EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Community Project Funding/Congressionally Directed Spending
	CORRESPONDENCE SYMBOL OGM/Funding
	DATE May 19, 2023

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-22**

TO: DEPARTMENT OF LABOR COMMUNITY PROJECT FUNDING RECIPENTS

FROM: BRENT PARTON
Acting Assistant Secretary

SUBJECT: Application Instructions and Program Guidance for Department of Labor for FY 2023 Community Project Funding/Congressionally Directed Spending

1. **Purpose.** To provide guidance for the Department of Labor's (Department) Fiscal Year (FY) 2023 Community Project Funding/Congressionally Directed Spending recipients specified in Appendix I.

2. **Action Requested.** In order to receive Congressionally Directed funds, eligible applicants [1] 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 am Eastern Time, August 1, 2023 and no later than 11:59 pm Eastern Time, January 31, 2024.

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 – The Consolidated Appropriations Act, 2023 was signed into law on December 29, 2022. The legislation authorizes $217,324,000 in congressionally directed funds to carry out 249 demonstration and pilot projects under section 169(c) of the

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[1] The use of the term "eligible applicants" or "applicants" in this TEGL is a direct reference to the Community Project recipients specified in the Explanatory Statement for Division H – Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2023, Community Project Funding / Congressionally Directed Spending Table.

RESCISSIONS None	EXPIRATION DATE June 30, 2024

Workforce Innovation and Opportunity Act (WIOA), overseen by the Department's Employment and Training Administration. The purpose and award amount of each grant is specified in the Explanatory Statement for [Division H – Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2023, Community Project Funding / Congressionally Directed Spending Table](#). Community Project recipients must design their project to align with these descriptions approved by Congress. They are reprinted in this TEGL in [Appendix I: Eligible Applicants](#).

4. **Program Authority.** Funds for ETA Community Project demonstration grants are authorized by Division H of the Consolidated Appropriations Act, 2023 (Public Law No: 117-328).

5. **Inquiries.** Please direct questions regarding this funding opportunity to 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, and at [https://www.grants.gov,](https://www.grants.gov) linked to from the dedicated Community Projects WorkforceGPS page at [https://grantsapplicationandmanagement.workforcegps.org/resources/2023/01/30/16/21/Community-Projects-FY23.](https://grantsapplicationandmanagement.workforcegps.org/resources/2023/01/30/16/21/Community-Projects-FY23)

6. **References.**
   • Consolidated Appropriations Act, 2023 (Law No: 117-328); and
   • 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: National Program Requirements](#)
   • [Appendix VIII: Reporting Requirements](#)
   • [Appendix IX: Agency Contacts](#)
   • [Appendix X: OMB Information Collection](#)

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: Workforce System Pillars](#)
- [Attachment G: Letters of Commitment Guidance](#)
- [Attachment H: Financial System Risk Assessment](#)
- [Attachment I: Application Submission Checklist](#)
- [Attachment J: Resources](#)

Eligible Community Project Recipients

Only organizations named in this table, as specified in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023 are eligible for grant awards under this Training and Employment Guidance Letter. Applications submitted from organizations not listed in this table will not be considered for review.

Community Project Recipient	Project Description	Amount	State
4–H Education Center at Auerfarm, Inc.	For workforce development for students with disabilities	$204,000	CT
Aberdeen High School	For aviation and aerospace training programs, including equipment, curriculum, and supportive services	$1,000,000	MS
AeroStar Avion Institute	For an apprenticeship program	$350,000	IL
Agape Child & Family Services	For job training, career placement, and supportive services	$1,000,000	TN
Akron Urban League	For workforce development initiatives	$680,000	OH
Alaska Primary Care Association	For community health worker training program, including supportive services	$2,750,000	AK
Americans for Equality	For STEM education and training activities, including the purchase of equipment	$2,231,000	WA
Anchorage Neighborhood Health Center	For an oral health training program, including supportive services	$500,000	AK
Androscoggin Home Health and Hospice	For a nurse practitioner fellowship program	$236,000	ME
Apprentice Training for the Electrical Industry	For green job workforce development and equipment	$1,994,875	PA
Apprenticeship and Nontraditional Employment for Women	For expanding pre-apprenticeship construction programming and CDL training	$675,000	WA

Artpreneurs, Inc. dba Arts on the Block	For a creative workforce apprenticeship program	$100,000	MD
ASHHO Cultural Community & Job Training Center	For culinary and hospitality training programs	$750,000	WA
Association House of Chicago	For workforce development training programs	$500,000	IL
Atlantic County Economic Alliance	For an apprenticeship program for veterans	$150,000	NJ
Augusta University	For workforce training and job placement in the healthcare industry	$2,000,000	GA
Baltimore Alliance for Careers in Healthcare	For healthcare workforce development	$827,905	MD
Banner Health Foundation	For a career pathways program	$717,000	CO
Baycare Health Systems, Inc.	For a workforce development program focused on nurses and nursing support professionals	$963,620	FL
Benjamin Franklin Institute of Technology	For an energy efficiency workforce training program	$799,000	MA
Bidwell Training Center	For the development of a controlled environment agriculture workforce	$400,000	PA
Black Veterans for Social Justice, Inc.	For stipends, supportive services, and job placement for formerly incarcerated veterans	$1,000,000	NY
Boots2Roots	For the Transition to Work program	$1,500,000	ME
Boys & Girls Club of Greater Lowell, Inc.	For workforce development activities	$2,200,000	MA

Boys & Girls Club San Fernando Valley	For a youth workforce development initiative and supportive services	$500,000	CA
Bright Star Community Outreach	For workforce development activities	$175,000	IL
Bronx Community College of the City University of New York	For health care job training	$150,000	NY
Building and Construction Trades Council of Alameda County	For the Retention Apprenticeship Mentoring Program	$1,000,000	CA
CAMBA, Inc.	For career navigation, job placement services, and supportive serv ices for youth	$590,000	NY
CareerWise Colorado	For a career pathways program, including the purchase of equipment	$1,500,000	CO
CASA	For job skills training, job placement services, stipends, and supportive services	$573,045	MD
CCARC, Inc.	For workforce development programs for individuals with disabilities	$54,000	CT
Center for Employment Opportunities, Inc.	For a workforce and reentry program	$330,000	CO
Center for Southeast Asians	For workforce training programs	$250,000	RI
Center for the Women of New York	For career skills and job counseling	$1,000,000	NY
Center for Urban Families	For job readiness programs and job placement	$750,000	MD
Chemeketa Community College	For a commercial truck driving program and equipment	$340,000	OR
City of Charleston	For a summer youth jobs initiative	$180,000	WV

