Submission Instructions for (TaOA) Funding via SF-424 and Grants.gov

Document submission for TAA Program TaOA funds for FY 2024 through www.grants.gov is the same procedure the Department instructed grantees to follow to apply for FY 2023 TaOA funds. On Line 18 of the SF-424, states will **enter the amount of funding set out in Attachment I of this TEGL**. For FY 2024, the Department is allocating funding in a single distribution; therefore, it is not necessary to enter an estimate. The information below is provided to augment the instructions available on the www.grants.gov website and pertains to the SF-424. States must enter the exact amount of funds indicated in Attachment I of this guidance for their state on Line 18 of the SF-424 and submit this form via www.grants.gov.

In the event you encounter a problem with your submission via the www.grants.gov website and do not find a resolution in any of the other resources, call the www.grants.gov support center for assistance at 1-800-518-4726 or 1-606-545-5035, to speak to a customer support representative or email support@grants.gov. The www.grants.gov contact center is open 24 hours a day, seven days a week except for Federal holidays. *Note, the links in the sections below require Internet Explorer version IE11 or higher, Chrome, or Firefox. Please use one of these browsers to access the information available on the link.*

1. **Timely SF-424 Submissions.** To allow time to process FY 2024 TaOA grants and allocate requested funds to states, the Department strongly encourages states to submit their SF-424 TaOA via www.grants.gov as soon as possible, and no later than **thirty (30) days after the publication date of this guidance**. States are strongly advised to initiate the application submission and validation process via www.grants.gov as soon as possible and to plan for time to resolve any technical problems. Since it is the state's responsibility to ensure a timely submission of their SF-424, states are encouraged to allot time for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). Only applications that have been successfully submitted in www.grants.gov by the deadline, which is 30 calendar days from the issue date of this guidance, and subsequently successfully validated by www.grants.gov, will be considered timely. Please note, validation in www.grants.gov does not mean the state's application has been accepted as complete or has been accepted for review. Rather, www.grants.gov only verifies the submission of certain parts of the application.

2. **How to Submit an Application.** Applicants can apply on www.grants.gov using Workspace, https://www.grants.gov/applicants/workspace-overview.html. Workspace is a shared online environment that allows organizations or individuals to apply for federal grants by enabling multiple simultaneous form access and editing within a single application. To access complete instructions, see: https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants. To apply for FY 2024 TaOA grant funds once you have logged into Workspace, select Search Grants at: https://www.grants.gov/search-grants, and enter ETA-TEGL-NO-01-24 in the Opportunity Number field of the Basic Search Criteria box. Be careful to use the specific syntax: ETA-TEGL-NO-01-24.

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3. **Important Information.**
    *   Completing a grant application requires the state to enter the organization's Authorized Organizational Representative (AOR) Username and Password. If the state does not have the AOR's Username and Password, please register as a new user here: https://apply07.grants.gov/apply/register.faces. *Note, if the state already has a www.grants.gov account and knows or can retrieve the AOR's logon information using the Forgot Username or Password function, there is no need to register another account to apply for FY 2024 TaOA grant funds.*

    *   When a state submits its application via www.grants.gov, an electronic time stamp is generated within the system when the application is successfully received by www.grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number, e.g., (GRANTXXXXXXXX), with the successful transmission of the application, serving as proof of their timely submission. During this process, the applicant will receive two email messages to provide the status of the application's progress through the system.
        *   The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by www.grants.gov.
            The second email will indicate that the application has either been successfully validated or has been rejected due to errors.

    *   Effective April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in and assigned by the System for Award Management (SAM) www.SAM.gov (access requires Internet Explorer version of IE11 or higher, Chrome, or Firefox). This identifier is called the Unique Entity Identifier (UEI), or the Entity ID. Each applicant must have a UEI number and must be registered with www.SAM.gov before submitting an SF-424 Form in www.grants.gov. SAM.gov is an official government website that allows applicants to: 1) register to do business with the U.S. government; 2) update or renew entity registration; 3) check the status of an entity registration; or 4) search for entity registration and exclusion records. Applicants must have an active registration in SAM to complete the SF-424. If the applicant's registration in SAM is expired, www.grants.gov will reject the application.

    *   The official, electronically signed SF-424 Form must reflect the state amount listed in Attachment I for the requested estimated funding total in item #18, the Catalog of Federal Domestic Assistance Number "17.245" for item #11, and the grantee's 12-character UEI listed for item #8c on the SF-424 Form.

    *   Item #15 of the SF-424 must indicate the amount of Indirect Costs claimed by the recipient, if any. States must also provide indirect cost information as a sentence in Line Item #15, Descriptive Title of Applicant's Project, on the SF-424 Form. *Example: "Indirect Costs for this award are estimated at $19,000."* State grantees may use a federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP) rate to calculate indirect costs against their full FY 2024 TaOA allotments, to estimate this total. States will not need to provide supporting

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documentation (i.e., Indirect Cost Rate Agreement or Cost Allocation Plan) to substantiate the amount of Indirect Costs estimated in Item #15. The amount a state enters for Indirect Costs will not impact the total amount entered in Item #18, Estimated Funding ($) of the SF-424, i.e., states should enter the amount provided in Attachment I of this TEGL.

- To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf, or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues may prevent a state's application from being considered. The Department will attempt to open the document but will not take any additional measures in the event of problems with opening it (i.e., conversions of any kind).

- The Department strongly advises applicants to use the various tools and documents, including Frequently Asked Questions that are available on the "Applicant Resources" page at: https://www.grants.gov/applicants/applicant-faqs.

- To receive updated information about critical issues, new tips for users, and other time sensitive updates as information becomes available, subscribe to www.grants.gov updates at: https://www.grants.gov/connect/manage-subscriptions/.