

## Grant Procedures

A. Grant Agreements. The current Master Agreement (pre-Program Year 2000) established an ongoing grant relationship between DOL and individual States to carry out responsibilities on behalf of the Department authorized under Section 7 (d) of the Wagner-Peyser Act. The agreement will remain effective (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 Annual Funding Agreements with each State, to include both base grant and cost reimbursable grant activities for PY 2000 and FY 2001. The Agreement also includes an Assurances and Certifications package to encompass all PY 2000/FY 2001 program activities. Notice of Obligation documents will be issued by the National Office Grant Officer based on Regional Office approval of Annual Plans.

B. Annual Plan. The Annual Plan must include an Application for Federal Assistance (SF-424), transmittal letter, a plan narrative, and budget information. Negotiations between the Grantee and the Regional Office will determine the annual level of funding for each priority area in the Annual Plan.

- 1) At a maximum, the approved Annual Plan will have a performance period beginning the date of submission or July 1, 2000 and ending June 30, 2001. States requesting a July 1 effective date should include a reason for the request. A waiver to grant the July 1 effective date may only be granted once an approvable plan is received by ETA.
- 2) States must submit two copies of the PY 2000, OS/OES Annual Plan to the appropriate Regional Office OS/OES contact person and one copy to:

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

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

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> June 30, 2001
----------------------------	---

3) Regional Offices will review and negotiate OS/OES work plans for OES with the States. Each State is to prepare a description of the activities to be achieved in conjunction with the currently existing BLS Cooperative Agreement.

C. PY 2000 Modifications. The Regional Office and the State may jointly modify the Annual Plan and negotiate changes in fund levels during the program year subject to the approval of the National Office Grant Officer. The grant modification must include a transmittal letter, a revised work statement, an annual budget and quarterly spending plan, and concurrence of the Regional Administrator. Regional Offices are responsible for coordinating both fund 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.