

# VETS-402 - Jobs for Veterans State Grants Expenditure Detail Report (EDR) Form Instructions

## Form Use:

Use the Jobs for Veterans State Grants (JVSG) EDR to report obligation, expenditure, and staffing information for each grant award. The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) uses the required, detailed information to monitor administrative costs, staff utilization, and planned spending compared to actual spending for the staffing grant.

Fiscal Year (FY) monies must be segregated and separately tracked. Therefore, states must complete one JVSG EDR per grant award, and update each quarter until all available funding has been expended.

Most cells are locked to reduce the reporting burden and facilitate completing the EDR. Only unlocked (yellow) cells may be edited. Press the "enter" or "tab" keys to easily move from one unlocked cell to the next in the same column or row and bypass the locked cells.

## Form Submission:

Update and submit the form once per quarter for every Fiscal Year quarter in which grant funds are allocated, obligated, or liquidated – up to a maximum of 12 quarters for each funded grant year. The EDR is due 30 days after the end of the reporting period per 2 CFR 200.328. The following table provides financial reporting period end dates and due dates:

Quarter End Dates	Financial Report Due Dates
December 31	January 30
March 31	April 30
June 30	July 30
September 30	October 30

**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 Expenditure Detail Report

## VETS-402 Tab

The first tab of the workbook, VETS-402, is arranged by data field (Section and Item Name) down the left-hand side (Column C) and by year/quarter across the top (Columns D through AD). White and gray shaded fields are locked and will be calculated automatically; enter data *only* in the yellow shaded (unlocked) fields.

The yellow shaded fields allow the following entries:

- For the Funded Positions fields (formerly referred to as Base Positions Paid (BPP)), values to the hundredth place are allowed (for example, 5.36).
- For the financial fields in Sections B and C, only positive, whole numbers are allowed.

Start by entering the complete Grant Number, including dashes, in cell I5 (for example, DV-12345-21-55-5-1). This needs to be completed only once and will automatically populate the state in cells R5 and AB5 and the Quarter Ending (Row 9).

You can now work down the column for the appropriate year/quarter, starting with Year 1/Quarter 1. Enter information as described below.

## Section A – Grantee & Quarter Information

Most of the information in this section is automatically populated based on the grant number entered in cell I5, with only one item that needs manual entry.

**Grant Number, State, and Quarter Ending:** All three fields will populate automatically after you input the complete grant number. If the state or quarter ending date do not seem correct, double-check, and reenter your entire grant number in cell I5 with no extra spaces.

**Date Prepared:** Enter the date you are preparing the quarter's report in MM/DD/YYYY format, including the forward slashes. If you see "#####" in this field, the date was entered in the wrong format.

## Section B – Allocations by Activity

In this section, break out the total grant award funding allocation among the Disabled Veterans' Outreach Program (DVOP), Consolidated DVOP/LVER, Local Veterans' Employment Representative (LVER), Incentive Award, and Management and Administrative (Mgmt & Admin Costs) activities. In the first few quarters of a grant year, this may be significantly less than the annual allocation estimate. Here, you will enter only amounts that have been allocated to the state per the most recent Notice of Award as of the end of the quarter.

**B.a Disabled Veterans Outreach Program:** Enter the cumulative amount of funds approved through the end of the quarter that you have allocated to the DVOP activity.

**B.b Consolidated DVOP/LVER Positions:** Enter the cumulative amount of funds approved through the end of the quarter that you have allocated to the Consolidated DVOP/LVER activity.

**B.c Local Veterans Employment Representatives:** Enter the cumulative amount of funds approved through the end of the quarter that you have allocated to the LVER activity.

**B.d Incentive Awards:** Enter the cumulative amount of funds approved through the end of the quarter that you have allocated to the Incentive Award activity. This should never exceed one percent of the base annual allocation. Incentive award funds cannot be transferred to other activities.

