

**Attachment 2**

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**FISCAL YEAR (FY) 2014 ANNUAL PLAN  
(Please complete all yellow highlighted fields)**

(Insert SWA Name) has prepared the following plan and statement of assurances for delivering services during FY 2014 (October 1, 2013 through September 30, 2014) to support the Federal administration of foreign labor certification (FLC) programs in accordance with all applicable regulations, policies, procedures, handbooks, manuals, and other directives.

**A. Foreign Labor Certification Workload**

<b>Category of OFLC Program Services/Activities</b>	<b>FY 2014 Workload Completed</b>	<b>FY 2014 Workload To be Processed</b>	<b>TOTAL FY 2014 Workload<sup>(1)</sup> add previous columns</b>
A. Number of job orders related to H-2A temporary labor certification applications processed and expected to be processed.			
B. Number of prevailing wage surveys conducted and expected to be conducted in agricultural activities.			
C. Number of prevailing practice surveys conducted and expected to be conducted in agricultural activities.			
D. Number of housing inspections conducted and expected to be conducted in anticipation of H-2A job orders.			
E. Number of job orders related to H-2B temporary labor certification applications processed and expected to be processed.			
F. Number of Full Time Equivalent (FTE) staff funded by this grant.			

(1) Workload includes actual OFLC program services/activities provided or services/activities planned for the period between October 1, 2013 and September 30, 2014.

**B. H-2B Temporary Nonagricultural Program Activities**

*No narrative required for FY 2014.*

**C. H-2A Temporary Agricultural Program Activities**

The SWA agrees to carry out all activities in support of the Secretary's responsibilities under 8 U.S.C. 1101(a)(15)(H)(ii)(a) and 1188, and 20 CFR Part 655, subpart B, to certify, upon application by a U.S. employer intending to petition Department of Homeland Security to admit H-2A workers, that there are not enough able and qualified U.S. workers available for the position sought to be filled, and that the employment of the foreign worker(s) will not adversely affect the wages and working conditions of similarly employed U.S. workers.

This section of the plan describes how the SWA will conduct agricultural surveys of prevailing wages, prevailing practices, and normal and accepted requirements. It also includes standards applicable to SWA-conducted housing inspections.

- a. Schedule of the agricultural **prevailing wage** surveys (including logging activities) the SWA plans to conduct during the performance period of the grant in accordance with ET Handbook No. 385, including anticipated survey timeframes by area (e.g., statewide, regional), crops or other agricultural activities/commodities, and approximately when wage results are expected to be transmitted to the OFLC National Office (via the ETA Forms 232 and 232A) for review. The SWA's schedule of surveys may be based upon current and historical agricultural job order activities or other information about major crops/commodities within the state's agricultural sector.

*[SWA schedule of wage surveys inserted here and, if necessary, include attachments]*



- b. Schedule of the agricultural **prevailing practice and normal and accepted requirement** surveys (including logging activities) the SWA plans to conduct during the performance period of the grant in accordance with ET Handbook No. 398, including anticipated survey timeframes by area (e.g., statewide, regional) and crops or other agricultural activities/commodities, and approximately when employment practice results are expected to be transmitted to the OFLC Chicago National Processing Center (NPC) for review.

*[SWA schedule of wage surveys inserted here and, if necessary, include attachments]*



The SWA agrees to submit all completed prevailing practice and normal and accepted requirement surveys promptly to the OFLC Chicago NPC either electronically at [H2ASWA.Chicago@dol.gov](mailto:H2ASWA.Chicago@dol.gov) or mailed to the following address:

U.S. Department of Labor  
Employment and Training Administration  
Office of Foreign Labor Certification  
Chicago National Processing Center  
11 West Quincy Court  
Chicago, IL 60604-2105  
Attn: H-2A Prevailing Practice Surveys

- c. SWAs will schedule and conduct **pre-occupancy inspections of housing** to be furnished to U.S. and H-2A workers who are not reasonably able to return to their place of residence the same day. Except in circumstances where the Department of Labor has promulgated special procedures, employer housing must meet the applicable local, state, or Federal standards, and be sufficient to house the number of workers requested in order for OFLC to grant a temporary labor certification. All employer-provided housing must, at a minimum, meet the full set of U.S. Department of Labor Occupational Safety and Health Administration standards at 29 CFR 1910.142 or the full set of standards at 20 CFR 654.404-654.417, whichever are applicable under 20 CFR 654.401. To the extent practicable, the SWA will plan to schedule housing inspections before the filing of the agricultural clearance order for those employers who regularly use the H-2A Program. To the extent the SWA will use alternative methods for conducting pre-occupancy housing inspections such as contracts, memoranda of understanding, or other cooperative agreements with state or local organizations, please include a short description of these arrangements.

