

address employment barriers. These activities are:

- a. Marketing and Inreach;
- b. Sign-up;
- c. Identification;
- d. Verification;
- e. Notification of workshops and /or assessment interview;
- f. Participation in pre-release workshop and or assessment interview;
- g. Enrollment in IV-TP including ISS/EDP/IEP development;
- h. Referral to One-Stop/VA facility and copy of the referral sent to DVET who assists the Program Operator by compiling the Quarterly Report of participants;
- i. Referral to the State Veteran Program Coordinator (who ensures participant referral follow-up within 30 days and maintains 30, 90, and 180-day job progress reports).

Note the program activities under the flowchart provided above.

3. Anticipated Announcement and Award

N/A.

VI. Award Administration Information

1. Award Notices

A. Notice that an organization has been selected as a grant recipient does not constitute approval of the grant application as submitted. Before the actual grant award, VETS may enter into negotiations concerning such items as program components, funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Grant Officer reserves the right to terminate the negotiation and decline to fund the proposal.

B. A Post-Award conference will be held for those Grantees awarded FY 2004 IV-TP funds from the competition. It is expected to be held in February or March 2004. At least two representatives must be present; a financial and a program representative are recommended. The site of the Post-Award conferences have not yet been determined, for planning and budgeting purposes, please use five days and use Denver, Colorado as the conference site. The conference will focus on providing information and assistance on reporting, record keeping, and grant requirements, and also include best practices from past projects. Costs associated with attending this conference for up to two Grantee representatives will be allowed as long as they were incurred in accordance with Federal travel regulations. Such costs must be charged as administrative costs and reflected in the proposed budget.

2. Administrative and National Policy

A. Limitations on Administrative and Indirect Costs

(1) Indirect costs claimed by the applicant must be based on a federally approved rate. A copy of the negotiated, approved, and signed indirect cost negotiation agreement must be submitted with the application.

(2) If the applicant does not presently have an approved indirect cost rate, a proposed rate with justification may be submitted. Successful applicants will be required to negotiate an acceptable and allowable rate with the appropriate DOL Regional Office of Cost Determination within 90 days of grant award.

(3) Rates traceable and trackable through the State Workforce Agency's Cost Accounting System represent an acceptable means of allocating costs to DOL and, therefore, can be approved for use in grants to State Workforce Agencies.

B. Administrative Standards and Provisions

Unless specifically provided in the grant agreement, DOL's acceptance of a proposal and an award of Federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require and an entity's procurement procedures must provide that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL award does not provide the justification or basis to sole-source the procurement, *i.e.*, avoid competition. All grants will be subject to the following administrative standards and provisions, if applicable:

- (1) 29 CFR part 93—Lobbying.
- (2) 29 CFR part 95—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations, and with Commercial Organizations.
- (3) 29 CFR part 96—Federal Standards for Audit of Federally Funded Grants, Contracts and Agreements.
- (4) 29 CFR part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (5) 29 CFR part 98—Federal standards for Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).
- (6) 29 CFR part 99—Audit of States, Local Governments, and Non-profit Organization.

(7) 29 CFR parts 30, 31, 32, 33 and 36—Equal Employment Opportunity in Apprenticeship and Training; Nondiscrimination in Federally-Assisted Programs of the Department of Labor, Effectuation of Title VI of the Civil Rights Act of 1964; Nondiscrimination on the Basis of Handicap in Programs and Activities; and Nondiscrimination on the basis of sex in Education programs receiving or benefiting from Federal Financial Assistance.

3. Reporting

The Grantee will submit the reports and documents listed below:

A. Financial Reports

The Grantee must report outlays, program income, and other financial information on a quarterly basis using SF 269A, Financial Status Report, Short Form. This form will cite the assigned grant number and be submitted to the appropriate State Director for Veterans' Employment and Training (DVET) no later than 30 days after the ending date of each Federal fiscal quarter (*i.e.*, October 30, January 30, April 30 and July 30) during the grant period.

B. Program Reports

Grantees must submit a Quarterly Technical Performance Report 30 days after the end of each Federal fiscal quarter to the DVET that contains the following:

- (1) A comparison of actual accomplishments to established goals for the reporting period and any findings related to monitoring efforts;
- (2) An explanation for variances of plus or minus 15% of planned program and/or expenditure goals, to include: (i) Identification of corrective action that will be taken to meet the planned goals, if required; and (ii) a timetable for accomplishment of the corrective action.

C. 90 Day Follow-Up Report

The Grantee must submit no later than 120 days after the grant performance expiration date a report containing the following:

- (1) Financial Status Report (SF-269A) (copy to be provided following grant awards); and
- (2) Technical Performance Report—(Program Goals).

D. Six (6) Month Follow-Up/Closeout Report

- (1) Final Financial Status Report (SF-269A); and
- (2) Final Narrative Report identifying—(a) the total combined (directed/assisted) number of veterans