

VETS-404 - Jobs for Veterans State Grants Incentive Award Report Form Instructions

About the Jobs for Veterans State Grants Incentive Award Report

Use the Jobs for Veterans State Grants (JVSG) Incentive Award Report (IAR) to describe how incentive award funds were used, any noncash incentives charged to the base allocation, and any issues that prevented full participation in the program. The U.S. Department of Labor, Veterans' Employment and Training Service (VETS) uses this information to a) ensure that the state adhered to its approved incentive award plan; b) monitor compliance with the statutorily required performance incentive award program; and c) identify any technical assistance opportunities relating to incentive awards.

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 bypass the locked cells.

Do not cut-and-paste to, from, or within this form, since doing so will interfere with its functionality. Instead, you may copy text or data from elsewhere, **double-click** within a yellow field, and then paste.

Narratives should be brief enough for all content to be visible within the given area. Summarize as needed. To add a space between lines or paragraphs when typing in a narrative field, hold down the Alt key and then press the Enter key.

Form Submission and Due Dates

Complete and submit this form once per year, whether or not incentive award funds were used.

VETS is building a reporting system for JVSG recipients that will incorporate this form into an online webform. Until then, recipients must submit the IAR only as a workbook with unaltered cell, sheet, and workbook protections and formatting from the original OMB-approved version.

The IAR is due with the fourth quarter VETS-403 Technical Performance Narrative on November 14 of each year.

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 **nn** 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 via mail/phone at:

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Instructions for the JVSG Incentive Award Report

Section A – General Information

This section is used to identify basic information about the grant award that you are reporting on. Complete the yellow-shaded fields:

1. **State:** Select your state from the dropdown list.
2. **State Agency Name:** Enter the name of the state agency that receives the JVSG.
3. **Date Prepared or Updated:** Enter the date, and be sure to update it for any later versions submitted.
4. **Incentive Award Allocation Amount:** Refer to the most recently-approved VETS-401 Budget Information Summary for this grant in Section B, column (4) Incentive Award Activities, line (i) Total Charges, and enter that amount here. Note: that same amount must be reflected on the current year's fourth-quarter VETS-402 Expenditure Detail Report (EDR), Section B Allocations by Activity, line (e) Incentive Awards.
5. **Cumulative Incentive Awards Outlays & Obligations per VETS-402:** Refer to the fourth-quarter EDR in Section C Outlays and obligations by Activity, subsection C.4 Incentive Awards, line (c) Total Incentive Outlays & Obligations. Enter the amount from the Y1 Q4 Cumulative column. Note: this will help you ensure that your IAR and EDR are in agreement.

Section B: Incentive Award Allocation Usage

In this section, complete **Table 1** to show all individual cash awards and **Table 2** to show all office cash awards.

For each performance incentive cash award issued, indicate the amount of the cash award and the individual award recipient's name and title, or the office award recipient's office name, location, and type. For office awards, do not itemize how the cash award was/will be expended.

The amount entered in the Cash Amount columns of these tables must represent the entire amount of each award that is charged to the incentive award allocation. This may include payroll taxes.

There are 20 rows in each table. If more rows are needed, use the VETS-404 Cont'd tab, which has 100 rows in each table and will automatically roll up to the main VETS-404 tab. If more rows are not needed, leave the VETS-404 Cont'd tab blank.

Leaving any field blank after entering a Cash Amount for that row will result in a validation alert in Section F. If a field is not applicable (for example, because your incentive award plan does not differentiate between office types), enter "N/A" in that field.

Section C: Other Incentive Awards.

In this section, complete **Table 3** by indicating any performance incentives that were paid out of the base grant allocation (in other words, the part of the grant that is not the 1% incentive award allocation). Indicate the individual or group award recipient in the first column, describe the award in the second column, and identify the amount charged to the base JVSG allocation in the third column.

There are 20 rows in Table 3. If more rows are needed, use the VETS-404 Cont'd tab, which has 100 rows in the Table 3 continuation and will automatically roll up to the main VETS-404 tab. If more rows are not needed, leave the VETS-404 Cont'd tab blank.

If an award cost is entered in a row, the other two fields (recipient/team name/title and award description) must be completed as well. If no awards were charged to the base allocation, leave the table blank.

Section D: Deviation from Incentive Award Plan

In this narrative field, explain any significant difference between the approved incentive award plan and the actual outlays and obligations reported on this IAR. If applicable, this includes explaining the reason for spending less than the full incentive award allocation.

For example, if the plan called for issuing ten awards but only three were actually issued, the cause for this difference must be explained here.

The narrative should be brief enough for your entire response to be visible in the space provided. Summarize if needed.

Section E: Plan Development

If applicable, explain any efforts your state is making toward developing an incentive award plan in the future.

If you already have an approved plan, enter "N/A" here.

The narrative should be brief enough for your entire response to be visible in the space provided. Summarize if needed.

Section F: Incentive Award Report Overview

There are no data entry fields in this section. It contains a summary of data entered elsewhere in the form, edit checks, validation alerts, and hyperlinked references to statute and policy related to JVSG incentive awards.

The Edit Checks confirm that the form is complete; that the IAR's entries match the EDR; that the incentives have not been overspent; and provides a reminder to leave any incentive award funds that were not obligated by the end of the fourth quarter unspent until grant closeout.

In the Incentive Award Alerts section, up to four validation alerts may be listed. If there are no validation alerts, a message saying that there are no alerts will appear instead.