City of Dearborn	For a training program for women who have been underrepresented in the workforce	$1,000,000	MI
City of East Orange	For an employment and training reentry program	$30,000	NJ
City of Houston	for job training in the home recovery and construction industries	$1,000,000	TX
City of Jersey City	For an apprenticeship program	$750,000	NJ
City of Los Angeles	For workforce development activities through the South LA Vision Lab	$1,000,000	CA
City of Los Angeles Youth Development Department	For workforce development activities and stipends	$640,108	CA
City of Rochester	For youth and young adult workforce development activities	$1,000,000	NY
City of Sacramento	For an early childhood education apprenticeship and workforce training program	$394,000	CA
City of Stockton	For the Youth Workforce Development Program	$1,000,000	CA
Clean the Bay, Inc.	For a fresh start work force training program	$674,000	RI
Coffeyville Community College	For workforce development programs, including curriculum and equipment	$673,000	KS
Colby Community College	For training programs, including equipment	$533,000	KS
Colorado Building and Construction Trades Council	For workforce training and supportive services	$500,000	CO
Community Learning Partnership	For job skills training and stipends	$351,000	CA
Community College of Baltimore County	For expanding their CDL training program and equipment	$721,130	MD

Community College of Philadelphia	For educational and training programming in the life sciences	$750,000	PA
ConnecTrain Corp	For broadband technician training programs	$604,000	WV
Consortium for Early Learning Services	For early care and education workforce development	$1,000,000	CA
Construction Trades Workforce Initiative	For an apprenticeship program and curriculum	$1,000,000	CA
Construction Trades Workforce Initiative	For construction trades apprenticeship programs and curriculum	$1,000,000	CA
Construction Trades Workforce Initiative	For a construction apprenticeship program	$1,000,000	CA
Construction Trades Workforce Initiative	For an apprenticeship readiness program focused on construction trades	$1,000,000	CA
Construction Trades Workforce Initiative	For apprenticeship readiness programs	$1,000,000	CA
Corporation to Develop Communities of Tampa, Inc.	For pre-apprenticeship program, apprenticeship program, and job training service	$1,862,625	FL
County of Delaware	For a perinatal community health worker/doula program	$954,000	PA
County of Delaware, Media	For prison to Community Workforce Development Initiative	$1,988,635	PA
County of Los Angeles Alternatives to Incarceration Office (CEO)	For a youth job training program and supportive services	$2,000,000	CA
Covenant House Washington	For workforce development activities	$329,750	DC
Current	For a water education and workforce training program	$225,000	IL

Cuyahoga Community College District	For smart manufacturing workforce training, equipment, and supportive services	$1,220,000	OH
Dallas College	For a teaching residency apprenticeship program	$500,000	TX
Delta Veterans Group	For job readiness activities supporting veterans	$100,000	CA
Des Moines Area Community College	For a workforce development initiative and equipment	$339,000	IA
Dodge City Community College	For an industrial maintenance training program, including equipment	$500,000	KS
DownCity Design	For skills training for youth	$150,000	RI
Downriver Community Conference	For skills training, job placement, and supportive services	$703,700	MI
Easter Seals North Georgia, Inc.	For early childhood workforce development	$200,000	GA
Eastern Maine Community College	For healthcare training programs, including equipment	$1,350,000	ME
Economic Development and Industrial Corporation of Boston	For workforce development programs and supportive services	$1,000,000	MA
Energy Coordinating Agency of Philadelphia, Inc.	For skill training in high demand occupations	$925,000	PA
EntreNous Youth Empowerment Services	For vocational training and services	$575,000	CA
Fairfax County Government	For medical professional workforce development	$2,000,000	VA
Fairfax County Government	For career readiness and job training for youth	$2,100,000	VA
Fort Scott Community College	For a training program, including equipment	$385,000	KS

Franklin County Board of Commissioners	For the Building Futures program	$686,000	OH
Fresno County Economic Opportunities Commission	For vocational training and equipment	$500,000	CA
Future Plans, Inc.	For the Great Lakes Career Corridor Project	$1,000,000	OH
Future Plans, Inc.	For a career planning and community engagement initiative, including the purchase of equipment	$1,995,000	OH
Golden Triangle Resource Conservation and Development Council	For heavy equipment training, including equipment	$1,000,000	GA
Goodwill Industries of the Chesapeake, Inc.	For a workforce development program	$1,400,000	MD
Goodwill of Delaware and Delaware County	For skills training for unemployed and under employed workers, including the purchase of equipment	$1,128,000	DE
Green City Force	For expanding their workforce development program and stipends	$750,000	NY
Guilford Child Development	For a child development associate apprenticeship program	$300,000	NC
Hampton Roads Workforce Council	For maritime workforce development activities	$850,000	VA
Hannaford Career Center	For an advanced manufacturing workforce development initiative	$550,000	VT
Hartford Communities That Care	For a job training program to address the need for violence prevention professionals	$1,322,539	CT
Hatzalah Chicago	For workforce training activities and equipment	$525,000	IL
Home Care, Hospice and Palliative Care Alliance of NH	For a homecare nursing education program	$155,000	NH

Homeboy Industries	For culinary and hospitality careers job training and supportive services	$1,959,451	CA
Howard County Autism Society	For the Autism Hiring Program	$440,000	MD
Illinois Public Health Association	for community health worker training programs	$500,000	IL
Industries of the Blind, Inc.	For a workforce development program, including equipment and supportive services	$908,000	NC
Jewish Community Centers of South Broward, Inc.	For employment training for individuals with IDD	$1,504,329	FL
Jewish Family Service of Atlantic County, Inc.	For job skills program	$550,000	NJ
Jobs for America's Graduates of Pennsylvania, Inc.	For career readiness programs and skill training	$350,000	PA
Johnson County Community College	For training programs, including equipment	$1,095,000	KS
Johnstown Area Regional Industries (JARI)	For employment and training services	$250,000	PA
Kansas City Kansas Community College	For commercial construction technology training program, including equipment	$2,142,000	KS
Kaskaskia College	For a mobile training lab for workforce development and career training initiatives	$413,000	IL
Kean University	For workforce development activities and supportive services	$1,000,000	NJ
LaGuardia Community College	For expanding vocational training for the underemployed	$404,774	NY
Latin American Association, Inc.	For employment training, support services, and a workforce development initiative	$300,000	GA
Latina Coalition of Silicon Valley	For workforce development programs and supportive services	$376,000	CA

