

Grant Procedures

A. Grant Agreements. The current Master Agreement (pre-Program Year 2000) established an ongoing grant relationship between the Department of Labor (DOL) and individual States to carry out responsibilities, on behalf of the Department, authorized under Section 7 (d) of the Wagner-Peyser Act. This agreement will remain in effect (administered by the Regional Offices) for purposes of expending prior year funds only. With the transfer of grant officer authority, the ETA National Office has executed new Wagner-Peyser Act, Annual Funding Agreements with each State, to include both the base grant and cost reimbursable grant funds for PY 2000 and FY 2001. The Agreement includes an Assurances and Certifications package to encompass all PY 2000/FY 2001 requirements. Notice of Obligation authority documents will be issued by the National Office Grant Officer based on Regional Office approval of required annual plans.

B. Annual Plan. The One Stop/Labor Market Information (OS/LMI) Annual Plan must include an Application for Federal Assistance (SF-424), Budget (SF 424A, Section D only), transmittal letter, and plan narrative. Negotiations between the Grantee and the Regional Office will determine the annual level of funding for each priority area in the Annual Plan.

- 1) Plans should cover a minimum of twelve months from the date of submission but may, if needed, cover the maximum grant expenditure period, up to June 30, 2003.
- 2) States must submit two copies of the PY 2000, OS/LMI Annual Plan to the appropriate Regional Office One Stop/LMI contact person and one copy to:

U.S. Department of Labor
Employment and Training Administration
Office of Workforce Security
Division of USES/ALMIS
Room C-4514
Washington, D.C. 20210
Attn: Steve Aaronson

Plans should be prepared in accordance with Attachments I, II, and III (Grant Procedures, Allocations, and Plan Narrative Instructions) and be submitted to the appropriate Regional Office.

- 3) Regional Offices will coordinate the review of and negotiate OS/LMI work plans with the States including the level of funding for each priority product or service. Each State is to prepare a plan which includes a description of the activities to be achieved and products to be developed in accordance with the information contained in Attachment III.

C. PY 2000 Modifications. The Regional Office and the State may jointly modify the Annual Plan and negotiate changes in funding levels during the program year subject to the approval of the National Office Grant Officer. The plan modification must include a transmittal letter, a revised plan narrative, and a quarterly spending plan. Regional Offices are responsible for coordinating both funding adjustments and Annual Plan modifications. The Regional Office will have the authority to recommend fund adjustments where a State is not spending at agreed upon levels. When an adjustment is necessary, a bilateral modification may be issued by the ETA Grant Officer.

In the event that the Secretary of Labor may be required by future legislation to carry out other responsibilities not anticipated in the Annual Plan, the States will be requested to submit a modification to the Annual Plan in order to carry out these additional duties.

D. Financial Reconciliation. After the end of the Program Year, a financial reconciliation procedure will be conducted by the Regional Office to reconcile accounting records maintained by the State with the Department's original accounts.