

<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Community Projects
	<b>CORRESPONDENCE SYMBOL</b> ORM
	<b>DATE</b> July 21, 2022

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 03-22**

**TO:** DEPARTMENT OF LABOR COMMUNITY PROJECT FUNDING RECIPIENTS

**FROM:** BRENT PARTON   
 Acting Assistant Secretary

**SUBJECT:** Application Instructions and Program Guidance for Department of Labor Community Project Recipients

1. **Purpose.** To provide guidance for the Department of Labor’s (Department) Fiscal Year (FY) 2022 Community Project Funding/Congressionally Directed Spending recipients specified in Appendix I.
2. **Action Requested.** In order to receive Congressionally Directed funds, eligible applicants specified in Appendix I **must** submit applications responding to this Training and Employment Guidance Letter (TEGL), including all required documents detailed in Appendix IV, to <https://www.grants.gov> no earlier than 12:00 pm Eastern Time, August 22, 2022 and no later than 11:59 pm Eastern Time, February 28, 2023.
3. **Summary and Background.**
  - a. Summary – This TEGL solicits applications from eligible entities for the Department’s Employment and Training Administration (ETA) Community Project demonstration grants and announces application procedures.
  - b. Background – In March 2022, the Consolidated Appropriations Act, 2022 was signed into law. The legislation authorizes \$137,638,000 in congressionally directed funds for 173 organizations to carry out demonstration and pilot projects under section 169(c) of the Workforce Innovation and Opportunity Act (WIOA), overseen by the Department’s ETA. The purpose and award amount of each grant is specified in the Division H – Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022, Community Project Funding/Congressionally Directed Spending Table.
4. **Program Authority.** Funds for ETA Community Project demonstration grants are authorized by Division H of the Consolidated Appropriations Act, 2022 (Public Law 117-103, HR 2471).

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> June 30, 2023
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5. **Inquiries.** Please direct questions regarding this funding opportunity to [Community.Projects.ETA@dol.gov](mailto:Community.Projects.ETA@dol.gov). Applicants should include a contact name, organization name, phone number and email with all questions to provide a means of response. This announcement is available on the ETA website at <https://www.dol.gov/agencies/eta/grants> , the dedicated Community Projects WorkforceGPS page at <https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/04/15/35/Community-Projects> and at <https://www.grants.gov>.

6. **References.**

- Consolidated Appropriations Act, 2022 (Public Law 117-103, HR 2471)
- WIOA (Public Law 113-128), Section 169(c)

7. **Appendixes.**

- [Appendix I: Eligible Applicants](#)
- [Appendix II: Award Information](#)
- [Appendix III: Funding Restrictions](#)
- [Appendix IV: Application Submission](#)
- [Appendix V: Application Review and Award](#)
- [Appendix VI: Administrative and National Policy Requirements](#)
- [Appendix VII: Reporting Requirements](#)
- [Appendix VIII: Grant Recipient Training](#)
- [Appendix IX: Agency Contacts](#)
- [Appendix X: OMB Information Collection](#)
- [Appendix XI: Resources](#)

8. **Attachments.**

- [Attachment A: Budget Narrative Guidance](#)
- [Attachment B: Project Narrative Guidance](#)
- [Attachment C: Suggested Work Plan Template](#)
- [Attachment D: Organizational Chart Guidance](#)
- [Attachment E: Suggested Abstract Template](#)
- [Attachment F: Letters of Commitment Guidance](#)
- [Attachment G: Financial System Risk Assessment](#)
- [Attachment H: Application Submission Checklist](#)

### Eligible Applicants

Only organizations named in this table (also specified in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2022) are eligible for grant awards under this Training and Employment Guidance Letter.

Recipient Name	State	Funding Amount
AIDS Service Center of Lower Manhattan, Inc. dba Alliance for Positive Change	NY	\$1,000,000
American Indian OIC	MN	\$350,000
Anne Arundel County Government	MD	\$500,000
Applied Behavioral Rehabilitation Institute, Inc.	CT	\$25,000
Arizona Opportunities Industrialization Center	AZ	\$1,200,000
AS220	RI	\$500,000
Autism Society of America Nassau Suffolk Chapter	NY	\$200,000
Avivo	MN	\$1,000,000
Baker Technical Institute	OR	\$544,000
Baltimore Mayor's Office of Employment Development	MD	\$500,000
Beat the Street Community Center, Inc.	CT	\$25,000
Bedford-Stuyvesant Restoration Corporation	NY	\$500,000
Benedict College	SC	\$3,200,000
Berks Latino Workforce Development Corporation	PA	\$500,000
Beyond the Sanctuary, Inc.	NY	\$525,000
Brattleboro Development Credit Corporation	VT	\$900,000
Bristol County Chamber Foundation	MA	\$500,000
Broward College	FL	\$2,000,000
Buffalo Sewer Authority	NY	\$575,000
California Mobility Center	CA	\$2,000,000
California Workforce Association Foundation	CA	\$1,000,000
Capital Workforce Partners	CT	\$593,000
Catalyst Connection	PA	\$1,000,000
City of Boston	MA	\$1,000,000
City of Charleston	WV	\$500,000
City of East Providence	RI	\$350,000
City of Greensboro	NC	\$1,600,000
City of Houston	TX	\$750,000
City of Jersey City	NJ	\$250,000
City of Pawtucket	RI	\$3,000,000
City of Perris	CA	\$1,000,000