Latino Academy of Workforce Development	For commercial driver's license workforce training	$2,000,000	WI
Laurel Highlands Workforce and Opportunity Center	For a workforce support program, including supplies and wrap around services	$445,000	PA
Living Classrooms Foundation	For a workforce development reentry program	$750,000	MD
Local Initiatives Support Corporation	For workforce development activities	$800,000	OH
Los Angeles Brotherhood Crusade - Black United Fund, Inc.	For youth workforce development and job placement	$1,000,000	CA
Los Angeles Community College District	For workforce development activities at a climate change education center	$1,323,000	CA
Los Angeles Conservation Corps	For job training and stipends	$272,000	CA
Los Angeles World Airports	For an aviation workforce development program	$1,000,000	CA
Mahoning County Career and Technical Center	For an energy and technology workforce training center project, including the purchase of equipment	$285,000	OH
Marymount University	For a workforce development program	$766,000	VA
McAllen Independent School District	For private pilot and remote drone license training	$200,000	TX
Melwood	For workforce development for people with disabilities	$500,000	MD
Melwood	For workforce initiative for individuals with disabilities	$307,000	VA
Mercy Hospital dba Northern Light Mercy Hospital	For workforce training and supportive services	$1,000,000	ME

Michigan Early Childhood Investment Corporation	For development of a childcare workforce	$2,000,000	MI
Middlesex College	For workforce development programs, including curriculum development and the purchase of equipment	$850,000	NJ
Minnesota Assistance Council for Veterans	For employment and training services	$450,000	MN
Mississippi State University	For an automated guided vehicle training program, including equipment	$780,000	MS
Missouri Chamber Foundation	For a healthcare apprenticeship program, including curriculum and supportive services	$1,350,000	MO
Missouri University of Science and Technology	For advanced manufacturing training program, including equipment	$3,000,000	MO
MLK Labor	For an online hiring platform	$2,000,000	WA
Morgan Community College	For the purchase of simulation equipment for the nursing program	$274,000	CO
MorseLife Health System	For job training of underserved populations and supportive services	$500,000	FL
Multicraft Apprenticeship Preparation Program	For an apprenticeship preparation program	$600,000	NY
Muslim Association of Puget Sound	For STEM career and technical education	$850,000	WA
Nashua Community College	For the purchase of equipment for a soldering and component testing training program	$192,000	NH
New Brunswick Free Public Library	For employment and training activities	$38,000	NJ
New Castle County	For a community health worker certification program	$65,000	DE

New Immigrant Community Empowerment	For expanding a construction industry workforce development program	$500,000	NY
New Jersey Institute of Technology	For a pre-apprenticeship skills training program in advanced manufacturing and mechatronics	$650,000	NJ
New Mexico Community Capital	For apprenticeship programs	$250,000	NM
New Mexico Highlands University	For the development of professional social workers	$750,000	NM
New River/Mount Rogers Workforce Development Board	For sector partnerships in skilled industrial, construction, and service trades	$1,000,000	VA
New York State Energy Research and Development Authority	For clean energy workforce development and supportive services	$3,000,000	NY
North Carolina Biotechnology Center	For a workforce development program, including equipment, curriculum, and supportive services	$825,000	NC
North Central Kansas Technical College	For training programs, including equipment	$737,000	KS
Northeast Community College	For a commercial driver's license program, including the purchase of equipment and stipends	$1,000,000	NE
Northeast Missouri Health Council, Inc.	For a dental and medical training program, including equipment and curriculum	$660,000	MO
Northwest Arkansas Community College	a commercial driver's license program, including the purchase of equipment	$355,000	AR
Northwest New Mexico Council of Governments	For transition and reskill workers into the industrial industry	$750,000	NM
OCHIN, Inc.	For health information technology training and professional development	$2,001,642	OR

Old Dominion University	For maritime skilled trades program	$643,000	VA
Operation Military Family	For transition assistance to veterans	$1,500,000	WA
Opportunity Junction	For a job training program and supportive services	$470,000	CA
Pasadena Independent School District	For job skill training and equipment	$2,200,000	TX
Pearl River Community College	For training programs, including equipment	$2,000,000	MS
Pee Dee Healthy Start, Inc.	For workforce training and supportive services	$1,000,000	SC
Philabundance	For workforce development programs	$300,000	PA
Plattsburgh North County Chamber of Commerce	For a job training and assistance program, including support services and stipends	$500,000	NY
Port Resources	healthcare training program, including curriculum	$30,000	ME
Portland Community College	For semiconductor and advanced manufacturing workforce development initiative	$910,000	OR
Primary Care Coalition of Montgomery County, Inc.	For healthcare professionals' workforce development and equipment	$1,300,000	MD
Prince George's County	For Youth@Work program	$3,000,000	MD
Prince George's County Memorial Library System	For a mobile job readiness unit	$2,200,000	MD
Promise Neighborhoods of Lehigh Valley	For expanding their workforce development skills program	$1,549,360	PA
Providence Alaska	For a psychiatry residency program, including curriculum and supportive services	$290,000	AK
Reading and Beyond	For employment and training services and supportive services	$484,047	CA

Region 4 Planning and Development Council	For a training program, including equipment, curriculum, and supportive services	$750,000	WV
Revolution Workshop	For a pre-apprenticeship construction job training program	$500,000	IL
Rhode Island AFL–CIO	For climate jobs workforce training initiative	$200,000	RI
Rhode Island Manufacturers Association	For a manufacturing workforce training initiative	$150,000	RI
RI Marine Trades Association	For workforce development training in marine trades	$300,000	RI
RI Office of the Postsecondary Commissioner	For a job training initiative	$1,000,000	RI
RI Office of the Postsecondary Commissioner	For healthcare worker training programs, including equipment	$790,000	RI
Richard Bland College of William & Mary	For education and workforce development services	$694,000	VA
Rockdale County Georgia	For a workforce development initiative	$300,000	GA
Rose State College	For a training program, including equipment, curriculum, and supportive services	$253,000	OK
Rung Foundation	For a workforce development program, including supportive services	$490,000	MO
Rural Alaska Community Action Program	For a training program, including curriculum, equipment, and supportive services	$500,000	AK
San Bernadino Valley College Foundation	For clean energy workforce development and equipment	$1,500,000	CA
San Diego Community College District	For the Gateway to College and Career program	$1,000,000	CA
San Diego Workforce Partnership	For the TechHire Program	$800,000	CA

