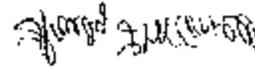


U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION ONE-STOP/LMI
	CORRESPONDENCE SYMBOL OWS
	DATE July 10, 2000

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 2-00

TO: : ALL STATE WORKFORCE LIAISONS
ALL STATE EMPLOYMENT SECURITY AGENCIES
ALL STATE WORKER ADJUSTMENT LIAISONS
ALL ONE-STOP CAREER CENTER SYSTEM LEADS

for



FROM : LENITA JACOBS-SIMMONS
Deputy Assistant Secretary

SUBJECT : Allocations and Information for Program
Year 2000 Cost Reimbursable Grants:
One-Stop Labor Market Information Funds

1. Purpose. To provide planning estimates and guidance for Program Year (PY) 2000 State One-Stop/Labor Market Information (OS/LMI) core products and services grant funds.

2. References. The Wagner-Peyser Act, Section 7(d); 29 CFR Parts 93, 96, 97 and 98; and OMB Circular A-87.

3. Background. Authorization for the cost reimbursable grant is provided in the Wagner-Peyser Act, Section 7(d). One-Stop LMI (PY 2000 Wagner-Peyser) funds are being used to provide State Employment Security Agencies (SESAs) with cost reimbursable grants to support OS/LMI. For PY 2000, \$27.0 million will be allocated to the fifty States, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands for One-Stop LMI core products and services.

Core Product and Service Grants will account for \$27 million, minus a postage reserve of 2.4 percent (\$648,000), which is being withheld from distribution to pay postage costs associated with the conduct of this activity.

RESCISSIONS None	EXPIRATION DATE June 30, 2001
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4. Grant Officer Authority. Pursuant to Training and Employment Information Notice No. 24-99, grant officer authority for the ES Base Formula allotments to States and the ES Cost Reimbursable Grants is being transferred from the Employment and Training Administration (ETA) Regional Offices to the National Office. Specific procedures for funding and implementing these grants are being developed by the Office of Grants and Contract Management and will be provided separately.

5. Allocations. The allocation figures for the distribution of the \$27.0 million in One-Stop LMI funds for each State for PY 2000 are listed by Region in Attachment II.

6. Reporting. States are to plan for total expenditures (exclusive of "carry in" funds) by calendar quarter. A separate Financial Status Report (SF-269 -- long form) must be submitted quarterly by each State for each funding code for each year of funds provided, until such time as all funds have been expended or the period of availability for the One Stop/LMI plan has expired, whichever occurs first. Expenditure reports (one original and two copies) are to be submitted to the appropriate ETA Regional Office. Previous year fund balances will remain in the existing grant and should be expended under the current ETA (Regional Office) and State Master Agreement. PY 2000 funds will be allocated and expended pursuant to the new Wagner-Peyser Act Annual Funding Agreement between the State and ETA (National Office).

With respect to core products and services produced under these grants, States must submit a brief progress report every 6 months to the ETA National and Regional Offices (due each January 31 and July 31) indicating the progress of accomplishment against the One Stop/LMI plan narrative. For example, with the first priority - "populate and maintain the ALMIS database" - States should indicate how frequently they update files and the level of costs associated with such tasks. What ETA is looking for are quantifying measures with which to evaluate the return on ETA's investment.

States must also submit hard copies of products when they become available to the ETA National Office, Division of USES/ALMIS, Room C-4514, Attention: Steve Aaronson, and to the ETA Regional Office.

7. Grant and Plan Effective Date. Plans should cover a minimum of 12 months from the date of submission, but may, if needed, cover the maximum grant expenditure period, up to June 30, 2003.

If a State does not have sufficient carryover to provide for basic operational needs prior to the date of plan submission, the State may immediately request a funding advance from its PY 2000 allotment. This can be done by faxing an SF-424 and a transmittal letter from the appropriate signatory official to the Regional Office and to Fred Tello, Grant Officer at 202-219-8739 (fax). States should also include a brief narrative which identifies the amount requested, the time period covered by the fund request (any time during the first quarter of PY 2000), effective date requested and the following assurance:

"In the absence of an approved One Stop/LMI Plan for Program Year 2000, the State assures that it will expend the PY 2000 advance funds in general compliance with the PY 2000 priority areas described in the PY 2000 plan guidance."

Approved advances will be deducted from the State's PY 2000 allotment. Advance requests should be submitted to the Regional Offices as soon as possible. Once received and reviewed, Regional Office LMI contact persons will send their recommendations on such requests to the Grant Officer. Requests will be processed by the Office of Grants and Contract Management, Division of Federal Assistance to meet the State's need in a timely manner. ETA will assume that the States who are not requesting advances will be able to operate during the pre-plan submission period using existing funds under the Master Agreement. States should arrange for PY 1999 plan/grant extensions with the Regional Office, where necessary.

8. Action Required. SESA Administrators are requested to:
- a. Immediately transmit this planning issuance to the appropriate State staff.
 - b. Submit two copies of the PY 2000, One Stop/LMI Annual Plan to the appropriate Regional Office and one copy to the ETA National Office, Attention: Steve Aaronson. Plans should be prepared in accordance with Attachments I, II, and III (Grant

Procedures, Allocation List, and Plan Narrative Instructions) and be submitted to the appropriate Regional Office, Attention: One Stop/LMI contact.

The Plan must include:

- a. Transmittal Letter;
- b. Application for Federal Assistance (SF 424);
- c. Budget (SF 424A - Section D only);
- d. Plan Narrative: these plans should include what activities and products will be delivered with PY 2000 funds (only).

9. Inquiries. Questions may be directed to Steve Aaronson (Office of Workforce Security, Division of USES/ALMIS) at 202-219-9092 x151. All questions regarding grant and financial issues should be directed to Gwendolyn Baron-Simms or Fred Tello at (202) 219-7092, extension 138 or 129, respectively.

10. Attachments.

- I. Grant Procedures
- II. Allocations for PY 2000
- III. One-Stop/LMI Plan Narrative Instructions

RESCISSIONS None	EXPIRATION DATE June 30, 2001
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