

Annual Plan Procedures

1. Annual Funding Agreement

The current agreement includes the Workload Supplement to encompass all Program Year 2009/Fiscal Year 2010 program activities. Notice of Obligation (NOO) documents for the allotment balances will be issued by the National Office Grant Officer based upon National Office approval of FY 2010 Annual Plans.

2. Annual Plan

The FY 2010 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 FY 2010 Annual Plan will have a performance period of 12 months beginning October 1, 2009, and ending September 30, 2010.
- The grant application 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, Expiration Date 3/31/2012, OMB Approval 4040.0004. (Grants.gov)
 - B. Annual Budget and Quarterly Funding Plan (SF-424A (Section D only), Expiration Date 7/31/2012, OMB Approval 4040.0006 (Grants.gov)

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 FY 2010 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 or a court order to carry out

other responsibilities not currently anticipated, or in the event that the Department amends its regulations to require states to perform activities which are not set forth in the FY2010 Annual Plan, 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.