

Grant Procedures

- A. **Grant Agreement.** The Wagner-Peyser Annual Funding Agreement covers the Wagner-Peyser base grant and the Workforce Information Grants to States (WIGS) for Fiscal Year 2012/Program Year 2012. 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 WIGS application for Federal assistance.
- B. **Grant Application.** States must submit a SF 424A (Budget Information) to the appropriate ETA regional office with a transmittal memorandum signed by the SWA Administrator and the SWIB Chair. All sections of the form must be completed, including the Budget Summary, Budget Categories, Forecasted Cash Needs (by quarter), and other budget information for the period covered by the grant. ETA requests that states submit the original and two copies of the complete grant package to the appropriate ETA Regional Administrator (RA) within 45 days of the date of this guidance.
- C. **Grant Approval.** ETA RAs are responsible for final approval of the grant. Following review of the state's budget information, the regional office submits information on approved grants to the ETA Office of Grant Management for Grant Officer approval and processing of the Notice of Obligation (NOO). The RA will issue an approval letter, with a copy of the approved grant package, to the state and a copy of the approval letter to ETA's Grant Officer. The Grant Officer will issue a NOO after receipt of the approved grant application from the RA. This year the NOO will include the following statement:
- Workforce Information Grants to States (WIGS) expenditures must be in accordance with TEGL XX-11 Program Year (PY) 2012 Workforce Information Grants to States (WIGS): Policy and Program Guidance, Application Instructions, and Formula Allocations; and the Wagner-Peyser Act Annual Funding Agreement provided in Attachment J of TEGL 19-11 (Final PY 2012 Allotments for the Wagner-Peyser Act Employment Service Program Allotments; and Workforce Information Grants to States Allotments for PY 2012). By accepting WIGS funding, a state agrees to fulfill the statement of work attached to this NOO, and described in Attachment III of the annual WIGS TEGL.*
- D. **Grant Modifications.** The grantee and ETA regional office may jointly adjust forecasted quarterly expenditures, within the state allocation, during the grant period of performance. The regional office has authority to recommend funding adjustments and reallocation of funds within the region to the Grant Officer when overall grant expenditures are substantially below quarterly budget forecasts in the approved SF- 424A.