

Attachment No.: 3

Annual Plan Procedures

1. Annual Funding Agreement.

The current agreement includes a Workload Supplement to encompass all Program Year 2008/Fiscal Year 2009 program activities. Notice of Obligation documents for the allotment balances will be issued by the National Office Grant Officer based upon National Office approval of updated FY 2008 Annual Plans.

2. Annual Plan.

The updated FY 2008 Annual Plan includes an Application for Federal Assistance (SF-424), transmittal letter, plan workload/supplement, and budget information. Consistent with National Office guidelines, negotiations between ETA and the Grantee will determine each state's final annual level of funding for Foreign Labor Certification.

- The updated FY 2008 Annual Plan will have a performance period of 12 months beginning October 1, 2008, and ending September 30, 2009.
- The plan package submitted from the states to the National Office Grant Officer should consist of a transmittal letter and one original and two copies of the following:
 - A. Application for Federal Assistance (SF-424)
 - B. Annual Budget and Quarterly Funding Plan (SF-424A—Section D only)
Note: Please include a budget supplement to explain and list all proposed equipment purchases of \$5,000 or more and any subcontracts.
 - C. Annual Plan Workload Supplement.

3. Plan Modifications.

The National Office and the state may jointly modify the updated FY 2008 Annual Plan including negotiated changes in the plan period and in funding levels during the year. The plan modification requests must include a transmittal letter, a revised annual budget, and the quarterly spending plan. The National Office Grant Officer has the authority to execute funding adjustments where a state is not spending at agreed upon levels. When an adjustment is necessary, a unilateral modification may be issued. In the event that the Secretary of Labor may be required by future legislation to carry out other responsibilities not currently anticipated, the states will be requested to submit a modification to the Annual Plan in order to carry out these additional duties.

4. Financial Reconciliation.

After the end of the fiscal year, a financial reconciliation procedure will be conducted to reconcile accounting records maintained by the grantee and the Department of Labor's original accounts. It may become necessary to revise funding levels in the new plan for a particular state when the reconciliation is completed.