San Gabriel Valley Council of Governments	For workforce development programs for individuals with disabilities	$2,000,000	CA
Santa Clara County	For workforce development, stipends, and supportive services	$3,000,000	CA
Seattle Children's	For a pediatric residency program in Alaska, including curriculum and supportive services	$350,000	WA
Seattle Jobs Initiative	For green stormwater infrastructure workforce development, stipends, and supportive services	$1,000,000	WA
Service! Relief Effort for Hospitality Workers	For job skills training and supportive services	$475,000	OH
Sheridan School District	For a truck driving/ diesel mechanics employment training program, including the purchase of equipment	$500,000	OR
Shippensburg University of Pennsylvania	For career development and workforce readiness activities	$275,000	PA
Sinai Health System	For a health career pathway program	$1,250,000	IL
SING—Shifting into New Gear	For a reentry program	$250,000	IL
Society for the Advancement of Chicanos/Hispanics and Native Americans in Science	For a pipeline from community colleges into the STEM workforce	$212,000	CA
South Bay Workforce Investment Board, Inc.	For occupation training and supportive services	$500,000	CA
South Texas College	For healthcare workforce development	$1,000,000	TX
Southcentral Foundation	For workforce development program, including supportive services	$2,000,000	AK
Southwest Piping Institute	For the purchase of workforce training equipment	$1,200,000	NM

Southwest Virginia Workforce Development Board	For the Recovery Opportunities and Pathways to Employment Success program	$750,000	VA
St. Clair County Intergovernmental Grants Department	For an advanced manufacturing program, including support services	$950,000	IL
St. Johnsbury Academy Adult School	For nursing career pathway program	$473,000	VT
St. Joseph Center	job skills training and supportive services to those experiencing homelessness	$898,053	CA
St. Louis Community College	For a drone pilot and geospatial technology training program, including equipment and curriculum	$1,000,000	MO
Stanislaus Business Alliance dba Opportunity Stanislaus	For a logistics industry focused training program	$410,000	CA
State of Maine, Governor's Energy Office	For job training, job placement services, stipends, equipment, and curriculum	$2,750,000	ME
Suburban Emergency Medical Services	For healthcare workforce development	$247,949	PA
Suffolk County Community College	For a cybersecurity program, including the purchase of equipment and related information technology	$1,435,000	NY
Taller San Jose Hope Builders	For skills training and employment placement services for low-income young adults facing significant barriers	$500,000	CA
Texas Trees Foundation	For supportive services and job placement of at-risk young adults into the green jobs industry	$400,000	TX
The Skills Foundation	For an IT training program, including curriculum and supportive services	$500,000	MS

The Denney House, Inc.	For workforce development programs	$200,000	MD
The Indianapolis Private Industry Council, Inc.	For youth job training and a work-based learning program	$1,000,000	IN
The Sanneh Foundation	For a youth workforce development program	$1,000,000	MN
The Torres Martinez Desert Cahuilla Indian Tribe	For a workforce development program and equipment	$250,000	CA
The TransLatin@ Coalition	For workforce development programs and supportive services	$750,000	CA
The WorkPlace, Inc.	For skills training, workforce readiness, and supportive services	$1,000,000	CT
UAW Labor Employment and Training Corporation	For job-training in the automotive services industry	$1,000,000	MO
United We Heal Training Trust dba Oregon AFSCME Training Trust	For pre-apprenticeship education and training	$892,000	OR
United Way of Greater Greensboro, Inc.	For job counseling, career training, and supportive services	$1,000,000	NC
United We Heal	For pre-apprenticeship and apprenticeship programs	$892,000	OR
University of Alaska Southeast	For a commercial driver's license training program, including curriculum, equipment, and supportive services	$750,000	AK
University of California, San Diego	For job skills development and supportive services for a child-care worker and providers pipeline	$1,600,000	CA
University of Georgia	For Archway Partnership	$3,000,000	GA
University of Maine System	For a cybersecurity training program, including supportive services	$500,000	ME
University of Southern Mississippi	For cyber workforce development program, including equipment and supportive services	$1,512,000	MS

University of Southern Mississippi	For a training program, including equipment and supportive services	$750,000	MS
University of Vermont & State Agricultural College	For the Vermont EMS Academy	$750,000	VT
Unloop	For job training in the tech industry and supportive services for those with conviction histories	$486,781	WA
Urban League of Long Island, Inc.	For workforce development activities	$1,145,820	NY
Urban League of Louisiana	For the Career Pathways Program	$1,200,000	LA
URI Research Foundation DBA Polaris MEP	For a skills training program	$300,000	RI
US HART CARES A NJ NONPROFIT CORPORATION	For cyber job-training program, including the purchase of equipment	$1,000,000	NJ
Valley of the Sun Young Men's Christian Association	For expanding the current youth workforce development program	$1,000,000	AZ
Variety Boys and Girls Club of Queens, Inc.	For job readiness and supportive services for teens	$250,000	NY
Vermont Department of Public Safety	For a firefighting workforce development program for youth	$150,000	VT
Vermont State Colleges	For a maintenance technician apprentice program workforce initiative	$850,000	VT
Virginia Commonwealth University Health System Authority	For healthcare workforce development	$1,000,000	VA
Watts Labor Community Action Committee	For job training, workforce development activities, and job placement services	$783,067	CA
Wayne Community College	For expanding its apprenticeship training programs	$651,000	NC
Wayne County Community College District	For a sector-based training initiative	$1,129,000	MI

West Virginia Higher Education Policy Commission	For a behavioral health workforce program, including curriculum and supportive services	$700,000	WV
Wheeling Ironworkers Local 549	For an apprenticeship program, including the purchase of equipment	$500,000	WV
WI Department of Workforce Development	For early childhood educator workforce development	$5,000,000	WI
Wilderness Health, Inc.	For workforce training and education programs	$108,000	MN
Workforce Connections	For workforce development programs	$800,000	NV
Workforce, Inc. dba Recycleforce	For expanding job training and job placement programs	$1,000,203	IN
Workforce Southwest Washington	For the Future Leaders Project	$350,000	WA
Young Men's and Young Women's Hebrew Association of Washington Heights and Inwood	For vocational training, work force development, and supportive services	$1,000,000	NY
Young Women's Christian Association of Yonkers, Inc.	For a workforce development initiative and support services	$690,449	NY
Youth Business Initiative, Inc.	For workforce development programs	$76,000	CT
		$217,323,857	

Award Information

Applications will be accepted and awarded on a rolling basis from August 1, 2023 until 11:59 pm Eastern Time, January 31, 2024. This funding will be treated by the Department of Labor's (DOL) 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. DOL 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 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/2023/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).