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<b>Recipient Name</b>	<b>State</b>	<b>Funding Amount</b>
City of Richmond	VA	\$1,000,000
City of Rochester	MN	\$750,000
City of South San Francisco	CA	\$500,000
City of Stamford	CT	\$513,000
City of Syracuse	NY	\$300,000
Clovis Community College	NM	\$1,073,000
Coalition for Responsible Community Development	CA	\$250,000
College of Eastern Idaho	ID	\$100,000
College of Lake County	IL	\$900,000
Colonial Farmhouse Restoration Society of Bellerose, Inc.	NY	\$200,000
Community Assistance Programs	IL	\$100,000
Comunidades Organizando el Poder y la Accion Latina Education Fund	MN	\$1,000,000
Concordance Leadership Academy	MO	\$650,000
Cook County Health	IL	\$315,000
Cornerstone Revitalization Foundation, Inc.	AL	\$1,500,000
Council for Native Hawaiian Advancement	HI	\$1,200,000
Covenant House Florida	FL	\$300,000
Covenant House Missouri	MO	\$150,000
Danville Pittsylvania County Chamber Foundation	VA	\$850,000
DC Central Kitchen	DC	\$500,000
Dorcas International Institute of Rhode Island	RI	\$230,000
Dream It Do It Western New York, Inc.	NY	\$250,000
Eastern Maine Development Corporation	ME	\$600,000
Eastern Maine Development Corporation	ME	\$750,000
Eclectic Soul VOICES Corporation	IN	\$100,000
Employ Milwaukee	WI	\$2,000,000
Evergreen Rural Water of Washington	WA	\$2,500,000
Fairfax County Government	VA	\$1,000,000
Fairfax County Government	VA	\$400,000
Florida Endowment Foundation for Florida's Graduates	FL	\$1,500,000
Frederick County Government	MD	\$250,000
Generation West Virginia	WV	\$167,000
Goodwill of Southern New England	CT	\$372,000
Greater Baltimore Urban League	MD	\$800,000
Hannaford Regional Technical School District	VT	\$100,000
Hire Heroes USA	GA	\$720,000
Humanim, Inc.	MD	\$500,000
iFoster, Inc.	NV	\$150,000

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<b>Recipient Name</b>	<b>State</b>	<b>Funding Amount</b>
International Institute of Minnesota	MN	\$500,000
JEVS Human Services	PA	\$1,000,000
Jewish Family Service of Colorado	CO	\$500,000
Jewish Vocational and Career Counseling Service	CA	\$412,000
Jewish Vocational Service (JVS) Boston	MA	\$750,000
Kent State University at Tuscarawas	OH	\$250,000
Kentucky Capital Development Corporation	KY	\$440,000
La Colaborativa/Chelsea Collaborative	MA	\$300,000
Literacy Pittsburgh	PA	\$675,000
Living Classrooms Foundation	MD	\$750,000
Lorain County Community College District	OH	\$688,000
Los Angeles Community College District	CA	\$1,320,000
Los Angeles Conservation Corps	CA	\$1,500,000
Macomb Community College	MI	\$610,000
Macomb County, Clinton Township	MI	\$525,000
Marshall University	WV	\$4,500,000
Mary's Mercy Center, Inc.	CA	\$300,000
Mecklenburg County	NC	\$1,000,000
Meristem, Inc.	CA	\$1,000,000
Mi Casa Resource Center	CO	\$20,000
Milwaukee Metropolitan Sewerage District	WI	\$1,000,000
Mississippi Rural Water Association	MS	\$1,000,000
Mississippi State University and East Mississippi Community College	MS	\$1,000,000
Montgomery County Office of Broadband Programs	MD	\$1,000,000
Multi-Craft Apprenticeship Preparation Program, Inc.	NY	\$200,000
National Institute for Medical Assistant Advancement	CO	\$450,000
National Rural Water Association	MO	\$150,000
Neighborhood House Incorporated	WA	\$275,000
Neighbors and Neighbors Association, Inc.	FL	\$500,000
Nevada Workforce Connections	NV	\$800,000
New Century Careers	PA	\$500,000
New Jersey Chamber of Commerce Foundation	NJ	\$270,000
Newark Emergency Services for Families (NESF)	NJ	\$325,000
Newport Community School	RI	\$100,000
Next Generation & Futures	RI	\$300,000
Northern Maine Community College	ME	\$567,000
Northern Maine Community College	ME	\$1,000,000
Northwest Regional Workforce Investment Board	CT	\$650,000

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<b>Recipient Name</b>	<b>State</b>	<b>Funding Amount</b>
Opportunities Industrialization Center (d/b/a Philadelphia OIC)	PA	\$575,000
Opportunities Industrialization Center, Inc.	CT	\$300,000
Opportunity Village	NV	\$525,000
Oregon Tradeswomen	OR	\$500,000
Ozarks Technical Community College	MO	\$3,000,000
Pacific Intl. Center for High Technology Research	HI	\$1,000,000
Para Los Niños	CA	\$350,000
Parents and Children Together	HI	\$270,000
Passaic County Community College	NJ	\$1,950,000
Path of Life Ministries	CA	\$250,000
Philadelphia Works, Inc.	PA	\$1,000,000
PIDC Community Capital	PA	\$525,000
Polytech Education, Adult Education Division	DE	\$800,000
Portland Opportunities Industrialization Center	OR	\$500,000
Presbyterian Villages of Michigan	MI	\$600,000
Prince George's County Office of Human Resources Management	MD	\$2,000,000
Project QUEST, Inc.	TX	\$1,000,000
Providence Preservation Society	RI	\$140,000
Proyecto Del Barrio, Inc.	CA	\$300,000
Quad County Urban League, Inc.	IL	\$425,000
Rhode Island Institute for Labor Studies and Research	RI	\$175,000
San Bernardino County Workforce Development Department	CA	\$250,000
San Jose Conservation Corps & Charter School	CA	\$275,000
Second Harvest Food Bank of Central Florida	FL	\$775,000
Skills for Rhode Island's Future	RI	\$3,700,000
Skills for Rhode Island's Future	RI	\$1,250,000
South Bay Workforce Investment Board	CA	\$500,000
Southeast Michigan Community Alliance, Inc.	MI	\$850,000
Southern California Regional Occupational Center	CA	\$1,000,000
Southern Maine Community College	ME	\$1,000,000
State of Hawaii Workforce Development Council	HI	\$975,000
Summit Academy OIC	MN	\$2,000,000
Sunnyside Community Services	NY	\$175,000
SUNY Maritime College	NY	\$800,000
The Corporate Source	NY	\$125,000
The HOPE Program	NY	\$800,000
The Moore Wright Group	WA	\$2,306,000
Tri-Council Development Fund	IL	\$975,000

