MEMORANDUM

DATE: June 7, 2006

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One-Stop and Project Support

SUBJECT: Veterans Performance Incentive Awards

The Jobs for Veterans Act (Public Law 107-288) established a program for performance incentive awards for quality employment, training, and placement services for veterans to recognize employees for providing excellent employment services to veterans. The Act stipulates that one percent of a State’s total grant allocation shall be used for this purpose. The intent is to a) encourage the improvement and modernization of employment, training, and placement services for veterans, and b) recognize eligible employees for excellence in the provision of such services, or for having made demonstrable improvements in the provision of workforce services to veterans. One percent of Florida’s total Federal Fiscal Year DVOP/LVER 2006 Grant Award, or $87,560, has been designated for performance incentive awards, as reflected in the allocations on the attached spreadsheet.

Allocations will be provided to the RWBs as Pass-thru funds distributed via a Notice of Fund Availability. These funds are only available to be spent for providing performance incentive awards to individuals. **If any RWB is not planning to award these performance incentives to individual One-Stop staff members, please notify the AWI program office ASAP, but not later than June 23rd in order that the funds may be reallocated to the remaining RWBs as quickly as possible. Please email or call Mitch Collier at Mitch.Collier@awi.state.fl.us, telephone (850) 245-7451, or Shawn Forehand at Shawn.Forehand@awi.state.fl.us, telephone (850) 245-7424 if your RWB will not utilize the performance incentive funds to provide bonus incentives to individual staff members.**

It is a requirement of AWI’s grant with the USDOL/VETS that these funds be used specifically for individual performance incentive award purposes. The funds are not available to be spent for any other purpose and are only available to the State if used for the purpose intended. Also, the funds must be disbursed to staff by September 30, 2006.
The following staff exhibiting exemplary services to veterans will be eligible to receive Veterans' Performance Incentive awards:

- Disabled Veterans Outreach Program (DVOP) Specialists;
- Local Veterans Employment Representative (LVER) Staff; and/or
- An individual providing employment, training, and placement services to veterans under the Workforce Investment Act of 1998 or through a One-Stop Career Center delivery system (merit and/or non-merit staff).

Florida's workforce delivery system is a sub-state system, providing a complete menu of customer-focused workforce services for veterans. Selection criteria for award recipients must be based on performance or activities during the program year for which the award is given. Suggested criteria for consideration in determining performance awards include, but are not limited to, the following:

- Veterans Entered Employment;
- Disabled Veterans Entered Employment;
- Successful Veterans' Stand Downs;
- Placements of VA Vocational Rehabilitation and Employment (VR&E) Disabled Veterans;
- Enrollment of Veterans and/or Disabled Veterans into employment-focused training or certification programs;
- Community involvement and outreach with Community Based Organizations (Veterans Organizations, Chambers of Commerce, Economic Development Units);
- Successful Job Fairs for Veterans;
- Developing "Best Practices" that enhance services to veterans;
- Excellent TAP Programs;
- Employer marketing resulting in increased employment opportunities for veterans;
- Services to targeted veterans, i.e. disabled veterans, older veterans, incarcerated veterans, homeless veterans, etc.
- Exceptional performance on any project that directly benefits veterans;
- Veterans' Workforce Improvement Program (VWIP) and/or Homeless Veterans Reintegration Program Grant Awards; and
- Other activities locally created and developed by the RWBs.
Performance Incentive Awards must be provided to staff no later than September 30, 2006 for activities performed during Program Year 2005-2006, which ends June 30, 2006. Once award recipients are determined, each RWB must report the amount of funds awarded to individuals by program, to include DVOP, LVER, and other One-Stop program staff. Funds spent in these categories must be reported to USDOL/VETS, so these breakdowns will be included in OSMIS in order to report disbursements. **Reports of funds disbursed to each category of staff (DVOPs, LVERs, and Other One-Stop staff) must be reported in OSMIS no later than October 20, 2006. Any awards not disbursed by September 30, 2006 must be returned.**

An example of a suggested nomination form for optional RWB use is attached. Criteria for performance incentive awards are to be developed at the local RWB level. The local RWB Executive Director will determine employees eligible to receive performance incentive awards.

If you have any questions, please contact Mitch Collier at (850) 245-7451 or Shawn Forehand at (850) 245-7424 in One-Stop and Program Support or Carolyn Walker at (850) 245-7387 in Grants Management.

**LAS/cw**

**Attachments**

**cc:** Curtis Austin  
Linda South  
Mike Switzer  
Barbara Griffin  
Derek Taylor  
Jim Doyal  
Mike Lynch  
Usha Putcha  
Carolyn Walker  
Mitch Collier  
Shawn Forehand