- **Construction Projects:** Construction costs or the purchase of land or buildings are not allowable**.**

- **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. Applicants that are approved by Congress to use grant funds to purchase equipment (as specified in the description of the project's purpose as specified in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023 and Appendix I: Eligible Applicants) are alternatively invited to submit the prior approval request for an

equipment purchase in their application. Whether submitted as part of the application package or 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 Grant Officer has the authority to approve or disapprove the request. All Grant Officer approvals will be in writing in the Notice of Award of the grant or in the form of an amendment 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.

Except for awards with a period of performance of 12 months, 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, 2023, 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

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. The applicant entity must be the organization specified in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023 Community Project Funding/Congressional Directed Spending Table.

   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). DOL communicates exclusively with the individuals named as the Authorized Representative and Point of Contact on the SF-424. We recommend that those roles be filled by two different individuals to facilitate backup. Item 18 should only reflect federal Community Project grant funds. For Item 19, select c: Program is not covered by E.O. 12372. 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 approved (not just one year). Do not include any match or leveraged resources on the SF-424 and SF-424A. There is no Match Requirement. Leveraged resources, if any, may only be described separately from federal grant funds in the Budget Narrative.

Applicants should list the same 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 TEGL. It provides a comprehensive framework and description of all aspects of the proposed project. The project design must align with the description included in the table in Appendix I: Eligible Applicants, as provided by the Explanatory Statement for Division H of the FY 23 appropriations act.

The Project Narrative is limited to 10 double-spaced, single-sided, 8.5 x 11inch 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 narrative's page limitation. See Attachment C for a suggested template and more information.

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

5) <u>Project</u> <u>Organizational Chart</u>

The chart must be included as an attachment to the project narrative and does not count against the page limitation. See <u>Attachment D</u> for an example organizational chart and more information.

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

6) <u>Project Abstract</u>

This attachment must summarize the proposed project, including, but not limited to, the scope of the project and proposed outcomes. 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 and submitted as an Excel Spreadsheet. See <u>Appendix E</u> for additional details and a suggested abstract template.

The Abstract must specify all the following:
o   Name of Community Project Funding/Congressionally Directed Spending Recipient
o   Approved Funding Level: *The funding amount specified in the Appropriation.*
o   Approved Project Description: *The project description specified in the Appropriation.*
o   Congressional Sponsor: *Congressmember(s) and/or Senator(s) who is the sponsor as specified in the Appropriation.*
o   Project Title
o   Project Purpose and Goals
o   Project Design (Select One)
> o   Direct Training and Employment Project
> o   Single- or Limited-action Project
o   Project Activities
o   Workforce System Guiding Pillars
o   Proposed Period of Performance Duration
o   Project Location
o   Target Population and/or Intended Public Beneficiaries
o   Workforce System Partner (s), if applicable
o   Other Partners, if applicable, including roles and responsibilities
o   Performance Outcome Goals, if applicable

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) Equipment Prior Approval Request, if applicable

Applicants that are approved by Congress to use grant funds to purchase equipment (as specified in the description of the project's purpose as specified in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023 and Appendix I: Eligible Applicants are invited to submit the requisite prior approval request for equipment as part of their application package. See Appendix III: Funding Restrictions, Equipment for prior approval request requirements.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled "Equipment Prior Approval Request" as applicable.

10) 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. 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

All applicants for federal grant funding must have a Unique Entity Identifier (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

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. Community Project recipients must design their project to align with the description approved by Congress as specified in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023 Community Project Funding/Congressional Directed Spending Table and provided in this TEGL as Appendix I: Eligible Applicants.

Application Development Technical Assistance

To assist Community Project recipients during the application development process, all applicants are required to complete and submit their application's Project Abstract (see Attachment E) for ETA's review no later than **July 31, 2023**. The Abstract must be submitted by email to CPGrants.ProgramOffice@dol.gov. Based on the information provided in the Project Abstracts, ETA will initiate technical assistance to those recipients that may require or request support on developing their application materials as it aligns with this TEGL. This technical acceptance step is only for the submission of Project Abstracts. Full applications must be submitted via https://www.grants.gov as specified below.

Application Submission and Review Process

On August 1, 2023, ETA will start accepting applications. Community Project recipients must submit their applications via https://www.grants.gov. We will not accept applications sent by hard-copy (including overnight delivery), hand-delivered, e-mail, or any other electronic medium. All required elements outlined in Appendix IV, Application Submission of this announcement must be submitted.

Applicants must meet all the requirements detailed in this TEGL when submitting the application. Application packages will first be screened to determine if the applicant meets the eligibility requirements enumerated in Appendix I, Eligible Applicants. To determine whether submitted applications meet requirements, applications will be reviewed by ETA National Office and Regional Office staff. ETA is responsible for the review and approval of Community Project applications to ensure they meet all required program, financial, operational, and policy requirements.

1) An initial review of the application for eligibility and whether required documents have been submitted;
2) Reviews of the application components as specified in Appendix IV; and

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.

Before the actual grant is awarded, DOL may enter 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.

Application Risk Review

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 applicable to recipients.

<u>Grant Award</u>
ETA may elect to award a grant with or without discussions with the recipient. Should a grant be awarded without discussions, the recipient's signature on the SF-424 is incorporated to the award by reference, constituting a binding acceptance of the grant award by the applicant.

Applications recommended for award will be funded via Notices of Award attached to a Grant Agreement issued by the Grant Officer. Grants will be awarded on a rolling basis as the above steps are completed. Grantees will receive a notification from the ETA grants management system GrantSolutions when the award is issued. This notification will include instructions on how to create user accounts and access the grant file.

