

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 the Disabled Veterans' Outreach Program (DVOP), Local Veterans' Employment Representative (LVER) Program, Consolidated (DVOP/LVER) positions requested and for any Incentive Award Funds requested. The Consolidated DVOP/LVER position must be requested in accordance with the criteria provided in the most recent Veterans' Program Letter (VPL) on this subject. Funding requests from State recipients must summarize how the formula allocated funding and any additional funding 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 the allocation of funding, and/or the amount budgeted for each object class category.

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 U.S.C. 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 1293-0009).

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 (DVOP, Consolidated DVOP/LVER, LVER, and Incentive Awards), as appropriate. Some cells have been locked to facilitate easy entry using the "tab" key to move from cell to cell. All totals (Lines 7 and 9) will automatically calculate. Do not round any dollar amounts. | | |
| 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. |
| 8 | Indirect costs | Enter the forecast amount of indirect costs to be charged for the funding period |

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SECTION C – FORECAST FEDERAL FUNDING NEEDS - Enter the amount of funding needed in each Federal fiscal quarter for each of the four corresponding program activities itemized in Section B. All totals will automatically calculate.

Note that the total amounts listed for each program activity in column (5) must match the corresponding amounts listed on line 9.in Section B. Note the Total JVSG calculation on Line 9 of Section B must match the Section C, Line e(5) total..

For further information contact the U.S. Department of Labor at:

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