VETS-401 - Jobs for Veterans State Grants Budget Information Summary Instructions

Form Use:

States initially use the Jobs for Veterans State Grants (JVSG) Budget Information Summary form when applying for the formula level of funds available for the Disabled Veterans' Outreach Program (DVOP) specialist positions, Local Veterans' Employment Representative (LVER) staff positions, Consolidated DVOP/LVER (CODL) positions, Incentive Award Funds, and Management and Administrative Costs.

State funding requests must summarize how the formula allocated funding and any additional funding will be budgeted by cost category and by quarter. States must update the form and include it with any modification request that affects either the planned budget or staffing levels.

If there are no costs or FTE for a given field, enter "0" or leave the field blank. All totals will automatically calculate. The form will automatically round any entries in Sections B and C to the nearest dollar.

Form Submission:

This form is only acceptable when completed in the DOL's automated grants management system, GrantSolutions. A workbook version of the form is available for demonstration purposes.

Before submitting the form, the system will apply validation rules and display a list of warnings and errors. All errors must be corrected before the form can be submitted. Validation warnings are advisory.

States must submit this form annually. Additionally, states are required to submit an amended VETS-401 form when separately requesting 1) additional funds for a special initiative; 2) to change the total allocation of JVSG funding; and/or 3) for changes to the amounts budgeted between cost categories when the total amount of the changes constitutes more than 10 percent of the award amount.

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 1293-0009. The time required to complete this information collection is 2 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 via email at JVSG@dol.gov, or phone/mail at:

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Instructions for the JVSG Budget Information Summary

VETS-401 Tab

Section A – Grantee Information

Field	Form Item	Instructions
1	Grant Number	Automatically populated. In a new application, the field will remain blank.
2	State	Enter the state or territory.
3	Date Prepared	Automatically populated.

Section B – Budget Summary by Activity

Enter the total amounts requested for each grant activity (i.e., DVOP, Consolidated DVOP/LVER (CODL), LVER, Incentive Awards, and Management & Administrative Costs), as appropriate.

Note: for Incentive Awards, amounts can only be entered into lines a (personnel salaries), b (fringe benefits), and f (other).

Line	Form Item	Instructions
a	Personnel Salaries	Enter the forecast salaries, wages, and overtime costs to be paid, rounded to the nearest whole dollar.
b	Fringe Benefits	Enter the forecast amount of fringe benefits to be paid, rounded to the nearest whole dollar.
c	Travel	Enter the forecast amount requested for staff-related travel, rounded to the nearest whole dollar.
d	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, rounded to the nearest whole dollar.
e	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, rounded to the nearest whole dollar.
f	Other	Enter the total amount forecast for program-related staff training and all other direct costs not covered on lines a-e, rounded to the nearest whole dollar.
g	Total Direct Charges	Auto-calculated.
h	Indirect Charges	Enter the forecast amount of indirect costs to be charged during the Fiscal Year, rounded to the nearest whole dollar.
i	Total Charges (Lines g + h)	Auto-calculated.

Section C – Forecast Federal Funding Needs

Enter the amount of funding needed in each quarter for each Program Activity, rounded to the nearest whole dollar. All totals will automatically calculate.

NOTE: The total amounts listed in Section C, 6. Totals (column H) and e. Total Costs, must match the corresponding amounts listed in Section B, i. Total Charges. A validation error will be generated if the amounts in Sections B and C do not match.

Section D – Grant-Funded Staff and Metrics

Line	Form Item	Instructions
a	Number of Funded FTE	Enter the forecast number of full-time equivalent (FTE) positions to be funded.
b	Cost Per Position	Auto-calculated.
c	Salaries & Benefits Percentage	Auto-calculated.