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<b>Recipient Name</b>	<b>State</b>	<b>Funding Amount</b>
TXRX LABS	TX	\$550,000
Uintah Basin Technical College	UT	\$515,000
United Community Services for Working Families	PA	\$450,000
United Northeast Community Development Corporation	IN	\$600,000
United Way of Central Jersey	NJ	\$425,000
United Way of Chester County	PA	\$100,000
United Way of Long Island	NY	\$700,000
United Way of Miami-Dade, Inc.	FL	\$250,000
University of Delaware	DE	\$1,060,000
University of Rochester	NY	\$300,000
UPROSE	NY	\$175,000
Urban League of Hillsborough County, Inc.	FL	\$300,000
Urban League of Portland	OR	\$400,000
VBR Research and Education Foundation	VT	\$1,200,000
Vehicles for Change	MD	\$1,000,000
Vermont Adult Learning	VT	\$1,000,000
Vermont Wood Works Council	VT	\$165,000
Warren County Employment and Training Administration	NY	\$205,000
West Virginia Community and Technical College System	WV	\$300,000
West Virginia Rural Water Association	WV	\$6,341,000
Western Nevada College	NV	\$700,000
Workforce Alliance	CT	\$823,000
Workforce Southwest Washington	WA	\$1,500,000
WorkSystems, Inc.	OR	\$1,000,000
World Arts Focus, Inc. dba Joe's Movement Emporium	MD	\$300,000
York College, CUNY	NY	\$527,000
YouthCare	WA	\$3,057,000
YWCA Northern New Jersey	NJ	\$500,000

### **Award Information**

Applications will be accepted and awarded on a rolling basis from 12:00 pm Eastern Time, August 22, 2022 until 11:59 pm Eastern Time, February 28, 2023. This funding will be treated by the Department of Labor's (Department) Employment and Training Administration (ETA) as a demonstration and research grant under Section 169(c) of the Workforce Innovation and Opportunity Act (WIOA). Awards will be subject to the Terms and Conditions of the Grant Agreement. The Department will provide additional guidance to applicants through tip sheets, Frequently Asked Questions (FAQs), training, or through special conditions.

Please note that DOL recommends that the application clearly articulate a project purpose, utilize a significant amount of the funding for direct employment and training services to individuals, propose a program or services to address the project goals, have measurable outcomes, demonstrate evidence of a linkage with the State or local workforce investment system, and include activities/costs that are allowable per WIOA and the Federal Uniform Guidance.

#### **Fiscal and Administrative Responsibility:**

Upon grant award, the grant recipient will have overall fiscal and administrative responsibility for the award, including any performance of sub-awardees. As part of their responsibility for the award, the grant recipient shall be:

- the point of contact with the Department to receive and respond to all inquiries or communications under this award and any sub-awards;
- the entity with authority to withdraw or draw down funds;
- the entity responsible for submitting to the Department all deliverables under the award, including all related technical and financial reports, even when work was performed by a contractor or sub-awardee;
- the entity that may request modifications to the award or statement of work;
- the entity with overall responsibility for carrying out programmatic functions of the award, as well as the oversight of all expenditures under the award;
- the entity responsible for coordinating with the national evaluator, if any; and
- the entity responsible for working with the Department to close out the award at the end of the period of performance.



### Funding Restrictions

All proposed project costs must be necessary and reasonable and in accordance with federal guidelines. Determinations of allowable costs will be made in accordance with the Cost Principles found at 2 CFR Part 200 (Uniform Guidance) and 2 CFR Part 2900 (Uniform Guidance – Department of Labor Specific). Compensation, including salaries, must be handled consistently with the Uniform Guidance, including 2 CFR Part 200.430. Disallowed costs are those charges to a grant that the grantor agency or its representative determines not to be allowed in accordance with the Cost Principles or other conditions contained in the grant. Applicants will not be entitled to reimbursement of pre-award costs. The following limitations apply to funds awarded under this Training and Employment Guidance Letter:

- **Salary caps:** None of the funds appropriated under the heading “Employment and Training” in the appropriation statute(s) may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the U.S. Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/executive-senior-level>. This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the Office of Management and Budget Uniform Guidance (see 2 CFR Part 200 Subpart F).
- **Equipment:** The grant award recipient(s) must receive prior approval from the Grant Officer to purchase any equipment as defined in the Uniform Guidance at 2 CFR Part 200.1. Prior approval is required only when the per unit’s acquisition cost is \$5,000 or more, regardless of the non-Federal entity’s capitalization threshold. Equipment purchases must adhere to the procurement requirements found in 2 CFR Part 200.313 or 2 CFR Part 200.439.

Being awarded this grant does not automatically mean that the equipment specified in the approved budget or Statement of Work is approved by the Grant Officer. The recipient must submit an equipment approval request to the Federal Project Officer (FPO) for review, preferably within 90 days of the Notice of Award date. This request must include:

1. Item name;
2. Item description and basic specifications;
3. Estimated useful life of the equipment;
4. Item cost (actual or estimated) including the cost to put the asset(s) in place and make it usable for the purpose it was acquired;
5. Purpose of acquisition: a description of how the equipment will be used to support the grant and a reference to the approved activities in the Statement of Work (and page numbers, if known). This description and justification are critical, as the information will provide the documentation that the costs to be incurred are for approved grant-related activities and in the best interests of the government; and
6. Contact name with email address and telephone number.

The FPO will submit this request to the Grant Officer who has the authority to approve or disapprove the request. All Grant Officer approvals will be in writing and in the form of a modification to the grant agreement. The recipients are strongly encouraged to submit requests for equipment purchase as early as possible in the grant's period of performance with as many planned pieces of equipment as possible.

Recipients may not purchase equipment during the last year of the period of performance. If any approved acquisition has not occurred prior to the last funded year of performance, approval for that item is rescinded.

## Application Submission

Applicants must submit an application, which includes a funding request for the amount specified in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2022, as listed in [Appendix I](#). If your organization is receiving funding for more than one Community Project, please submit a separate application package for each project for which funding is requested. Applicants should not include materials that are not requested or required, such as resumés or general letters of support (such as those from elected officials).

### a. Required Documents

In an effort to achieve greater efficiency and streamline the grant award process, the Employment and Training Administration (ETA) requires applicants to submit the following items through Grants.gov at <https://www.grants.gov/>. Please note that ETA will *not* accept an application package submitted via other electronic mediums (such as e-mail or fax) or via paper copy.

