



JVSG Recurring Reports and Forms

Summary of Changes to JVSG Forms

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Attachment 1

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Attachment 1: Summary of Changes to JVSG Forms

With the revised JVSG forms, VETS implemented programmatic adjustments that will better support accurate reporting and data aggregation on a national level. The following explanations will summarize those adjustments.

- A. **Added Management and Administrative (M&A) Cost Activity.** Grant recipients had no appropriate way to reflect the direct-charged salaries and benefits of staff supported by the grant other than DVOP, LVER, and consolidated DVOP/LVER staff in the previous version of the forms. By adding the M&A cost activity to the VETS-401 Budget Information Summary, VETS-402 EDR, and VETS-403 TPN, grantees can now easily budget for and report on these expenses.

- B. **Disaggregated Program Managers and LVERs.** VETS reports annually to Congress on the planned and actual numbers of staff members who carry out LVER duties. Additionally, as VETS prepares to implement LVER performance measures, it will become increasingly important to identify an accurate count of LVER staff. For these reasons, any direct-charged time spent performing program management or other administrative duties (such as financial staff) in support of JVSG should not be counted toward LVER staff time. Those planned and actual costs may only be reported using the new M&A cost activity.

- C. **Removed Certain Reporting Requirements.** VETS continually seeks to reduce reporting burdens on grant recipients. The following requirements were removed:
 1. On the VETS-501 Staffing Directory, VETS removed the requirement to enter each staff position's office name and number, email address, intensive service coordinator designation, and program manager designation. Program manager full-time equivalents (FTEs) do not need to be captured separately as they are now considered an M&A cost.

 2. On the VETS-403 TPN, VETS removed the requirement to submit a Q5 spending plan because no rules exist specifically for spending JVSG funding in the fifth quarter (or later) as opposed to spending in the first four quarters. All expenditures must be in accordance with the terms and conditions of the grant, regardless of the quarter in which the funds were spent. VETS also removed the collection of Wagner-Peyser Services to Veterans performance goals and outcomes on this form because we no longer require states to set those goals or track the outcomes.

- D. **Removed the Subform Allowing for Reporting on the Cash Basis of Accounting.** VETS previously allowed recipients to report financial expenditures using either the cash basis of accounting (on the VETS-402A) or the accrual basis of accounting (on the VETS-402B). To align with 2 CFR 2900.14 and to accommodate certain programmatic changes, VETS has determined that JVSG recipients must report financial expenditures

using the accrual basis of accounting. The VETS-402A subform that accommodates the cash basis has been discontinued. The VETS-402B subform is now referred to as the VETS-402 form because there are no subforms.

- E. **Reorganized the VETS-401 Budget Information Summary for Clarity.** VETS has moved certain parts of Section B to a new section of VETS-401: Section D. The relocated components include the number of FTEs to be supported by each activity's allocation, the calculated salary and benefits to total expense ratio, and the calculated cost per position. The reorganization also includes transposing Section C's rows and columns so that it is easier for users to compare entries with Section B. Certain row header names have been adjusted for clarity (e.g., changing "PS+PB/Total Ratio" to "Salaries + Benefits/Total Percentage") and for alignment with standard cost categories (e.g., changing "Personnel Benefits" to "Fringe Benefits"). Where appropriate, the renaming described on VETS-401 is also reflected on VETS-402 and VETS-403.
- F. **Renamed Certain Metrics for Clarity.** VETS measures the amount of grant funds spent on the salaries and benefits of grant-funded staff compared with those spent on all expenditures. This metric was formerly referred to as the "Personal Salaries plus Personnel Benefits to Total Ratio" or "PS+PB/Total Ratio" but is now called the "Salaries and Benefits Percentage" or "S&B%" so that it is easier to understand. VETS also renamed the "Base Positions Paid" (BPP) to the term "Funded Positions" for this reason.
- G. **Implemented Structural Changes for Section 508 Accessibility Compliance.** VETS is committed to ensuring the forms can be read by accessibility software to the greatest possible extent. Some changes to the format and appearance of the forms have been made for this purpose.