

Attachment II

Grant Procedures

- A. **Grant Agreement.** The Wagner-Peyser Annual Funding Agreement covers the Wagner-Peyser Base Grant and the Workforce Information Core Products and Services Grants for FY 2006/PY 2006. The Annual Funding Agreement includes Assurances and Certifications that apply to all grants covered by the Agreement. Therefore, those Assurances and Certifications need not be submitted with the Workforce Information Core Products and Services Grant application.
- B. **Grant Application.** Grant applications are to be developed in accordance with Attachments I through IV. The grant application must include a transmittal letter signed by both the designated SWA administrator and the designated representative of the State WIB, or the governor, a signed Application for Federal Assistance (SF-424), Budget (SF-424A, Section D only) for all quarters covered by the state plan, and a grant Statement of Work Certification. States are requested to submit the original and two (2) copies of the complete grant package to the appropriate ETA Regional Administrator within 45 days of the date of this guidance.
- C. **Grant Approval.** Regional Administrators are responsible for final approval of the grant and will issue an approval letter, with a copy of the approved grant package, to the state and a copy of the approval letter and approved grant package to the grant officer. A Notice of Obligation will be issued by the grant officer after the receipt of the Regional Administrators approved grant application.
- D. **Grant Modifications.** The grantee and ETA regional office may jointly modify planned quarterly expenditures, within the state allocation, during the grant period of performance. The regional office has authority to recommend funding adjustments to the grant officer when overall grant expenditures are substantially below quarterly budgeted forecasts in the approved SF- 424A. In the event the Secretary of Labor is required to carry out other responsibilities not anticipated in the plan, grantees may be required to modify the plan to carry out the additional responsibilities.