The application must include each of the following required documents:

#### 1) SF-424, “Application for Federal Assistance”

The SF-424 (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>) must clearly identify the applicant entity and must be submitted by an individual with authority to enter into a grant agreement. Upon confirmation of an award, the individual ‘signing’ the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at the above link). Applicants do not need to submit the SF-424B with the application.

#### 2) Project Budget

- The SF-424A “Budget Information Form” (available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>); and
- Budget Narrative. The Budget Narrative must provide a concise description of costs associated with each line item on the SF-424A. See [Attachment A](#) for the structure and content requirements of the Budget Narrative.

Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year).

Do not show leveraged resources contributed to the project on the SF-424 and SF-424A. Leveraged resources, if any, must only be described in the Budget Narrative.

Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. This amount must not differ from the amount listed for the applicant organization in the table found in [Appendix I](#).

### 3) Project Narrative.

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. It provides a comprehensive framework and description of all aspects of the proposed project. For service delivery projects, it includes information about the target group and the services that will be provided.

The Project Narrative is limited to 15 double-spaced, single-sided, 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1. See [Attachment B](#) for details on the structure and content requirements for the Project Narrative.

The Project Narrative must be uploaded as part of the application package and labeled “Project Narrative.”

### 4) Work Plan

The work plan must be included as an attachment to the project narrative and does not count against the page limitation. See [Attachment C](#) for details.

The Work Plan must be uploaded as an attachment to the application package and labeled “Work Plan.”

### 5) Organizational Chart

The chart must be included as an attachment to the project narrative and does not count against the page limitation. See [Attachment D](#) for details.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “Organizational Chart.”

### 6) Abstract

This attachment must summarize the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The Abstract must, at a minimum, succinctly specify all the following:

- Applicant Name
- Project Title
- Funding Level Requested
- Congressional Sponsor
- Requested Period of Performance

- Project Location
- Project Purpose and Goals
- Activities to be Performed
- Expected Outcomes
- Intended Beneficiaries
- Subrecipient Activities

The Abstract is limited to two double-spaced, single-sided, 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. See [Appendix E](#) for additional details and a suggested abstract template.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “Abstract.”

7) Letters of Commitment

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and partner organizations and/or sub-recipients that propose to provide services to support the program model and lead to the identified outcomes. See [Attachment F](#) for details.

When submitting in Grants.gov, these letters must be uploaded as an attachment to the application package and labeled “Letters of Commitment.”

8) Financial System Risk Assessment

All applicants are requested to submit Funding Opportunity Announcement Financial System Risk Assessment Information. See [Attachment G](#) for a sample template and additional instructions.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “FSRA.”

9) Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP), if applicable

Applicants that have a federally approved NICRA or CAP and are charging indirect costs must submit the approved current agreement as part of the application.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “NICRA” or “CAP” as applicable.

Save all files with descriptive file names as specified of 50 characters or less and only use standard characters in file names: A-Z, a-z, 0-9, and underscore (\_). File names may not include special characters (e.g. &, -, \*, %, /, #), periods (.), blank spaces, or accent marks, and must be

unique (e.g. no other Attachment may have the same file name). You may use an underscore (example: My\_Attached\_File.pdf) to separate a file name.

### **b. Grants.gov Submission Process**

Applicants must submit the application package through Grants.gov. Submission via other electronic mediums will not be accepted, nor will hard copy submissions. This submission process may at times be complicated and time-consuming. As such, the Department of Labor strongly encourages applicants to initiate the process as soon as possible, well before the final day, in order to allow time to resolve unanticipated technical problems. Applicants needing to register with Grants.gov may do so at <https://www.grants.gov/web/grants/register.html>.

Registration is a one-time process, and applicants that already have a Grants.gov account do not need to register again. Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For a complete Workspace overview, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

For technical issues encountered during application submission, applicants may call 800-518-4726, or 606-545-5035 to speak to a Customer Support Representative, or email [support@grants.gov](mailto:support@grants.gov). The Contact Center is open 24 hours a day, seven days a week, but closes on federal holidays.

### **Requirement for Unique Entity Identified (UEI) Number**

On April 4, 2022, the federal government transitioned from using a Data Universal Numbering System (DUNS) number to a Unique Entity Identifier (UEI). Applicants are now required to supply their UEI on the SF-424. If your entity is registered with SAM.gov, your UEI has already been assigned and is viewable under your entity record. Organizations that are not registered with SAM.gov can obtain more information about obtaining a UEI at <https://www.sam.gov>. Grant recipients authorized to make sub-awards must meet these requirements related to UEI numbers:

- Grant recipients must notify potential sub-awardees that no entity may receive a sub-award from the recipient unless the entity has provided its UEI number to the lead applicant; and
- Grant recipients may not make a sub-award to an entity unless the entity has provided its UEI number to the applicant. (See, Appendix A to 2 CFR Part section 25.)

### **Requirement for Registration with SAM**

Recipients must register with the System for Award Management (SAM) before submitting an application. Find instructions for registering with SAM at <https://www.sam.gov>.

A recipient must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the recipient is required to review

and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the recipient is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award.

## Application Review and Award

Application packages will first be screened to determine if the applicant meets the eligibility requirements enumerated in [Appendix I, Eligible Applicants](#). All required elements outlined in [Appendix IV, Application Submission](#) of this announcement must be submitted. Submissions will only be accepted via <https://www.grants.gov>. Submission via other electronic mediums will not be accepted, nor will hard copy submissions.

The Department of Labor (DOL), Employment and Training Administration (ETA) intends to fund awards for any recipient: (i) who adequately demonstrates their ability to achieve grant goals through a clear, detailed, and reasonable project narrative, and (ii) whose budget and budget narrative are sufficient to support the activities in the program narrative. This includes adequate staffing levels to support grant goals and grant management. To determine whether submitted applications meet these requirements, applications will be reviewed by a review committee that is comprised of ETA staff. Submitted applications will be reviewed as follows:

- 1) An initial review of the application for eligibility and whether required documents have been included;
- 2) Reviews of the contents of the application components as specified in [Appendix IV](#);
- 3) If necessary, a representative from the appropriate regional office will work with the recipient to resolve impediments to award as determined by the review process; and
- 4) Applications recommended for award will be funded via Notices of Award attached to a Grant Agreement issued by the Grant Officer of record and may or may not have ‘Special Conditions’ requiring additional response. Grants will be awarded on a rolling basis as the above steps are completed.

