

Attachment No.: 6

Annual Plan Procedures

1. Annual Funding Agreement.

The current agreement includes an Assurances and Certifications package to encompass all PY 2004/FY 2005 program activities. Notice of Obligation documents for the allotment balances will be issued by the National Office Grant Officer based upon national office approval of Annual Plans.

2. Annual Plan.

The Annual Plan includes an Application for Federal Assistance (SF-424), transmittal letter, work statements, and budget information. Consistent with national office guidelines, negotiations between ETA and the Grantee will determine each state's annual level of funding for Alien Labor Certification.

- The Annual Plan will have a performance period of 12 months beginning October 1, 2004, and ending September 30, 2005.
- The plan 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)
 - B. Annual Budget and Quarterly Funding Plan (SF-424A—Section D only)
Note: Please include a budget supplement to explain and list all proposed equipment purchases of \$5,000 or more and any subcontracts.
 - C. Statement of Work/Work Plan
- The national office will negotiate work plans with states for each activity to be funded. The state is to prepare a description of the goals to be achieved as negotiated with the national office.

3. Plan Modifications.

The national office and the state may jointly modify the Annual Plan including negotiated changes in funding levels during the year. The grant 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 to carry out other responsibilities, not currently anticipated, 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.