

## Attachment II

### Grant Procedures

- A. **Grant Agreement.** The Wagner-Peyser Annual Funding Agreement covers the Wagner-Peyser Base Grant and the Workforce Information Grants to States for Fiscal Year 2011/PY 2011. The Annual Funding Agreement includes Assurances and Certifications that apply to all grants covered by the Agreement. Therefore, grantees do not need to submit separate Assurances and Certifications with the Workforce Information Grants to States application.
- B. **Grant Application.** The state grant applications must be developed in accordance with Attachments I through V. The grant application must include a transmittal letter signed by both the designated State Workforce Agency (SWA) administrator and the designated representative of the State Workforce Investment Board (SWIB), or the governor, a signed Application for Federal Assistance (SF-424), Budget (SF-424A, Section D only) for all quarters covered by the state plan; and a grant Statement of Work Certification. ETA requests that states submit the original and two copies of the complete grant package to the appropriate ETA Regional Administrator within 45 days of the date of this guidance.
- C. **Grant Approval.** Regional Administrators are responsible for final approval of the grant and will issue an approval letter, with a copy of the approved grant package, to the state and a copy of the approval letter and approved grant package to the grant officer. The grant officer will issue a Notice of Obligation (NOO) after receipt of the approved grant application from the Regional Administrator.
- D. **Grant Modifications.** The grantee and ETA regional office may jointly modify forecasted quarterly expenditures, within the state allocation, during the grant period of performance. The regional office has authority to recommend funding adjustments to the grant officer when overall grant expenditures are substantially below quarterly budgeted forecasts in the approved SF- 424A.