ETA may elect to award a grant with or without discussions with the recipient. Should a grant be awarded without discussions, the award will be based on the recipient’s signature on the SF-424, including electronic signature, which constitutes a binding offer by the applicant.

All applications deemed to be complete and responsive by the Grant Officer will go through a risk review process. Before making an award, ETA will review information available through any Office of Management and Budget (OMB)-designated repository of government-wide eligibility qualification or federal integrity information, such as the Federal Awardee Performance and Integrity System (FAPIIS), SAM.gov, and “Do Not Pay.” Additionally, ETA will comply with the requirements of 2 CFR Part 180 (Government-wide Debarment and Suspension (Non-Procurement)). This risk evaluation may incorporate results of the evaluation of the applicant’s eligibility (application screening), or the quality of its application (technical review). If ETA determines that an entity is responsible and an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Risk-related criteria evaluated include:

- 1) Financial stability;
- 2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance;



- 3) History of performance. The applicant's record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements, and if available, the extent to which any previously awarded amounts will be expended prior to future awards;
- 4) Reports and findings from audits performed under Sub-part F – Audit Requirements of the Uniform Guidance (2 CFR Parts 200.500 – 200.520) or the reports and findings of any other available audits and monitoring reports containing findings, issues of non-compliance, or questioned costs; and
- 5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients.

Before the actual grant is awarded, DOL may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation.

Except as specifically provided in this Training and Employment Guidance Letter, acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods or services, the award does not provide the justification or basis to solely source the procurement, i.e., avoid competition.

## Administrative and National Policy Requirements

### Administrative Program Requirements

All grant recipients will be subject to all applicable federal laws and regulations, including the Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this Training and Employment Guidance Letter (TEGL) will be subject to the following administrative standards and provisions:

- i. Non-Profit Organizations, Educational Institutions, For-profit entities, and State, Local, and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL’s Supplement to 2 CFR Part 200).
- ii. All recipients must comply with the applicable provisions of the Workforce Innovation and Opportunity Act (WIOA), Public Law No. 113-328, 128 Stat. 1425 (codified as amended at 29 U.S.C. 3101 et. seq.) and the applicable provisions of the regulations at 20 CFR Part 675 et. seq.
- iii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (Office of Management and Budget Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).
- iv. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- v. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.
- vi. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.
- vii. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- viii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- ix. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act.
- x. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.
- xi. The Department of Labor (Department) will follow the procedures outlined in its Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If a FOIA request is received for your application, the procedures in Department’s FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.
- xii. Standard Grant Terms and Conditions of Award—see the following link:  
<https://www.dol.gov/agencies/eta/grants/resources>.

## Other Legal Requirements

### **a. Religious Activities**

The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation. If an applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled to receive federal financial assistance under this grant solicitation and maintain that hiring practice. As stated in 29 CFR Part 2.32(a), religious organizations are eligible on the same basis as any other organization, to seek the Department's support or participate in the Department's programs for which they are otherwise eligible. The Department's guidance is found at <https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance>.

### **b. Lobbying or Fundraising**

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR Part 200.450 for more information).

### **c. Transparency Act Requirements**

You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows:

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at <https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:

1. Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization they may own or operate in their name);
2. Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities' previous tax year; and,

3. Federal awards if the required reporting would disclose classified information.

**d. Safeguarding Data Including Personally Identifiable Information (PII)**

Applicants submitting applications in response to this TEGL must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and [TEGL No. 39-11](#) (issued June 28, 2012). All such activity conducted by the Department's Employment and Training Administration (ETA) and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information: You must ensure that PII and sensitive data developed, obtained, or otherwise associated with federally funded grants is securely transmitted.

- i. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via email or stored on Compact Discs, Digital Video Discs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not email unencrypted sensitive PII to any entity, including ETA or contractors.
- ii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL No. 39-11 and any updates to such standards we provide to you. Grant recipients who wish to obtain more information on data security should contact their Federal Project Officer.
- iii. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- iv. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.
- v. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and

that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.

- vi. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.
- vii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.
- viii. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.
- ix. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.
- x. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.
- xi. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.
- xii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

**e. Record Retention**

You must follow federal guidelines on record retention, which require that you maintain all records pertaining to grant activities for a period of at least three years from the date of submission of the final expenditure report. See 2 CFR Part 200.333-200.337 for more specific information, including information about the start of the record retention period for awards that are renewed quarterly or annually, and when the records must be retained for more than three years.

**f. Use of Contracts and Subawards**

You must abide by the following definitions of contract, contractor, subaward, and subrecipient.

**Contract:** Contract means a legal instrument by which a non-federal entity (defined as a state or local government, Indian tribe, institution of higher education (IHE), non-profit organization, for-profit entity, foreign public entity, or a foreign organization that carries out a federal award as a recipient or subrecipient) purchases property or services needed to carry out the project or program under a federal award. The term as used in this TEGL does not include a legal instrument, even if the non-federal entity considers it a contract when the substance of the transaction meets the definition of a federal award or subaward (see definition of Subaward below).

**Contractor:** Contractor means an entity that receives a contract as defined above in Contract.

**Subaward:** Subaward means an award provided by a pass-through entity (defined as a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program) to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient:** Subrecipient means a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

You must follow the provisions at 2 CFR Part 200.330-200.332 regarding subrecipient monitoring and management. Also see 2 CFR Part 200.308(c)(6) regarding prior approval requirements for subawards. When awarding subawards, you are required to comply with provisions on government-wide suspension and debarment found at 2 CFR Part 180 and codified at 2 CFR Part 2998.

### **g. Closeout of Grant Award**

Any entity that receives an award under this Announcement must close its grant with ETA at the end of the final year of the grant. Information about this process may be found in ETA's Grant Closeout FAQ located at <https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/GCFAQ.pdf>.

### Other Administrative Standards and Provisions

Except as specifically provided in this TEGL, our acceptance of an application and an award of federal funds to sponsor any programs(s) does not provide a waiver of any grant requirements and/or procedures. For example, the Uniform Guidance requires that an entity's procurement procedures ensure that all procurement transactions are conducted, as much as practical, to provide full and open competition. If an application identifies a specific entity to provide goods

or services, the award does not provide the justification or basis to sole-source the procurement (i.e., avoid competition).

