

**Justification for Nonmaterial/Nonsubstantive Change**

**Department of Labor  
Veterans' Employment and Training Service (VETS)**

**Jobs for Veterans State Grants Reports  
OMB Control Number 1293-0009**

Change Requested Date:

VETS requests approval for this nonsubstantive change by May 31, 2024.

Background:

On April 25, 2024, VETS published guidance that removed a restriction on a technical matter.

VETS administers the Jobs for Veterans State Grants (JVSG). The JVSG program provides federal funding, through a formula grant, to 54 states (including three territories and the District of Columbia) to hire dedicated staff to provide individualized career and training-related services to veterans and eligible persons with significant barriers to employment and to assist employers in filling their workforce needs with job-seeking veterans.

VETS funds three types of staff positions through the JVSG: a) disabled veterans outreach program (DVOP) specialists; b) local veterans employment representatives (LVER), and c) consolidated DVOP/LVER positions. Previously, DVOP specialists and LVERs could serve on either a half-time or full-time basis, while consolidated positions could only be full-time employees. With the release of this new guidance, VETS removed the restriction on consolidated positions. We now allow consolidated DVOP/LVER staff to serve half-time if the grant recipient so chooses.

Our current forms do not allow recipients to plan for half-time consolidated positions. We request approval to adjust the forms to remove the formatting restrictions so that recipients who use the form may accurately reflect their plans for half-time consolidated positions.

At the same time, VETS has identified a few minor errors on two of our forms that result in faulty outputs. We request to use this opportunity to correct those errors to make it easier for our users to interact with the form.

Summary of Changes:

VETS requests to make the following adjustments to three of our forms:

**VETS-401 Budget Information Summary:**

- On the VETS-401 tab, in Section D, allow user to enter half-time consolidated positions in cell D29.
- On the Export tab, correct a formula error in cell D67 that mis-populates the amount a recipient plans to spend on LVER activities in the second quarter of the year. (Does not affect user data entry.)

**VETS-501 Staffing Directory:**

- In Section B, Column 6, allow user to enter half-time consolidated positions.
- Additional formula adjustments have been made throughout the workbook on cells that do not accept user input in order to support this change.

**VETS-402 Expenditure Detail Report:**

- On the VETS-402 tab:
  - Add conditional formatting to automatically calculated “quarterly” values to alert users if the cumulative values they enter result in a negative expenditure for the quarter. (Does not affect user data entry.)
  - Delete a formula from cell N54 that caused certain expenditures to be double-counted. Also deleted unneeded formulas in row 54 for all columns left of N. (Does not affect user data entry.)
  - Add conditional formatting in Section D: Remaining Balances to alert users if they have a negative remaining balance. (Does not affect user data entry.)
- On the Output tab, add support for grant years FY24 and FY25 (involved changing a large number of hidden formulas throughout the Output and a hidden Data tab). This allows users to interact with the tab as expected, correcting a flaw in the current version.

Changes in Burden:

There are no anticipated changes in the burden. Recipients will not be required to re-submit a form as a result of these changes, submit them on any different schedule than previously approved, or require any additional fields to be completed.