

VETS 401 - Jobs for Veterans State Grant Budget Information Summary Instructions

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:

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.

Public Burden Statement - Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is required to obtain or maintain benefits (38 USC 4102A(c)). Public reporting burden for this collection is estimated to average of 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided below. (Paperwork Reduction Project 1205-0342).

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 for Incentive Awards; and Column (f) is used to itemize costs to facilitate TAP Employment Workshops. 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 more
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

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Line	Form Item	Instructions
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, and Incentives in the second block; enter the total rounded amount forecast for TAP in the third block; and enter the total amount of grant funds being requested in the fourth 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).

NOTE: When submitting a VETS 401 for an Interim Modification Request, only the amounts for future quarters should be adjusted. Do not change past quarters to reflect actual costs. The previous forecast was used to issue Notices of Obligation Authority and should therefore not change.

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.

Phone 202-693-4729
 Fax 202-693-4755