

Attachment No.: 1

Program Planning Guidance and Information Package

Introduction

This document provides the necessary guidelines to be used by SWAs to update annual plans and request funds in order to administer their FLC responsibilities.

Wagner-Peyser funding allocations under the State Unemployment Insurance and Employment Service Operations account in Fiscal Year (FY) 2009 are available to States for activities supporting federal administration of FLC programs. The estimated FY 2009 appropriation for state FLC activities is approximately \$15,129,000, consistent with the omnibus appropriations bill signed into law March 11, 2009. Of this amount, \$95,000 was retained at the National Office level for discretionary activities. The remaining disbursement totals \$15,034,000. A total of \$5,107,435 was provided under the continuing budget resolution in effect through March 6, 2009. Distribution of remaining grant funds is in progress and dependent on approval by the Office of Foreign Labor Certification of state workplans. An estimate of each SWA's total FY 2009 funding is provided.

Extension of FY 2008 Annual Plan for Remainder of FY 2009

To establish and maintain eligibility for FLC grant funding, SWAs must comply with this TEGL and other applicable guidance and regulations of the Department. Upon receipt and approval of the plan at the National Office, OFLC, the Grant Officer in ETA's Division of Federal Assistance will issue an additional Notice of Obligation to provide the balance of funds due to each state from its annual allocation.

SWA Responsibilities

SWAs are responsible for administering grant funds for FLC programs within established guidelines. These responsibilities include:

1. Certifications and Assurances

Regulations require recipients of SWA grants to submit various standard certifications and assurances. These have already been provided under the PY 2008/FY 2009 Wagner-Peyser Annual Funding Agreement and the FY 2008 Foreign Labor Certification Agreement. Current SWA regulations at 20 CFR Part 658, Subpart E (20 CFR 658.400-658.426) cover the complaint and appeals procedures. Regulations at 20 CFR Part 653, Subpart F and 20 CFR Part 654, Subpart E apply to housing inspection activities under the reimbursable grant.

2. Utilize Mandated Forms for Inter-Agency Communications

SWAs must utilize the proper formats to ensure uniform communications. These formats include, but may not be limited to, the following:

- **Form ETA-232 (OMB Approval No. 1205-0017 Exp. 08/31/2010)**
Form ETA-232 is the Domestic Agricultural In-Season Wage Report.
- **Form ETA-232A (OMB Approval No. 1205-0017 Exp. 08/31/2010)**
Form ETA-232A is the Wage Survey Interview Record.
- Other ETA forms that contain a valid Office of Management and Budget (OMB) control number and expiration date.

3. Reporting Responsibilities

The required reports are listed below:

- **ETA-9130 (OMB Approval No. 1205-0461 exp. 11/30/2009)**
The ETA-9130 is the Financial Status Report and must be submitted by the SWA on a quarterly basis for each fiscal year of funds.
- **ETA-9127 (OMB Approval No. 1205-0457 Exp. 04/30/2009 extension pending)**
The ETA-9127 is the Quarterly Activity Report and a completed form must be submitted by the SWA on a quarterly basis for each fiscal year. SWAs must correct deficiencies to the form upon request by the National Office.

Conclusion

Grant funding balances will be issued to SWAs upon availability of funds. The National Office Grant Officer will issue a Notice of Obligation (NOO) to SWAs upon approval of the SWA updated FY 2008 Annual Plan. Budgets can only be approved for annual plans after the National Office (Office of Foreign Labor Certification) has approved the Annual Plan for the Agricultural/Non-Agricultural programs.

Estimated FY 2009 FLC Funding Levels *

Alabama	\$77,345	Nebraska	\$104,228
Alaska	\$70,715	Nevada	\$79,917
Arizona	\$264,905	New Hampshire	\$86,623
Arkansas	\$81,763	New Jersey	\$599,434
California	\$2,415,253	New Mexico	\$81,763
Colorado	\$230,269	New York	\$1,364,539
Connecticut	\$257,974	North Carolina	\$201,475
Delaware	\$98,147	North Dakota	\$90,479
Florida	\$582,509	Ohio	\$202,939
Georgia	\$541,925	Oklahoma	\$77,345
Guam	\$66,295	Oregon	\$85,991
Hawaii	\$66,295	Pennsylvania	\$557,882
Idaho	\$210,578	Puerto Rico	\$66,295
Illinois	\$420,659	Rhode Island	\$70,715
Indiana	\$70,715	South Carolina	\$89,059
Iowa	\$79,555	South Dakota	\$79,555
Kansas	\$118,997	Tennessee	\$165,881
Kentucky	\$325,642	Texas	\$936,362
Louisiana	\$161,671	Utah	\$98,210
Maine	\$289,562	Vermont	\$101,085
Maryland	\$505,471	Virgin Islands	\$66,295
Massachusetts	\$766,566	Virginia	\$842,627
Michigan	\$293,765	Washington	\$207,534
Minnesota	\$100,173	Washington, DC	\$116,708
Mississippi	\$92,813	West Virginia	\$72,925
Missouri	\$123,632	Wisconsin	\$126,829
Montana	\$75,135	Wyoming	\$72,925

*Amount includes funds distributed during the Continuing Resolution period(s). The total SWA grant allocation for FY 2009 is \$15,034,000.