

**Alabama Workforce Investment System**

**Alabama Department of Economic and Community Affairs  
Workforce Development Division  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36103-5690**

November 13, 2003

**GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2003-05, Change 4**

**SUBJECT:** Training and Employment Guidance Letter (TEGL)

1. **Purpose.** This transmits the following TEGL:

<u>Number</u>	<u>Date</u>	<u>Subject</u>
11-03	11/03/2003	Requirement of DUNS number for Federal Grant Applicants
12-03	11/04/03	Policy Clarification for Processing H-2B Temporary Certification for Occupations in the Landscaping Industry

2. **Discussion.** TEGL No. 11-03 informs Federal grant applicants of the requirement to include a Dun & Bradstreet (D & B) Data Universal Numbering System (DUNS) number in all Federal grant applications or cooperative agreements submitted on or after October 1, 2003.

TEGL No. 11-03 includes information regarding the procedures by which Federal grant applicants and other affected entities may obtain a DUNS number.

TEGL No. 12-03 provides clarification to State Workforce Agencies (SWAs) regarding procedures for the processing of H-2B temporary applications for limited jobs in the landscaping industry.

The "limited jobs" affected by guidance contained in TEGL No. 12-03 include "the following activities and only the following activities: "mow, cut, water, edge lawns; rake and blow leaves; dig holes and trenches; pull, chop weeds, prune, and haul topsoil and mulch".

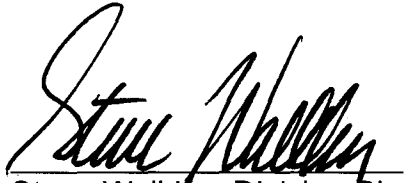
3. **Action.** Copies of TEGL No. 11-03 and TEGL No. 12-03 are provided for informational and action purposes.

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4. **Contact.** Please direct any questions regarding TEGL No. 11-03 to the USDOL Regional Office. Questions regarding TEGL No. 12-03 information should be directed to Charlene Giles at (202) 693-2950.

A handwritten signature in black ink, appearing to read "Steve Walkley", written over a horizontal line.

Steve Walkley, Division Director  
Workforce Development Division

Attachment

<b>Employment and Training Administration Advisory System</b> U.S. Department of Labor Washington, D.C. 20210	<b>CLASSIFICATION</b> Admin. & Mgmt./DUNS Numbers
	<b>CORRESPONDENCE SYMBOL</b> OFAM
	<b>DATE</b> November 3, 2003

**ADVISORY:** TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 11-03

**TO:** ALL STATE WORKFORCE AGENCIES  
ALL STATE WORKFORCE LIAISONS

/S/

**FROM:** EMILY STOVER DeROCCO  
Assistant Secretary

**SUBJECT:** Requirement of DUNS Number for Federal Grant Applicants

1. **Purpose.** To inform grant applicants of the requirement to include a Dun & Bradstreet (D & B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements on or after October 1, 2003.

2. **References.** Federal Register Notice, Vol. 68, No. 124, Friday, June 27, 2003; Federal Financial Assistance Management Act of 1999, Pub. L. 106-107; grants.gov initiative under the President's Management Agenda. (<http://whitehouse.gov/omb/budget/fy2002/mgmt.pdf>)

3. **Background.** Public Law 106-107 requires that the Employment and Training Administration (ETA) assist the Office of Management and Budget (OMB) in establishing an interagency process to streamline and simplify Federal financial assistance procedures for non-Federal entities.

OMB has determined that there is a need for improved statistical tracking of Federal grants and cooperative agreements. Use of the DUNS number will provide a means to identify entities receiving Federal awards. The DUNS number will be used for tracking purposes and to validate address and point of contact information. The DUNS number is already in use by the Federal government to identify entities receiving Federal contracts.

Under the grants.gov initiative, ETA is in the process of developing an electronic grant application system using standard data elements. The DUNS number is one of those data elements. By using the grants.gov portal, entities will be able to store in a central Federal registration repository fixed organizational information that does not change from application to application. Applicants will not have to re-enter this

information on each electronic application they submit.

<b>RESCISSIONS</b>	<b>EXPIRATION DATE</b>
	Continuing

**4. Applicability.** The DUNS requirement applies to all types of entities applying for Federal grants or cooperative agreements under discretionary and mandatory grant programs or activities. Under this requirement, the applicant is the entity that meets the agency's or program's eligibility criteria and has the legal authority to apply. For example, a consortium formed to apply for a grant or cooperative agreement must obtain a DUNS number for that consortium.

