

Governor's Workforce Investment Division Information Letter No. 2-00

Subject: Signature Page for Local Plans Administrative Assurances

Effective Date: October 25, 2000

Background: 29 CFR, Section 37.20, 29CFR part 98 and 29 CFR part 93 requires the inclusion of assurances within each application for financial assistance under Title 1 of the Workforce Investment Act of 1998 (WIA). The assurances are considered incorporated into any grant, cooperative agreement, contract, or other arrangement whereby Federal financial assistance under Title 1 of WIA is made available. The assurances may be physically incorporated into these documents, or incorporated by reference.

Action: Attached to this Information Letter are two documents to be used for the following purposes:

- **Signatory Page for Local Plans:** This document is to be submitted with the Local Plan. It is to be signed by the Chief Local Elected Official and the Chair of the local Workforce Investment Board. It documents that these officials have reviewed and approved the local plan (including the Administrative Assurances).
- **Administrative Assurances:** This document is intended to incorporate the assurances required by law as described in the background section above. The Administrative Assurances should be incorporated into the following documents at the local level:
 1. The Local Plan
 2. Applications for Eligible Service Provider Certification
 3. Request for Proposal or other Application Documents
 4. Contracts for Service Provision
 5. Other Cooperative Agreements and Arrangements
 6. Memorandums of Understanding

Questions: Questions related to this issuance should be directed to the Governor's Workforce Investment Division (GWID), located at Building 6, Room B-617, 1900 Kanawha Boulevard, East, Charleston, WV 25305. Toll free 1-877-967-5498.

Expiration Date: Effective until rescinded or modified by the West Virginia Workforce Investment Council.

ATTACHMENTS

Signature Page for Local Plans
Administrative Assurances