**B.e Mgmt & Admin Costs:** Enter the cumulative amount of funds approved through the end of the quarter that you have allocated to Mgmt & Admin Costs. Note: Mgmt & Admin Costs include any expenses that are not directly attributable to another activity. Examples include most indirect costs, salaries, and benefits for program managers, and allocated support costs that are not in the indirect cost pool.

**B.f Total Approved Funds:** This cell will automatically total your entries for B.a through B.e above. The total must match (within one dollar) the SF-425 Federal Financial Report (FFR), line 10.d.

## Section C – Outlays and Obligations by Activity

In this section, break out spending on specific activities under the DVOP, Consolidated, LVER, Incentive Awards, and Mgmt & Admin Costs by number of Funded Positions, Salaries Paid, Benefits Paid, Total Outlays, and Unliquidated Obligations.

*Note:* The number of Funded Positions should be provided through the state’s accounting system but may be calculated by comparing the total DVOP staff hours actually paid (including paid leave) with the total available hours for all DVOP staff who were assigned to the grant throughout the quarter. If a red number followed by an exclamation point appears in the Funded Positions area of an activity for a prior quarter after you enter the current Funded Positions, you have entered an invalid value. VETS cannot accept an EDR with errors in the previous quarters.

*For example:* If you enter a cumulative number of Funded Positions that results in a negative number of Funded Positions for a previous quarter, the error will appear. A negative number of Funded Positions is impossible because it would indicate that an employee paid the state to conduct JVSG activities.

### C.1 Disabled Veterans Outreach Program (DVOP)

**C.1.a Funded DVOP Positions:** Enter the *cumulative* (or “to date”) number of Funded Positions for DVOP staff in this row.

**C.1.b DVOP Salaries Paid:** Enter the *cumulative* (or “to date”) amount expended for DVOP salaries through the end of the reporting quarter, rounded to the nearest dollar.

**C.1.c DVOP Benefits Paid:** Enter the *cumulative* (or “to date”) amount expended for DVOP benefits through the end of the reporting quarter, rounded to the nearest dollar.

**C.1.d Total DVOP Outlays:** Enter the total *cumulative* (or “to date”) amount expended for DVOP activities through the end of the reporting quarter, rounded to the nearest dollar. Total outlays include the salaries and benefits entered in the rows above, but also includes other expenditures for DVOP such as travel and indirect costs.

**C.1.e DVOP Unliquidated Obligations:** Enter the total unliquidated obligations for DVOP activities as of the end of the *quarter*, rounded to the nearest dollar. Since unliquidated obligations from one quarter

are expended during the subsequent quarter, only report the obligations that have not yet been liquidated as of the end of that quarter.

**C.1.f Total DVOP Outlays and Obligations:** These cells will automatically populate based on the information provided above for specific DVOP activities.

### *C.2 Consolidated DVOP/LVER Positions*

**C.2.a Funded Consolidated Positions:** Enter the *cumulative* (or “to date”) number of Funded Positions for Consolidated DVOP/LVER staff in this row.

**C.2.b Consolidated Salaries Paid:** Enter the *cumulative* (or “to date”) amount expended for Consolidated DVOP/LVER salaries through the end of the reporting quarter, rounded to the nearest dollar.

**C.2.c Consolidated Benefits Paid:** Enter the *cumulative* (or “to date”) amount expended for Consolidated DVOP/LVER benefits through the end of the reporting quarter, rounded to the nearest dollar.

**C.2.d Total Consolidated Outlays:** Enter the total *cumulative* (or “to date”) amount expended for Consolidated DVOP/LVER activities through the end of the reporting quarter, rounded to the nearest dollar. Total outlays include the salaries and benefits entered in the rows above, but also includes other expenditures for Consolidated DVOP/LVER staff such as travel and indirect costs.

**C.2.e Consolidated Unliquidated Obligations:** Enter the total unliquidated obligations for Consolidated DVOP/LVER activities as of the end of the *quarter*, rounded to the nearest dollar. Since unliquidated obligations from one quarter are expended during the subsequent quarter, only report the obligations that have not yet been liquidated as of the end of that quarter.