Every application for a new award or a renewal of an award, including applications or plans under mandatory grant programs, submitted on or after October 1, 2003, must include a DUNS number for the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant. An applicant is not required at this time to submit DUNS numbers for entities with which it may enter into sub-awards. The DUNS number does not replace existing numbers, such as the Employer Identification Number, that are required by statute or regulation. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal ([grants.gov](http://grants.gov)).

**5. Action Required.** Entities that anticipate applying for Federal grants or cooperative agreements must obtain a DUNS number in advance of a specific application. It is the responsibility of the applicant to obtain the number. Applicants can receive a DUNS number by calling the dedicated toll-free DUNS number request line at 1(866)705-5711. The process to request a number takes approximately 10 minutes and is free of charge. Be prepared to provide the following information:

- a) Name of business
- b) Business address
- c) Local phone number
- d) Name of the CEO/business owner
- e) Legal structure of the business (corporation, partnership, proprietorship)
- f) Year business started
- g) Primary line of business
- h) Total number of employees (full and part time)

Applicants may also register for the DUNS number at Dun & Bradstreet's Web site: <https://www.dnb.com/product/eupdate/requestOptions.html>. Click on the link, "DUNS Number only" at the right hand, bottom corner of the screen to access the

free registration page. Please note that registration via the Web site may take up to 14 business days to complete.

6. **Inquiries.** Questions regarding this issuance should be directed to the appropriate ETA Regional Office.

<b>Employment and Training Administration Advisory System</b> U.S. Department of Labor Washington, D.C. 20210	<b>CLASSIFICATION</b> H-2B Program
	<b>CORRESPONDENCE SYMBOL</b> ONP
	<b>DATE</b> November 4, 2003

**ADVISORY:** TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 12-03

**TO:** ALL STATE WORKFORCE AGENCIES

/S/

**FROM:** EMILY STOVER DeROCCO  
Assistant Secretary

**SUBJECT:** Policy Clarification for Processing H-2B Temporary  
Certifications for Occupations in the Landscaping Industry  
2003-2004

1. **Purpose.** To provide clarification to State Workforce Agencies (SWA) with regard to the processing of H-2B temporary applications for limited jobs in the landscaping industry which includes only those activities addressed in this guidance for the 2003-2004 season.

2. **References.** General Administration Letter No. 1-95: Procedures for H-2B Temporary Labor Certification in Nonagricultural Occupations; Field Memorandum 25-98: H-2B Temporary Nonagricultural Labor Certification Program Requirements; General Administration Letter 2-98: Prevailing Wage Policy for Nonagricultural Immigration Programs; Employment Service Program Letter No. 01-01, Change 2: Policy Clarification for Processing H-2B Temporary Certifications for Occupations in the Landscaping Industry 2002-2003.

3. **Background.** Several years ago it was brought to our attention that there were system wide inconsistencies in the processing of H-2B applications for limited jobs in the landscaping industry particularly with respect to two issues: a) the interpretation of the Standard Occupational Classification (SOC) description for landscaping, and b) the assignment of a wage rate to the landscaping job. Many applications for landscaping jobs list various activities and combinations of activities that make it difficult to achieve a match with a specific SOC code. This problem has led to inconsistent classification of landscaping jobs and consequently, inconsistent assignment of wage rates, specifically Service Contract Act (SCA) wage rates.

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4. **Action Required.** SWA Administrators are requested to provide the following clarification and guidance to appropriate staff.

a. Any application received for landscaping jobs which includes the following activities and only the following activities: "mow, cut, water, edge lawns; rake and blow leaves; dig holes and trenches; pull, chop weeds, prune, and haul topsoil and mulch" should be coded as a Laborer, Landscape - SOC Code 37-3011 (Landscaping and Grounds Keeping Worker).

b. Any landscaping job with the above description should be given the Occupational Employment Statistics (OES) wage rate for OES/SOC Code 37-3011.

c. This advisory will not apply to H-2B applications where the State agency has already provided a wage rate to the employer and recruitment has begun. Employers are free to withdraw and refile to obtain a new wage determination.

d. This advisory does not affect the processing of any applications involving jobs containing duties other than those described above. If there are any questions or concerns regarding how to process a particular application, contact your Regional Certifying Officer.

This guidance is intended for use only in processing applications for the 2003-2004 landscaping season. This guidance should be provided to staff immediately so that processing can be completed on applications pending for jobs in the landscaping industry.

5. **Inquiries.** Inquiries should be directed to Charlene Giles at (202) 693-2950.