

## VETS-403 - Jobs for Veterans State Grant Technical Performance Narrative Instructions

**Form Use:**

The Jobs for Veterans State Grant (JVSG) Technical Performance Narrative (TPN) is used to report quarterly fiscal, staffing and performance data to assure grantees are performing in accordance with their approved annual plan. The detailed information required is used to monitor planned versus actual ratios of Personal Services + Personnel Benefits (PS+PB)/Total Ratio, and track recommendations for reallocation of funds. The form also helps evaluate performance goals versus actual results related to the primary performance indicators for JVSG funded services. Some cells which contain formulas and other cells which do not have been locked to reduce the reporting burden and facilitate form completion.

**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 TPN is due 30 days after the end of the reporting period: 1/30, 4/30, 7/30, and 10/30 corresponding to the submission timeframe of the Expenditure Detail Report (EDR).

**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 1293-0009).

### Instructions for the JVSG TPN

<b>INTRODUCTION – GENERAL INFORMATION – Self-Explanatory</b>
<b>ITEM (a) – Outlays and Obligations Comparison:</b> Provide information on grant funds spent or obligated for each program: Disabled Veterans' Outreach Program (DVOP), Local Veterans' Employment Representative (LVER), Consolidated DVOP/LVER, and Incentive Award funds. Enter the Planned Cumulative Budget (1st column) and Actual Cumulative Outlays and Obligations (2nd column) for the current reported quarter. The grantee will only enter information in the first 2 columns. The final column will self-populate the difference (Under- or Over-Expenditure amount). <b>Provide an analysis/explanation if difference is greater than +/- 10% of the planned budget amount for ANY object class category.</b>
<b>ITEM (b) – PS+PB/Total Ratio Comparison:</b> Provide information on PS+PB/Total ratio for each program. Enter the Planned PS+PB/Total ratio (1st column) and Actual YTD PS+PB/Total ratio (2nd column) for the current reported quarter. The grantee will only enter information in the first 2 columns. The final column will self-populate the difference. <b>Provide an analysis/explanation if difference is greater than - 5% of the planned percentage for ANY object class category.</b>
<b>ITEM (c) – Self-Explanatory</b>
<b>ITEM (d) – Self-Explanatory – Completed for 3<sup>rd</sup> Quarter Reporting ONLY</b>
<b>ITEM (e) – Negotiated Goals Comparison:</b> Provide information on grant negotiated performance indicators. Enter the Negotiated Goal (1st column) and Actual Performance Outcome (2nd column) for each separate performance indicator. The grantee will select Yes/No (3rd column) to identify if the goal was met for the current reported quarter. <b>Provide an analysis/explanation for ANY goal not met.</b> <b>Individualized Career Services (ICS) Rate Comparison:</b> Enter the Individualized Career Services number, Training Services number, and Total Current Period number from Line A.1 of the ETA-9173. The final column will self-populate the ICS rate. <b>Provide an analysis/explanation if the calculated rate is below 90%.</b>
<b>ITEM (f) – Services to nonveteran Comparison:</b> Provide information on services provided to nonveterans by DVOP staff. Enter the Eligible Veterans number, and the Total Participants Served number from the Total Current Period column of the ETA-9173. The final columns will self-populate the ICS rate. <b>Provide an analysis/explanation if the calculated rate is greater than 0%.</b>
<b>ITEM (g) – Staff Utilization Rate Comparison:</b> Provide information on staff utilization for program. Enter the Planned number of Full Time Equivalent (FTE) (1st column) and Actual number of Base Positions Paid (BPP) YTD (2nd column) for the current reported quarter. The grantee will only enter information in the first 2 columns. The final column will self-populate the rate. <b>Provide an analysis/explanation if under-staffed by more than 80% or over-staffed by more than 125% of the planned staffing for ANY object class category.</b>
<b>ITEM (h) – Vacancies exceeding 60 days:</b> Provide an analysis/explanation of staff positions that were or are vacant 60 days or more during the quarter reported and the actions taken to fulfill the grantee's staffing plan. The

analysis should also include positions vacated and filled in the preceding quarter, if the total vacancy period equaled or exceeded 60 days.

**ITEM (i) – JVSG staff positions filled by non-veterans:** Provide an explanation of each JVSG funded position filled by a non-veteran for a period of six months or more, including the rationale for staffing the position with a non-veteran.

**ITEM (j) – Special Activities and/or Best Practices for the Hire Vets Medallion Program (HVMP):** Provide an analysis of services provided by LVER staff to promote the HIRE Vets Medallion Program.

**ITEM (k) – Self-Explanatory**

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

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