**C.2.f Total Consolidated Outlays and Obligations:** These cells will automatically populate based on the information provided above for specific Consolidated DVOP/LVER activities.

### *C.3 Local Veterans Employment Representatives (LVER)*

**C.3.a Funded Consolidated Positions:** Enter the *cumulative* (or “to date”) number of Funded Positions for LVER staff in this row.

**C.3.b Consolidated Salaries Paid:** Enter the *cumulative* (or “to date”) amount expended for LVER salaries through the end of the reporting quarter, rounded to the nearest dollar.

**C.3.c Consolidated Benefits Paid:** Enter the *cumulative* (or “to date”) amount expended for LVER benefits through the end of the reporting quarter, rounded to the nearest dollar.

**C.3.d Total Consolidated Outlays:** Enter the total *cumulative* (or “to date”) amount expended for LVER activities through the end of the reporting quarter, rounded to the nearest dollar. Total outlays include the salaries and benefits entered in the rows above, but also includes other expenditures for LVER staff such as travel and indirect costs.

**C.3.e Consolidated Unliquidated Obligations:** Enter the total unliquidated obligations for LVER activities as of the end of the *quarter*, rounded to the nearest dollar. Since unliquidated obligations from one quarter are expended during the subsequent quarter, only report the obligations that have not yet been liquidated as of the end of that quarter.

**C.3.f Total Consolidated Outlays and Obligations:** These cells will automatically populate based on the information provided above for specific LVER activities.

#### **C.4 Incentive Awards**

**C.4.a Incentive Award Outlays:** Enter the *cumulative* (or “to date”) amount expended for incentive awards, rounded to the nearest dollar.

**C.4.b Incentive Award Unliquidated Obligations:** Enter the amount of the federal share of unliquidated obligations for incentive awards as of the end of the *quarter*, rounded to the nearest dollar. Since unliquidated obligations from one quarter are expended during the subsequent quarter, only report the obligations that have not yet been liquidated as of the end of that quarter.

**C.4.c Total Incentive Award Outlays and Obligations:** These cells will automatically populate based on the information provided above for specific Incentive activities.

#### **C.5 Mgmt & Admin Costs**

**C.5.a Mgmt & Admin Outlays:** Enter the *cumulative* (or “to date”) amount expended for Mgmt & Admin costs, rounded to the nearest dollar.

**C.5.b Mgmt & Admin Unliquidated Obligations:** Enter the amount of the federal share of unliquidated obligations for Mgmt & Admin costs as of the end of the *quarter*, rounded to the nearest dollar. Since unliquidated obligations from one quarter are expended during the subsequent quarter, only report the obligations that have not yet been liquidated as of the end of that quarter.

**C.5.c Total Mgmt & Admin Outlays and Obligations:** These cells will automatically populate based on the information provided above for specific Mgmt & Admin activities.

### **Section D – Remaining Balances**

Each cell in this section will automatically populate the total balances remaining based on the information provided above for DVOP, Consolidated, LVER, Incentive Awards, and Mgmt & Admin activities:

- **D.a DVOP Balance Remaining**
- **D.b Consolidated Balance Remaining**
- **D.c LVER Balance Remaining**
- **D.d Incentive Balance Remaining**
- **D.e Mgmt & Admin Balance Remaining**
- **D.f Total Balance Remaining**

None of these values should ever show a negative dollar amount in any column where the EDR data through the current quarter has been entered. If there is a negative amount, double check your entries in Sections B and C.

**D.f Total Balance Remaining** must match (within one dollar) the SF-425 FFR, line 10.h.

### **Export Tab**

This tab is provided to facilitate exporting EDR data into other tools by VETS and states, if desired, consistent with the previous OMB-approved EDR’s Export tab. All data entered on the VETS-402 tab will automatically populate this Export Tab. You do not have to enter anything into this tab.

## Output Tab

This tab is provided for the user's convenience but is not required. Once you have entered the appropriate information in the VETS-402 tab, you can view or print the results in the Output tab. To view the data entered, select the quarter desired from the **2) Quarter Ending** dropdown list in this tab.