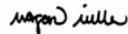


## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 17-13
<b>Date:</b>	March 4, 2013
<b>Keyword:</b>	Fiscal Admin
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Agency Grantees  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Reagan Miller, Director, Workforce Development Division

**Subject:** Financial Manual for Grants and Contracts

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) and other Texas Workforce Commission (TWC) Grantees<sup>1</sup> (Agency Grantees) with TWC's Financial Manual for Grants and Contracts (FMGC), as amended by revisions to the following:

- Introduction
- Chapter 14, Procurement
- Appendix A, Glossary
- Appendix C, Policy Statements
- Appendix D, Forms
- Appendix E, Contacts
- Appendix J, Subrecipient vs. Vendor Guide
- Appendix L, Changes

### **BACKGROUND:**

TWC's FMGC describes financial requirements for grant award contracts that TWC awards to Boards and other Agency Grantees. Appendix L details changes to the parts listed above.

FMGC is available at [http://www.twc.state.tx.us/business/fmgc/fmgc\\_toc.html](http://www.twc.state.tx.us/business/fmgc/fmgc_toc.html).  
Archived content can be accessed on TWC's Intranet<sup>2</sup> at [http://intra.twc.state.tx.us/intranet/fin/html/fin\\_home.html](http://intra.twc.state.tx.us/intranet/fin/html/fin_home.html), or by written request to [Fiscal.TA@twc.state.tx.us](mailto:Fiscal.TA@twc.state.tx.us).

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<sup>1</sup> TWC's Integrity of the Texas Workforce System rule §802.2(1) defines *Agency Grantees* as "grantees that receive funding from the Agency, such as Skills Development Fund, Wagner-Peyser 7(b), and Workforce Investment Act (WIA) statewide, to provide workforce services."

<sup>2</sup> The Intranet is not available to the general public.

**PROCEDURES:**

Boards and other Agency Grantees must incorporate the changes provided by this WD Letter into local procedures, as appropriate, and update any local hard copies of the FMGC with the revised sections.

**NLF**

**INQUIRIES:**

Direct inquiries regarding this WD Letter to Chris Nelson, Director of Financial Operations at [Fiscal.TA@twc.state.tx.us](mailto:Fiscal.TA@twc.state.tx.us).

**RESCISSIONS:**

WD Letter 40-05  
WD Letter 40-05, Change 1

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**REFERENCE:**

Texas Workforce Commission Financial Manual for Grants and Contracts

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF)**: This rating indicates that Boards and Agency Grantees must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF)**: This rating indicates that Boards and Agency Grantees have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”