

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

## Form Use:

States use the Jobs for Veterans State Grants (JVSG) Technical Performance Narrative (TPN) to report quarterly fiscal, staffing, and performance data to assure grantees are performing in accordance with their approved annual plan. The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) uses the required, detailed information to monitor planned versus actual salaries and benefits percentages, and track recommendations for deobligation and allocation reductions.

The form also helps VETS to evaluate performance goals versus actual results related to the primary performance indicators for JVSG-funded services.

Most cells are locked to reduce the reporting burden and facilitate completing the form. Shaded fields are locked and will be calculated automatically; states should enter data *only* in the unshaded (unlocked) fields. Enter all percentages as decimals (e.g., .75, not 75%). Press the tab key after each entry to allow the form to calculate.

## Form Submission:

States submit this form once per quarter. The TPN is due 45 days after the end of the reporting period, 15 days after the Expenditure Detail Report (EDR) and Federal Financial Report (FFR) are due. The following table provides reporting period end dates and due dates:

Quarter End Dates	TPN Due Dates
December 31	February 14
March 31	May 15
June 30	August 14
September 30	November 14

**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 **nnnn-nnnn**. The time required to complete this information collection is **##** hours 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 U.S.C. 2021 and 2023). If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please contact us at:

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# Instructions for the JVSG TPN

## Header – General Information

Form Item	Instructions
State and Agency Name	Enter the state and agency name.
Grant Number	Enter the complete Grant Number, including dashes (for example, DV-12345-21-55-5-1).
Fiscal Year and Quarter	Select the Fiscal Year and Quarter from the drop-down menus.
Date Prepared	Enter the date you are preparing the form.

### Item (a) – Actual outlays and obligations compared to the planned budget

Provide information on grant funds spent or obligated for each program activity: Disabled Veterans' Outreach Program (DVOP), Local Veterans' Employment Representative (LVER), Consolidated DVOP/LVER, Incentive Awards (Incentives), and Management and Administrative (Mgmt & Admin).

Enter the Planned Cumulative Budget Amount (first column) and Actual Cumulative Outlays and Obligations (second column) for the current reported quarter. Only enter information in the first two columns. The third column will self-populate the difference (Under- or Over-Expenditure amount). The final column will self-populate the Percent of Plan (Outlays and Obligations divided by Budget).

Provide an analysis and explanation if the percent of cumulative outlays and obligations is less than 90 percent or greater than 110 percent of the planned budget amount for *any* program activity (indicated by bold red font in the Total row, Percent of Plan column).

### Item (b) – Plan for the use of any under-spent or under-obligated funds (or potential deobligation amount)

Document the plan for the use of any under-spent or under-obligated funds if the Total row, Percent of Plan column in Item (a) is a negative number. This plan may include proposing an amount to be deobligated; if so, note that this is advisory only. VETS will not adjust a state's allocated funding amount without further discussion and an approved, formal modification request in accordance with current guidance.

### Item (c) – Planned and actual Salaries & Benefits Percentage

Previously referred to as "PS+PB/Total ratio." Provide information on Salaries and Benefits Percentages (S&B%) for each program activity.

- Enter the Planned S&B% in the first column. The planned S&B% is indicated on the most recent approved VETS-401 Budget Information Summary form.
- Enter the Actual Year-to-Date (YTD) S&B% in the second column. The actual S&B% includes first-in, first-out (FIFO) carry-in from previous grant awards but does not include any incentive award allocation funds. Your Grant Officer's Technical Representative (GOTR) can assist you in calculating your actual S&B%.

Enter percentages as a decimal (e.g., .75, not 75%).

Only enter information in the first two columns. The final column will self-populate the difference once you press the tab key.

Provide an analysis and explanation if the overall difference is more than five percentage points less than the planned S&B% (indicated by bold red font in the Difference column).

#### Item (d) – Analysis of quarterly performance outcomes and ICS rate

Use the certified Rolling 4 Quarters ETA-9173 report for JVSG for all outcomes. Enter percentages as a decimal and press the tab key after each entry to calculate.

*Goals Comparison:* Provide information on grant performance goals and actual outcomes.

- Enter the Goal in the first column. The goal is specified in the approved JVSG State Plan that covers the quarter for which this form is being completed.
- Enter the Actual Outcome (second column) for each separate performance indicator. The italicized information shows where to find each outcome on the ETA-9173 report.

The final column will self-populate Yes (Y) or No (N) to identify whether the goal was met for the current reported quarter.

Provide an analysis and explanation for *any* goal not met.

*Individualized Career Services (ICS) Rate Comparison:* 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 once you press the tab key.

Provide an analysis and explanation if the calculated rate is below 90 percent (indicated by bold red font).

#### Item (e) – Analysis of any services to non-veterans provided by DVOP staff

*Services to Non-Veterans by DVOP Staff Comparison:* Provide information on services provided to non-veterans 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 column will self-populate the Services to Non-Veterans Rate once you press the tab key.

Provide an analysis and explanation if the calculated rate is greater than zero percent (indicated by bold red font).

#### Item (f) – Staff utilization rate analysis

Provide information on staff utilization for program activities. Enter the Planned Number of Full-Time Equivalents (FTEs) (first column) and Actual Funded Positions Year-to-Date (YTD) (second column) for the current reported quarter. Only enter information in the first two columns. The final column will self-populate the rate once the tab key is pressed.

Provide an analysis and explanation if over- or under-staffed by more than 10 percent in *any* activity (indicated by bold red font).

Note: “Funded Positions” was previously referred to as “Base Positions Paid.”

**Item (g) – An analysis and explanation of any staff positions that were/are vacant for 60 days or more during or overlapping the quarter, and the actions taken to fulfill the staffing plan**

Provide an analysis and 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 (h) – A report of each JVSG-funded staff position filled by a non-veteran for six months or more, including the rationale**

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 nonveteran.

**Item (i) – An analysis of services provided and/or best practices by LVER staff to promote the Hire Vets Medallion Program (HVMP)**

Provide an analysis of services provided by LVER staff to promote the HIRE Vets Medallion Program.

**Item (j) – Staffing changes that occurred during this quarter**

Provide the staff name, location worked, whether half-time (HT) or full-time (FT), program activity performed, type of staffing action, and date of the action for any staffing changes. If there were no changes, enter “No changes” in the first row under “Staff Name and Location.”