Special Program Requirements

**a. ETA Evaluation**

As a condition of grant award, grant recipients are required to participate in an evaluation, if undertaken by the Department. The evaluation may include an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding, (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits, (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants, and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of the Department.

**b. Performance Goals**

Please note that applicants will be held to the expected outcomes provided in the application. Failure to meet those outcomes may result in technical assistance or other intervention by ETA.

## Reporting Requirements

You must meet Department of Labor (Department) reporting requirements. Specifically, you must submit the reports and documents listed below to the Department electronically.

### Quarterly Financial Reports

A Quarterly Financial Status Report (ETA 9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due 45 days after the end of each calendar year quarter. On the final Financial Status Report, you must include any subaward amounts so we can calculate final indirect costs, if applicable. You must use the Department's Online Electronic Reporting System. Instructions will be provided to grant recipients. For other guidance on Employment Training Administration (ETA) financial reporting, reference [Training and Employment Guidance Letter No. 20-19](#) and our webpage at <https://www.dol.gov/agencies/eta/grants/management/reporting>.

### Quarterly Performance Reports

The grant recipient must submit a quarterly performance report within 45 days after the end of each calendar year quarter. The report must include quarterly information on interim indicators and performance goals. The last quarterly progress report will serve as the grant's Final Performance Report. This report must provide both quarterly and cumulative information on the grant performance. Submission requirements will be provided to grant recipients upon award. We will also provide you with guidance about the data and other information that is required to be collected and reported on either a regular basis or special request basis.

### Quarterly Narrative Performance Reports

In addition to the Quarterly Performance Report, the grant recipient must submit the Joint Quarterly Narrative Performance Report Template (ETA 9179) progress report within 45 days after the end of each calendar year quarter during which the grant is within the period of performance for the award. The report includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development.



**Grant Recipient Training**

Grant recipients are required to participate in all Employment and Training Administration training activities related to grant recipient orientation, financial management and reporting, performance reporting, product dissemination, and other technical assistance training as appropriate during the grant period. These sessions may occur via conference calls, virtual events such as webinars, and in-person meetings.

**Agency Contacts**

Please direct questions regarding this funding opportunity to Aiyana Pucci, Grant Officer, Office of Grants Management at [Community.Projects.ETA@dol.gov](mailto:Community.Projects.ETA@dol.gov). Recipients should include a contact name, organization name, phone number and email with all questions to provide a means of response. This announcement is available on the Employment and Training Administration's website at [www.dol.gov/agencies/eta/grants](http://www.dol.gov/agencies/eta/grants) and at <https://www.grants.gov>.

**Office of Management and Budget (OMB) Information Collection**

OMB Information Collection No 1225-0086, Expires July 31, 2022.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

Send comments about the burden estimated or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, to the attention of the Departmental Clearance Officer, 200 Constitution Avenue, NW, Room N-1301, Washington, D.C. 20210. Comments may also be emailed to: [DOL\\_PRA\\_PUBLIC@dol.gov](mailto:DOL_PRA_PUBLIC@dol.gov).

**PLEASE DO NOT RETURN YOUR GRANT APPLICATION TO THIS ADDRESS. SEND ONLY COMMENTS ABOUT THE BURDEN CAUSED BY THE COLLECTION OF INFORMATION TO THIS ADDRESS. SEND YOUR GRANT APPLICATION TO THE SPONSORING AGENCY AS SPECIFIED EARLIER IN THIS ANNOUNCEMENT.**

The information being collected through this Training and Employment Guidance Letter is for the purpose of awarding a grant. This information is required to be considered for this grant.

## Resources

### WEB-BASED RESOURCES

The Department of Labor (Department) maintains a number of web-based resources that may be of assistance to applicants. These include the CareerOneStop portal (<https://www.careeronestop.org>), which provides national and state career information on occupations; the Occupational Information Network (O\*NET) Online (<https://online.onetcenter.org>), which provides occupational competency profiles; and America's Service Locator (<https://www.servicelocator.org>), which provides a directory of our nation's American Job Centers (formerly known as One-Stop Career Centers).

### INDUSTRY COMPETENCY MODELS AND CAREER CLUSTERS

The Department supports an Industry Competency Model Initiative to promote an understanding of the skill sets and competencies that are essential to an educated and skilled workforce. A competency model is a collection of competencies that, taken together, define successful performance in a particular work setting. Competency models serve as a starting point for the design and implementation of workforce and talent development programs. To learn about the industry-validated models, visit the Competency Model Clearinghouse (CMC) at <https://www.careeronestop.org/CompetencyModel>. The CMC site also provides tools to build or customize industry models, as well as tools to build career ladders and career lattices for specific regional economies.

### WORKFORCEGPS RESOURCES

The Department has information on workforce resources gathered through consultations with federal agency partners, industry stakeholders, educators, and local practitioners, and made available on [WorkforceGPS](#). It is recommended that you to view all trainings posted on the Community Projects resource page available at <https://grantsapplicationandmanagement.workforcegps.org/resources/2022/05/04/15/35/Community-Projects>.

Workforce System Strategies was created to make it easier for the public workforce system and its partners to identify effective strategies and support improved customer outcomes. The collection highlights strategies informed by a wide range of evidence, such as experimental studies and implementation evaluations, as well as supporting resources, such as toolkits. These resources are available at <https://strategies.workforcegps.org>.

The Grants Application and Management Community portal contains technical assistance resources, including online training on topics such as Introduction to Grant Applications and Forms, Indirect Costs, Cost Principles, and Accrual Accounting, as well as other information to address fiscal and administrative issues. The Community portal is available at <https://grantsapplicationandmanagement.workforcegps.org/>.

SKILLSCOMMONS RESOURCES

SkillsCommons (<https://www.skillscommons.org>) offers an online library of curriculum and related training resources to obtain industry-recognized credentials in manufacturing, IT, healthcare, energy, and other industries. The website contains thousands of Open Educational Resources (OER) for job-driven workforce development, which were produced by grant recipients funded through the Department's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. Community colleges and other training providers across the nation can reuse, revise, redistribute, and reorganize the OER on SkillsCommons for institutional, industry, and individual use.