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 501I(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.

a. 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).

National Program Office Requirements

Application Development Technical Assistance

The National Program Office will provide technical assistance to Community Project recipients to support the successful and timely submission of quality applications. Application development technical assistance will be delivered in the form of webinars, conference calls, emails, and other materials and resources. Recipients may also request technical assistance on how to describe their project design in the TEGL's required project narrative section, and other sections of the TEGL. Further guidance will be provided upon publication of this TEGL.

Grant Recipient Training

After grant award, 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, and virtual events such as webinars and in-person meetings.

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.

Reporting Requirements

Community Project recipients must meet DOL's reporting requirements, specifically, by submitting the reports and documents provided below.

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 Payment Information System. Instructions will be provided to grant recipients. For other guidance on Employment Training Administration (ETA) financial reporting, reference https://www.dol.gov/agencies/eta/grants/management/reporting.

Quarterly Performance Progress Report

Community Project recipients are required to submit performance progress report to comply with the reporting, record-keeping and monitoring requirements of the grant through the end of the grant period of performance. Performance progress reports are due 45 days after the end of each quarter of the calendar year. The last quarterly progress report will serve as the final performance report. The progress report contains updates on the development, implementation and progress of the grantee's proposed project as specified in their SOW. It is usually comprised of the Quarterly Performance Report (QPR) and the Quarterly Narrative Report (QNR).

Quarterly Performance Report (ETA-9173)
Community Projects that plan to provide training and employment services to their target populations may be required to submit a Quarterly Performance Report to report on specific performance measures and outcomes for participants that receive grant-funded services. Guidance on data collection and submission requirements will be provided upon grant award.

Quarterly Narrative Performance Report (ETA-9179)
All Community Project recipients must submit the Quarterly Narrative Performance Report that include information on the project's accomplishments to date, including program and participant 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.

Proposed Performance Measures and Target Outcome Goals
To provide a robust account of the project's success, applicants are strongly encouraged to propose qualitative and/or quantitative performance measures and target outcome goals.

These target goals should be attainable and achievable based on the funding amount, the proposed program design and delivery of activities that the grant will support within the period of performance.

Qualitative performance measures illustrate the project's success in addressing the statement of need in the proposed target service area, and target populations that are directly or indirectly impacted by the project. Quantitative performance measures are raw numbers for the number of participants that receive grant-funded services. This may include one or more, but not limited to:

- the total number of participants that receive grant-funded services;
- total number of participants that begin training and total number of participants that complete training;
- total number of participants that earn credentials; and
- total number of participants that enter employment.

Quantitative performance measures and target outcomes are reported in QPR (ETA-9173). Qualitative performance measures, including quantitative measures that cannot be reported using the QPR, are reported in QNR (ETA-9179). DOL will use these reports as a benchmark for monitoring, compliance assistance and programmatic technical assistance through the grant period of performance. It will also be used as the baseline to assess the project's success at the end of the grant.

Agency Contacts

Please direct questions regarding this funding opportunity to Aiyana Pucci, Grant Officer, Office of Grants Management at Community.Projects.ETA@dol.gov, copying the Office of Regional Management at CPGrants.ProgramOffice@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 and at https://www.grants.gov.

Office of Management and Budget (OMB) Information Collection

OMB Information Collection No 1225-0086, Expires July 31, 2025.

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.

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.

Budget Narrative Guidance

Each category must include the total cost for the entire 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, unless Congress specifically included the purchase of equipment in the description of the project's purpose included in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023.

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, except for grants with a 12-month period of performance, 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.

b) **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) 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 (defined by DOL below) 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.

Modified Total Direct Cost (MTDC) Definition: To avoid a serious inequity in the distribution of indirect costs, DOL defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, and travel up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the

subawards and subcontracts 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 or subcontract in excess of $25,000**.**

- You will also note that participant support costs are not included in modified total direct costs. 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.

Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at DOL: https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division.

Indirect-type costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are recovered as part of charging the de minimis or NICRA rate. Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year).

Project Narrative Guidance

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 system, and include activities/costs that are allowable per WIOA and the Federal Uniform Guidance.

The Project Narrative is a comprehensive framework and description of the proposed project. It should provide a detailed description of the community issue or problem that the project will address. The Project Narrative must demonstrate the organization's capacity to implement the grant project in accordance with the provisions of this Training and Employment Guidance Letter (TEGL). Community Project recipients must design their project to align with the description included in the FY 23 appropriation act's Explanatory Statement for Division H and provided in this TEGL as Appendix I: Eligible Applicants.

At a maximum, the Project Narrative is limited to 10 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". The Project Narrative should be a clear, concise, and detailed response to the required sections of the Project Narrative. Applicants should use the same section headers identified below for each section of their response:

A. Community Project Workforce Program (1-2 pages)

(1) Statement of Need and Project Purpose for Public Benefit
   a. Provide a statement of need for the workforce challenges and opportunities in the community where your project will be implemented. Applicants may use measurable data and labor market information to support the statement of need.
   b. Describe the project's vision and mission, an overview of the project design and how the public will benefit when the project achieves its goals and objectives.

(2) Target Geographic Service Area
   a. Specify the geographic area where the Community Project will be implemented, and where services will be provided.

(3) Target Population(s) or Intended Public Beneficiary
   a. Specify and provide a description of the target population or intended beneficiary of the Community Project.
      • *Target Population:* Provide a description of the target population(s) that will receive direct grant-funded training and employment services.

- *Intended Public Beneficiary:* If the project does not intend to serve or enroll participants in training, describe the target population that will benefit indirectly from the project.

B. Project Design (4 - 6 pages)

(1) Description of Activities(s)
a. Specify if the Community Project program design is a direct workforce training program or single- or limited-action activity.
b. Describe the activities and services that will address the project's workforce challenges and how the project will achieve the intended public benefit based on the program design options provided below:
   - *Direct workforce training program:* If the project is a workforce training program, provide a summary of grant-funded training activities, employment, and supportive services that will be provided directly to the target population.
   - *Single- or limited-action activity:* If the project is a single- or limited-action activity, such as, but not limited to, developing sector strategies, designing a new training and employment program and curriculum, or a capacity-building project, provide a description of project activities.

(2) Proposed Period of Performance Duration
a. Specify the proposed duration for the project as it aligns with proposed program design.

