Initiatives (SI)	Enter the PS for DVOP staff paid by DVOP SI funding

Row	Form Item	Instructions
7	Personnel Benefits (PB) for DVOP Special Initiatives (SI)	Enter the PB for DVOP staff paid by DVOP SI funding
8	Total Outlays for DVOP Special Initiatives (SI)	Enter the total outlays for DVOP staff paid by DVOP SI funding
9	Total Outlays for DVOP	Enter the total outlays for all staff paid by DVOP program funding
10	Federal Share of DVOP Unliquidated Obligations	Enter the Federal share of unliquidated obligations for all staff paid by DVOP program funding
11	Total DVOP Fund Outlays and Obligations	Enter the total outlays and obligations for all staff paid by DVOP program funding
12	Base Positions Paid (BPP) for LVER Activities	Enter the BPP for LVER staff not paid by SI or TAP funding
13	Personal Services (PS) for LVER Activities	Enter the PS for LVER staff not paid by SI or TAP funding
14	Personnel Benefits (PB) for LVER Activities	Enter the PB for LVER staff not paid by SI or TAP funding
15	Total Outlays for LVER Activities	Enter the total outlays for LVER staff not paid by SI or TAP funding
16	Base Positions Paid (BPP) for LVER Special Initiatives (SI)	Enter the BPP for LVER staff paid by LVER SI funding
17	Personal Services (PS) for LVER Special Initiatives (SI)	Enter the PS for LVER staff paid by LVER SI funding
18	Personnel Benefits (PB) for LVER Special Initiatives (SI)	Enter the PB for LVER staff paid by LVER SI funding
19	Total Outlays for LVER Special Initiatives (SI)	Enter the total outlays for LVER staff paid by LVER SI funding
20	# TAP Workshops Facilitated by Grant Funded Staff	Enter the number of TAP workshops facilitated by grant-funded staff
21	Base Positions Paid (BPP) for TAP	Enter the BPP for all staff paid by TAP funding
22	Personal Services (PS) for TAP	Enter the PS for all staff paid by TAP funding
23	Personnel Benefits (PB) for TAP	Enter the PB for all staff paid by TAP funding
24	Total Outlays for TAP	Enter the total outlays for all staff paid by TAP funding
25	Total Outlays for Incentive Awards	Enter the total outlays for Incentive Awards
26	Total Outlays for LVER	Enter the total outlays for all staff paid by LVER program funding
27	Federal Share of LVER Unliquidated Obligations	Enter the Federal share of unliquidated obligations for all staff paid by LVER program funding
28	Total LVER Fund Outlays and Obligations	Enter total outlays and obligations for all staff paid by LVER program funding

SECTION D –SUMMARY INFORMATION: Provide the unobligated balance of funds for: 1) DVOP Total, 2) DVOP Special Initiatives, 3) LVER Total, 4) LVER Special Initiatives, and 5) TAP. Note: If using the Microsoft Excel spreadsheet provided, this section will self-populate.

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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