## Budget Narrative Guidance

Each category must include the total cost for the period of performance. Use the following guidance for preparing the Budget Narrative.

**Personnel:** List all staff positions by title (both current and proposed) including the roles and responsibilities. For each position, give the annual salary, the percentage of time devoted to the project, and the annual and total amounts of each position's salary funded by the grant.

**Fringe Benefits:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act payroll tax, retirement, etc.

**Travel:** For grant recipient staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel.

**Equipment:** Equipment purchases may be included within community project funding only as an incidental part of the entire project.

Identify each item of equipment intended to be purchased that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR Part 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item.

Items with a unit cost of less than \$5,000 are supplies, not "equipment." In general, the purchase of equipment is not permitted during the last funded year of the grant.

**Supplies:** Identify categories of supplies (e.g., office supplies) in the detailed budget and list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see 2 CFR Part 200.1 for the definition of Supplies).

**Contractual:** Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR Part 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR Part 200.1 means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program.

For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

**Construction:** Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be

allowable. We do not consider this as construction and you must show the costs on other appropriate lines, such as Contractual.

**Other:** Provide clear and specific detail, including costs, for each item so that a determination can be made whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere. When applicable, list the per participant and total cost for items.

**Indirect Costs:** If you include an amount for indirect costs (through a Negotiated Indirect Cost Rate Agreement or De Minimis) on the SF-424A budget form, then include one of the following:

a) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR Part 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR Part 200, Appendix VII(D)(1)(b).

Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR Part 200.1 below for definition) as their cost allocation base. Provide an explanation of which portion of each line item, along with the associated costs, are included in your cost allocation base. Note that there are various items not included in the calculation of Modified Total Direct Costs. See the definitions below to assist you in your calculation.

**2 CFR Part 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may be excluded only when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

The definition of MTDC in 2 CFR Part 200.1 no longer allows any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.

**2 CFR Part 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

The information regarding the negotiation of Indirect Cost Rates is available at <https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/cost-determination>.



## Project Narrative Guidance

The Project Narrative must demonstrate the applicant organization's capacity to implement the grant project in accordance with the provisions of this Training and Employment Guidance Letter (TEGL). It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well organized so that readers can understand the proposed project.

The following instructions provide all the information necessary to complete the Project Narrative. The Project Narrative should use the same section headers identified below for each section of the Project Narrative.

The Project Narrative should establish a context for the project. It should provide the reader with a concise picture of the community issue or problem that the project will address; describe the issue in terms of quality as well as quantity; and provide factual information documenting the need for your project. Every citation must include a reference to its sources.

The Project Narrative should be clear, concise, and detailed enough to accurately and completely respond to the required elements defined below. At a maximum, the Project Narrative is limited to 15 double-spaced, single-sided, 8.5 x 11 inch pages with Times New Roman 12-point text font and 1-inch margins. Applicants must number the Project Narrative beginning with page number "1".

Applicants must provide all the below information in the narrative and may also include any additional information that would improve understanding of the project.

### **A. Statement of Need**

Describe the issue to be addressed by this project. Include pertinent statistics to support the stated need as appropriate.

### **B. Target Geographic Area**

Specify the geographic area where the project will be implemented. This could be a city, town, county, state and/or region. Be as specific as possible. This section must also include a description that provides a clear picture of the environment in which the grant will operate. For instance, will it be rural or urban? The description should support the need specified in section A.

### **C. Target Group to be Served**

Recipients are strongly encouraged to maximize the direct service component of their programs to enhance employment opportunities for the target population of dislocated workers, other adults, or youth. Even if the project does not enroll participants, it must serve a public purpose.

If the project will directly serve individuals, this section of the Project Narrative must also include the following:

(1) Description of Project Participants:

Include a concise but thorough description of:

1. Who will be trained, including any individual-level participant eligibility requirements,
2. Expected number of participants to be served, and
3. Whether these individuals match the need in the **Statement of Need** section.

(2) Rationale for Selection:

Are there enough eligible individuals in the potential pool of participants to support the project's anticipated enrollment?

If the project does not enroll participants, describe who will benefit from this program and how this ties to the need specified in B. Target Geographic Area above.

**D. Project Design**

Each of the following must be addressed in this section. Please be as descriptive and detailed as possible.

(1) Description of Activities(s)

Describe each activity to be undertaken. Include a description of who will conduct the activity and when, where, and how (the delivery methods to be used) it will be conducted.

(2) Partner/Collaborator Participation

Specify partners and what role they will play in the project. Include a description of all services to be delivered by partners. All partnerships discussed must be supported by a Letter of Commitment or Memorandum of Understanding (MOU) from each partner. Letters and MOUs must be specific in committing to roles and deliverables. General letters of support that do not commit to specifics are not acceptable in this role. Each letter and MOU must be on organizational letterhead, signed by an individual at the partner organization who has the authority to commit the organization, and be dated no earlier than six months prior to the publication of this TEGL.

(3) Linkage to the Workforce Investment System

Recipients are strongly encouraged to develop linkages with the public workforce investment system, including contacts and partnerships with State and Local Workforce Development Boards (WDBs).

Please describe all connections and partnerships with WDBs. All partnerships that will directly contribute to expected outcomes (see E. Expected Outcomes below) must be supported by Letters of Commitment or MOUs as detailed in 2. Partner/Collaborator Participation above.

(4) Proposed Period of Performance

Include a description of the proposed timeframe for the project. The shortest allowable timeframe for a Community Project Grant is one year. This 12-month timeframe is only available to organizations that are being awarded a grant to perform a single or limited action(s). Projects that propose to serve participants directly must specify a period of performance that is a minimum of 24 months and a maximum of 36 months, as appropriate.

**E. Expected Outcomes**

Describe the expected outcomes for the project and how it benefits the public in the target service area. This discussion should tie back to the Statement of Need.