   - *Direct training and employment service program:* Projects that plan to serve participants may propose a one-, two-, or three-year period of performance, as appropriate to the amount of grant funds awarded and the number of individuals that will receive grant-funded services.
   - *Single- or limited-action activity:* The shortest allowable timeframe for a Community Project grant is one year (12 months). This timeframe is available to recipients that propose to perform a single or limited-action activity.
   - Do not specify start and end dates for the period of performance (PoP). These will be specified in the Notice of Award when the grant is awarded.

(3) Community Project Linkages to the Workforce System and Other Partnerships
a. Applicants are strongly encouraged to develop linkages with the public workforce system to support the program design and delivery of the Community Project.

- Describe the project's partnership with State and local workforce development boards, workforce intermediaries, or American Job Centers and their role in the implementation and delivery of services for the project.

b. Applicants may also partner with other organizations, such as workforce intermediaries and community-based organizations to support the project.
- Describe the project's partnership with other organizations such as, but not limited to, training and service providers, and workforce, industry, and employer partner, and their role in the implementation and delivery of services for the project.

c. Applicants must describe how they plan to manage the project with all partners and staff, including, but not limited to, how to ensure effective communications and accountability between all partners, and the quality and timely delivery of services and/or products (as applicable).

d. Applicants must include 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. 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.

C. Performance Measures and Target Outcome Goals (1 page)
Community Project recipients are encouraged to propose performance measures and target outcome goals to support the effective account of the project's success in the quarterly performance progress reports. (See Appendix VIII Reporting Requirements for additional information.)

a. Describe the proposed performance measures and target outcome goals as it aligns with the applicant's funding amount and proposed program design:
- *Direct workforce training program:* If the project is providing employment and training services to participants, applicants may identify both qualitative and quantitative performance measures and target goals.
- *Single- or limited-action activity:* For projects that are not providing direct services to individuals, applicants may identify specific qualitative performance measures and target goals.

D. Recipient Capacity (1 page)

Award recipients must demonstrate their capacity to apply effective grants management principles and program design to manage each component of their project.

    a. Describe the organization's experience managing and administering grant programs. These can be programs that are funded by federal, state or local agencies, philanthropic organizations, or other sources of grant funding.

    b. Provide an overview of the organization's plan to manage the project, including, but not limited to, a description of the organization's process and procedures for staffing; procuring and delivering workforce services; recruiting and enrolling target participants (as applicable); and supporting the quarterly performance reporting requirements of the grant.

Suggested Work Plan Template

Applicants must provide a workplan to describe how their project will be implemented within the grant period of performance. The work plan must clearly describe program goals and related activities, responsible organization, key milestones, a description of the final deliverables, the timeframe for conducting the activities and expected completion date, which are defined below:

- **Project Goals:** The overarching goals that the project will achieve.
- **Related Goal Activities:** The major activities to achieve the project goals.
- **Responsible Project Staff or Partner**: The grantee's project team, or partnering organizations, that will lead the implementation of key activities and completion of the specific deliverables.
- **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.
- **Final / Mid-Grant Deliverables and Outcomes:** All outcomes and deliverables of the project. If this is a direct service project, then it should include the number of participants served.
- **Timeframe:** Expressed in quarters, aligned with the calendar year
  - Quarter 1: January 31 – March 31
  - Quarter 2: April 1 – June 30
  - Quarter 3: July 1 – September 30
  - Quarter 4: October 1 – December 31
- **Expected Completion Date:** This is the completion target date.

Applicants may use the suggested work plan template below, or a document of similar structure reflecting all sections of the workplan and should be replicated for each project goal. The contents in this workplan are provided as an example for planning purposes.
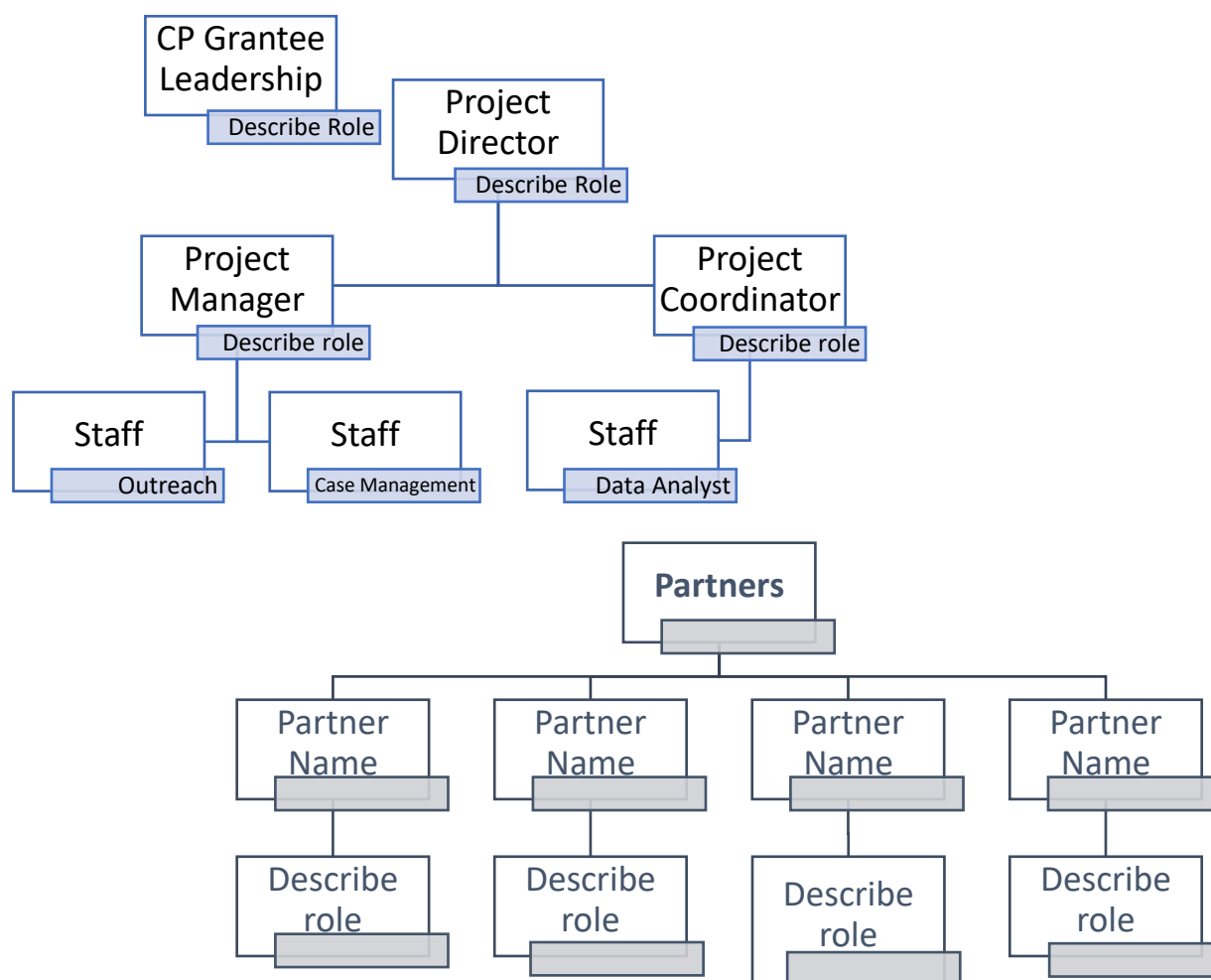
Goal 1	Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid) Deliverables and Outcomes	Timeframe	Expected Completion Date
	Activity 1		Milestone 1			
	Activity 2		Milestone 2			
	Activity 3		Milestone 3			
Goal 2	Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid-Grant) Deliverables and Outcomes	Timeframe	Expected Completion Date
	Activity 1		Milestone 1			
	Activity 2		Milestone 2			
	Activity 3		Milestone 3			