You must provide results of housing inspections to the Chicago National Processing Center 32 days before the employer's date of need. The preferred method for supplying this information is by e-mail to [h2a.application.chicago@dol.gov](mailto:h2a.application.chicago@dol.gov). If it is not possible to transmit this information by e-mail, the SWA may send it by fax: (312) 886-1688 or U.S. Mail:

U.S. Department of Labor  
Employment and Training Administration  
Office of Foreign Labor Certification  
Chicago National Processing Center  
11 West Quincy Court  
Chicago, IL 60604-2105

**D. Cost of H-2A and H-2B Temporary Labor Certification Activities**

Please base the information supplied in the table below on available prior fiscal year expenditure data to estimate the cost of conducting state activities under the H-2A and H-2B temporary labor certification programs, including applications for logging. Please complete all yellow highlighted areas.

**Costing Sheet (Including Logging)**

<b>Activity</b>	<b>Total Number</b>	<b>Total Cost</b>	<b>Average Cost<sup>(5)</sup></b>
H-2A Housing Inspections <sup>(1)</sup>			
H-2A Prevailing Wage Surveys <sup>(2)</sup>			
H-2A Prevailing Practice and Normal and Accepted Requirement Surveys <sup>(2)</sup>			
H-2A Job Orders Processed <sup>(3)</sup>			
Total Cost of H-2A Activities <sup>(4)</sup>			
Staff Assisted H-2B Job Orders <sup>(6)</sup>			
Total Cost of H-2A and H-2B Activities <sup>(7)</sup>			

(1) H-2A Housing Inspections:

Include in the total cost estimate: travel time, inspection time, travel mileage, and completion of paperwork. Include in the total, all housing inspections started during the prior FY regardless of the final completion date.

- If housing inspections are done by another organization, estimate the cost that the H-2A portion adds to their total cost and include this amount in the table.

(2) H-2A Prevailing Wage/Practice and Normal and Accepted Requirement Surveys:

- Include in the total cost estimate the development of the survey instrument, postage, collection of responses, collation of information, and publication of results.
- Include in the total, all surveys started during the prior fiscal year regardless of the final completion date.

(3) H-2A Job Orders Processed:

- Include in the total cost estimate the creation and maintenance of files, taking into account the cost associated with receiving and reviewing applications, referring applicants, and releasing orders into inter/intra-state job system.

(4) Total Cost of H-2A Activities:

- Total Cost of Housing Inspections plus Total Cost of Prevailing Wage/Practice Surveys plus Total Cost of Job Orders Processed.

- (5) Average Cost:
  - Total Cost of activity/Total Number of activity.
  
- (6) Staff Assisted H-2B Job Orders:
  - Total number of job orders.
  
- (7) Total Cost of H-2A and H-2B Activities
  - Add cost of all activities

### **E. Permanent Labor Certification Activities**

The SWAs are expected to perform labor exchange activities necessary to support the recruitment of U.S. workers under the permanent labor certification program. Such labor exchange activities include placing job orders serving the area of intended employment and receiving referrals of qualified applicants for consideration. Please note that these activities are covered by existing Wagner-Peyser formula grants and not by the FLC grants that are the subject of this Training and Employment Guidance Letter.

## F. Grantee Contact Information

### H-2A Program Point-of-Contact

Last (family) name		First (given) name	
Job title			
Address			
City		State	Postal code
Telephone number (including extension)		Fax number	
E-mail address			

### H-2B Program Point-of-Contact (if different than the contact listed above)

Last (family) name		First (given) name	
Job title			
Address			
City		State	Postal code
Telephone number (including extension)		Fax number	
E-mail address			

### Fiscal Grant Point-of-Contact (if different than the contact listed above)

Last (family) name		First (given) name	
Job title			
Address			
City		State	Postal code
Telephone number (including extension)		Fax number	
E-mail address			