Table of Contents

Attachment 2 - Program Planning Guidance and Information Package

- A. Introduction, p. 1
- B. Grant Procedures, Requirements, and Timeline p. 1
 - 1. Grant Application p. 1
 - 2. Grant Submission p. 2
 - 3. Grant Approval p. 3
 - 4. Use of FY18 funds p. 3
 - 5. Grant Signatures p. 3
 - 6. Grant Modifications p. 3
- C. Grant Reporting Procedures p. 4
 - 1. Financial Status Report p. 4
 - 2. Program Activity Report p. 5
 - 3. Agricultural Prevailing Wage Survey Reports p. 6
 - 4. Agricultural Employment Practice Survey Reports p. 7

Attachment 3 - Fiscal Year (FY) 2018 Annual Plan

- A. Foreign Labor Certification Workload p.1
- B. H-2B Temporary Nonagricultural Program Activities p. 2
 - 1. Stakeholder Education and Outreach p. 2
 - 2. Placement of H-2B Job Orders p. 2
 - 3. Processing of H-2B Job Orders p. 4
 - a. Compliance Review of Job Orders p. 4
 - b. Processing of Approved Job Orders p. 4
 - c. Referral of Qualified and Available U.S. Workers p. 5
 - 4. Post-Determination Services p. 6
- C. H-2A Temporary Agricultural Program Activities p. 6
 - 1. Stakeholder Education and Outreach p. 6
 - 2. Placement of H-2A Job Orders p. 7
 - 3. Processing of H-2A Job Orders p. 7
 - a. Compliance Review of Job Orders p. 7
 - b. Processing of Approved Job Orders p. 8
 - c. Referral of Qualified and Available U.S. Workers p. 8
 - 4. Conducting Prevailing Wage Surveys p. 9
 - 5. Conducting Prevailing Practice and Normal/Accepted Requirements Surveys p. 10
 - 6. Scheduling and Conducting Housing Inspections p. 12
 - 7. Post-Determination Services p. 13
- D. Permanent Labor Certification Program p. 14
- E. Grantee Contact Information p. 14

Attachment 4 - Annual Plan Certification

Attachment 5 - Instructions for Completing the Budget Narrative

Attachment 6 - FY 2017 Funding Levels