

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 Office. 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 May 15th of the following Federal fiscal year. The 4th or 5th Quarter report may be "Final" if so indicated in Section A.

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 2 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).

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), Local Veterans' Employment Representative (LVER), Transition Assistance Program (TAP) and sub-category as represented on the Notice of Obligation Authority for the corresponding reporting period. The reported funding categories are: 1) DVOP Total, 1B) DVOP Special Initiatives, 2) LVER Total, 2B) LVER Special Initiatives, and 3) Transition Assistance Program (TAP). The amounts allocated for DVOP Activities and LVER Activities (including Incentives) are calculated and self-populate.		
'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, the previous cumulative amount reported for the current fiscal year is listed in column (a), the amount reported this quarter is listed in column (b) and the new cumulative amount reported year-to-date (YTD) is listed in column (c). Note: If using the electronic spreadsheet provided by VETS, the grantee will only enter information in column (b) for the quarter <u>or</u> column (c) for the year-to-date. The other two columns will self-populate as will all row numbers marked with an *.		
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 amount expended for PS for DVOP staff not paid by SI or TAP funding
3	Personnel Benefits (PB) for DVOP Activities	Enter the amount expended for 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 amount expended for PS for DVOP staff paid by DVOP SI funding
7	Personnel Benefits (PB) for DVOP Special Initiatives (SI)	Enter the amount expended for PB for DVOP staff paid by DVOP SI funding

Row	Form Item	Instructions
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 amount expended for PS for LVER staff not paid by SI or TAP funding
14	Personnel Benefits (PB) for LVER Activities	Enter the amount expended for 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 amount expended for PS for LVER staff paid by LVER SI funding
18	Personnel Benefits (PB) for LVER Special Initiatives (SI)	Enter the amount expended for 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	Total Outlays for Incentive Awards	Enter the total outlays for Incentive Awards
*21	Total Outlays for LVER	Enter the total outlays for all staff paid by LVER program funding
22	Federal Share of LVER Unliquidated Obligations	Enter the Federal share of unliquidated obligations for all staff paid by LVER program funding
*23	Total LVER Fund Outlays and Obligations	Enter total outlays and obligations for all staff paid by LVER program funding
24	# TAP Workshops Facilitated by Grant Funded Staff	Enter the number of TAP workshops facilitated by grant-funded staff
25	Base Positions Paid (BPP) for TAP	Enter the BPP for all staff paid by TAP funding
26	Personal Services (PS) for TAP	Enter the amount expended for PS for all staff paid by TAP funding
27	Personnel Benefits (PB) for TAP	Enter the amount expended for PB for all staff paid by TAP funding
28	Total Outlays for TAP	Enter the total outlays for all staff paid by TAP funding
29	Federal Share of TAP Unliquidated Obligations	Enter the Federal share of unliquidated obligations for all staff paid by TAP program funding
*30	Total TAP Fund Outlays and Obligations	Enter total outlays and obligations for all staff paid by TAP program funding
SECTION D –SUMMARY INFORMATION: Provide the unobligated balance of funds for 1) DVOP, 2) LVER, and 3) TAP and the unexpended balance of funds for 1A) DVOP Activities (including Incentives), 1B) DVOP Special Initiatives, 2A) LVER Activities (including Incentives), and 2B) LVER Special Initiatives. Note: If using the Microsoft Excel spreadsheet provided, this section will self-populate.		

Contact the U.S. Department of Labor at:
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