If the project includes a direct service component, please include target numbers for all goals that are related to directly serving individuals. Section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system's core programs. Organizations that provide direct services to participants are strongly encouraged to select project goals from the WIOA Six Primary Indicators of Performance. These indicators are:

- A. Employment Rate - 2nd Quarter After Exit
- A.1 Title I Youth Education and Employment Rate - 2nd Quarter After Exit
- B. Employment Rate - 4th Quarter After Exit
- B-1 Title I Youth Education and Employment Rate - 4th Quarter After Exit
- C. Median Earnings - 2nd Quarter After Exit
- D. Credential Attainment
- E. Measurable Skill Gains
- F. Effectiveness in Serving Employers

See [TEGL 10-16, Change 1](#) for additional details regarding the definitions for and methodology of calculating the above indicators.

If the WIOA Primary Indicators of Performance do not apply, possible other target outcomes may include:

1. the percentage of enrolled participants expected to graduate the program or receive specified credentialing,

2. the percentage of enrolled participants expected to obtain employment, and
3. the number of individuals expected to receive a specified service.

For activities that are not tied to direct service of individuals, please provide both quantitative and qualitative expected outcomes. Possible target outcomes may include:

1. a description of the population (including quantities as possible) that will benefit from the development of a specified curriculum,
2. a description of how and to what extent the community specified in C. Target Group to be Served will be served by the purchase of a specified piece of equipment.

**F. Recipient Capacity**

Provide a detailed description demonstrating the recipient organization's capacity to effectively manage each component of the program. Include a project management plan and a communications plan for efficient and effective management of the project with all partners and staff. Demonstrate the capacity to establish effective procurement processes, systems, and procedures and those of any partners who will be providing any services or conducting any activities under the grant (if applicable).

**Suggested Work Plan Template**

Using the suggested work plan table format below, provide an overview of activities, timelines, and key milestones. The work plan must clearly describe short-term, mid-term, and long-term milestones, and must include all the following:

- Project Goals: The overarching achievements that will be pursued;
- Milestones: The key markers of grant progress. These are typically expressed in the form of an action or event marking a significant change or stage in development;
- Key Activities: The major activities of the grant program;
- Outcomes and Deliverables: All outcomes and deliverables of the project. If this is a direct service project, then it should include the number of participants served; and
- Key partners: The sub-recipient or contractor identified for key activities.

<b>GOAL 1:</b>	<i>Goal Name</i>		
<i>Activity:</i>			
<i>Responsible Party(ies):</i>			
<i>Deliverable(s):</i>			
<i>Milestones</i>	<i>Timeframe</i>		<i>Deliverable Dates</i>

The above template, or a document of similar structure reflecting ALL data fields, should be replicated for each project goal.

**Organizational Chart Guidance**

Provide a detailed organizational chart that identifies the recipient and proposed project partners. The chart must describe the structure of the relationships of all partners involved in the project. The chart must also identify the proposed project's staffing plan to illustrate that all partners have the capacity to fulfill their project commitments.

### Suggested Abstract Template

Below is a suggested template for the Abstract. Applicants may submit an abstract in a different layout, but all the same fields must be included.

<b>ETA Community Projects – Project Abstract</b>	
<b>Recipient Name:</b>	
<b>Project Title:</b>	
<b>Funding Request:</b>	<i>The funding amount specified in the Appropriation.</i>
<b>Congressional Sponsor:</b>	<i>Congressmember(s) and/or Senator(s) who is the sponsor as specified in the Appropriation.</i>
<b>Requested Period of Performance:</b>	<i>12, 24 or 36 months</i>
<b>Project Location:</b>	
<b>Project Purpose and Goals:</b>	
<b>Activities to be Performed:</b>	
<b>Expected Outcomes:</b>	
<b>Intended Beneficiaries:</b>	
<b>Subrecipient Activities:</b>	<i>Specify the activity and the subrecipient that will be performing the activity. If no subrecipients, indicate such with a “N/A.”</i>

### **Letters of Commitment Guidance**

Project partners are organizations that will be responsible for a key aspect of the program, including all sub-awards. Whenever such a partnership is developed, a letter of commitment from or Memorandum of Understanding (MOU) with each partnering organization must be included to affirm their commitment. Letters of commitment and/or MOUs are not general letters of support. They must be explicit and detailed. Letters and/or MOUs must be specific in committing to roles and deliverables. Specifically, they should:

- Be on the partner's organizational letterhead.
- Provide a description of the relationship of the organization with the Lead Applicant organization.
- Support the role defined for the partner in the Project Narrative.
- Specify activities, goals, outcomes to be achieved by the partner, as applicable.
- Be signed by an individual at the partner organization that has the authority commit the organization.





## Attachment G

9. Does the organization have an internal control structure that would provide reasonable assurance that the grant funds, assets and systems are safeguarded?	Yes	No	Not Sure
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	SECTION D: FINANCIAL STABILITY	
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1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? If yes, please explain briefly.	Yes	No
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	SECTION E: FINANCIAL STATEMENTS	
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1. Did an independent certified public accountant (CPA) ever examine the financial statements?	Yes	No
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2. If an independent CPA review was performed, please attach a copy of their latest report and any management letters issued.	Enclosed	N / A
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3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:
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	SECTION F: ADDITIONAL INFORMATION	
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1. Use this space for any additional information <i>(indicate section and item numbers if a continuation)</i>
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**Application Submission Checklist:**

Applicants may use the checklist below as a guide when preparing your application package to ensure that the submitted application has all the required documents. Note that this checklist is only an aid for applicants and should not be included in the application package. Applicants are encouraged to use this checklist to ensure their applications contains all required items.

- SF-424, “Application for Federal Assistance”
  - Lists the CFDA as 17.289, Community Project Funding/Congressionally Directed Spending
  - Requests the funding level specified for the applicant in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2022
  
- SF-424A “Budget Information Form”
  
- Budget Narrative
  
- Project Narrative
  
- Work Plan: Submit as an attachment and clearly label as “Work Plan”
  
- Organizational Chart: Submit as an attachment and clearly label as “Organizational Chart”
  
- Abstract: Submit as an attachment and clearly label as “Abstract”
  
- Letters of Commitment or Memoranda of Understanding, if applicable: Submit as an attachment and clearly label as “Letters of Commitment”
  
- Current federally Negotiated Indirect Cost Rate Agreement (NICRA) or federally approved Cost Allocation Plan, if applicable: Submit as an attachment and clearly label as “NICRA” or “CAP”
  
- Financial System Risk Assessment: Submit as an attachment and clearly label as “FSRA”