

## Transition Assistance Program Employment Workshop Forecast Instructions

**Form Use:**

The Transition Assistance Program (TAP) Employment Workshop Forecast is used to forecast the locations and numbers of workshops that Jobs for Veterans State Grant funded staff plan to facilitate.

**Form Submission:**

Submission of the form is an annual requirement for applicants that plan to facilitate TAP Employment Workshops using grant-funded staff. Additionally, recipients are required to submit an amended form when requesting modifications to grant awards that change the number or locations of planned workshops.

**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 .5 - 1.5 hours per response, with an average of 1 hour 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

**Line Item Instructions for the TAP Employment Workshop Forecast**

SECTION A – GRANTEE IDENTIFICATION INFORMATION – Self-Explanatory		
SECTION B – WORKSHOP INFORMATION		
Column	Form Item	Instructions
(a)	TAP Employment Workshop Location	Enter the name of all sites where grant-funded staff plan to facilitate at least one TAP Employment workshop during the grant year
(b)	1 <sup>st</sup> Quarter: # Workshops to be Facilitated by Grant Funded Staff	Enter the number of TAP Employment Workshops planned to be facilitated by grant-funded staff at the listed site in the first quarter of the fiscal year
(c)	2 <sup>nd</sup> Quarter: # Workshops to be Facilitated by Grant Funded Staff	Enter the number of TAP Employment Workshops planned to be facilitated by grant-funded staff at the listed site in the second quarter of the fiscal year
(d)	3 <sup>rd</sup> Quarter: # Workshops to be Facilitated by Grant Funded Staff	Enter the number of TAP Employment Workshops planned to be facilitated by grant-funded staff at the listed site in the third quarter of the fiscal year
(e)	4 <sup>th</sup> Quarter: # Workshops to be Facilitated by Grant Funded Staff	Enter the number of TAP Employment Workshops planned to be facilitated by grant-funded staff at the listed site in the fourth quarter of the fiscal year
(f)	Total Number of Workshops Forecast	Enter the total number of TAP Employment Workshops planned to be facilitated by grant-funded staff at the listed site in the fiscal year
(g)	# Hours per Workshop	Enter the length (in hours) of the TAP Employment Workshop at the site listed. <b>Note:</b> All workshops should be at least 20 hours long and no more than 24 hours/workshop/facilitator may be charged to the grant
(h)	Total Number of Hours to be Facilitated by Grant Staff	Enter the total number of hours that grant-funded staff plan to facilitate TAP Employment Workshops at the listed site in the fiscal year
SECTION C – TOTALS		
Column	Form Item	Instructions
(b)	1 <sup>st</sup> Quarter: # Workshops to be Facilitated by Grant Funded Staff	Enter the number of TAP Employment Workshops planned to be facilitated by grant-funded staff at all sites in the first quarter of the fiscal year
(c)	2 <sup>nd</sup> Quarter: # Workshops to be	Enter the number of TAP Employment Workshops planned to be

	Facilitated by Grant Funded Staff	facilitated by grant-funded staff at all sites in the second quarter of the fiscal year
(d)	3 <sup>rd</sup> Quarter: # Workshops to be Facilitated by Grant Funded Staff	Enter the number of TAP Employment Workshops planned to be facilitated by grant-funded staff at all sites in the third quarter of the fiscal year
(e)	4 <sup>th</sup> Quarter: # Workshops to be Facilitated by Grant Funded Staff	Enter the number of TAP Employment Workshops planned to be facilitated by grant-funded staff at all sites in the fourth quarter of the fiscal year
(f)	Total Number of Workshops Forecast	Enter the total number of TAP Employment Workshops planned to be facilitated by grant-funded staff at all sites in the fiscal year
(h)	Total Number of Hours to be Facilitated by Grant Staff	Enter the total number of hours that grant-funded staff plan to facilitate TAP Employment Workshops at all sites in the fiscal year

**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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