Community Project Organizational Chart
Suggested Template

Applicants must submit a Community Project Team organizational chart that identifies the grantee and project partners staff that is spearheading the project. The team organizational chart should provide a clear understanding of the project's staffing plan to illustrate that the grantee and its partners have the capacity to fulfill their project commitments.

The organizational chart should include job positions/titles that will allow ETA staff to understand how your project will be managed. It should also include an overview of the grantee's relationships with external partners, including the partners' specific role to the project.

Please do not submit an organizational chart that reflects the grantee's internal structure of departments and staff. Specific persons' names do not have to be included in the organizational chart.

CP Grantee Leadership
Describe Role

Project Director
Describe Role

Project Manager
Describe role

Project Coordinator
Describe role

Staff
Outreach

Staff
Case Management

Staff
Data Analyst

Partners

Partner Name

Partner Name

Partner Name

Partner Name

Describe role

Describe role

Describe role

Describe role

Suggested Project Abstract Template

Below is a suggested template for the Abstract. Applicants must submit the Abstract separately as an Excel spreadsheet.

ETA Community Projects – Project Abstract	
Recipient Name:	
Funding Request:	*Insert the funding amount specified in the Appropriation.*
Project Description:	*Insert the project description specified in the Appropriation.*
Congressional Sponsor:	*Insert the name of the Congressmember(s) and/or Senator(s) who is sponsoring the project.*
Project Title:	
Community Project Alignment with the Guiding Pillars of the Workforce System: (See Attachment F for a description of each workforce pillar.)	Applicants may select one or more, or Not Applicable. ☐ Open Opportunities for Vulnerable Workers and Communities ☐ Building a Better Care Economy ☐ New Industry Partnerships that Lead to Real, Good Jobs ☐ Action Today for the Future of Work ☐ Not Applicable
Project Purpose and Goals:	
Project Design: (Select One)	Direct Training and Employment Project Single- or Limited-action Project
Project Activities:	*Provide specific details on key project activities that will support the project design and serve a public purpose.*
Proposed Period of Performance:	*12, 24 or 36 months*
Project Location:	
Target Populations or Intended Beneficiaries:	
Linkages to the Workforce System Partners (if applicable):	
Other partners (if applicable):	
Performance Outcome Goals (if applicable):	*Qualitative Goals:* *Quantitative Goals:*

Workforce System Guiding Pillars

The Workforce System Guiding Pillars provide a foundation to achieve DOL's vision to advance and improve the workforce system to meet the needs the country's workers. If the proposed project aligns with the description of the workforce pillar provided below, applicants are encouraged to select one or more of the guiding pillars to demonstrate how their projects advances the Department's workforce vision. No further explanation to demonstrate alignment is required.

☐ **Open Opportunities for Vulnerable Workers and Communities**
Ensure our programs focus on workers and communities who have been left behind—from reentry, to rural, to opportunity youth.

☐ **Building a Better Care Economy**
Support good jobs and protections for care workers—from nursing, early care, mental health, and more—with a focus on low-wage, BIPOC, young adult, and women workers.

☐ **New Industry Partnerships that Lead to Real, Good Jobs**
Broker and build partnerships with business and training providers and workers—including new entrants and youth, to ensure all training leads to good jobs across sectors (e.g., education, infrastructure, supply chain, manufacturing).

☐ **Action Today for the Future of Work**
Engage federal, state, and local leaders and the private sector now to prepare, support, and invest in workers and communities to prepare for jobs of the future and emerging industries.

☐ **Not Applicable**

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.

Financial System Risk Assessment (FSRA) Suggested Format:

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) **FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT**		

	SECTION A: PURPOSE	

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate administrative and financial systems including the accounting systems should meet the following criteria as contained in 2 CFR 200 and 2 CFR 2900.

(1)   Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.

(2)   Entries in accounting records should refer to subsidiary records and/or documentation which support the entry, and which can be readily located.

(3)   The accounting system should provide accurate and current financial reporting information.

(4)   The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

	SECTION B: GENERAL	
1. Applicant Legal Name (as it appears in SAM.gov):		
a. When was the organization founded/incorporated *(month, day, year):*	b. Principal Officers Names, Title, Email Address President/Chair Board of Directors:	
c. Employer Identification Number:	Chief Executive Officer:	
d. Number of Employees Full Time: Part Time:	Chief Financial Officer: Accounting/Budget Officer:	
2. Is the organization or institution affiliated with any other organization: Yes No		3. Total Sales/Revenues in most recent

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) **FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT**		
If yes, please provide details as to the nature of the company (for profit, nonprofit, LLC, etc) and if it provides services or products to the organization in relation to this grant.		accounting period. *(12 months)* $
	SECTION C: ACCOUNTING SYSTEM	
NOTE: Provide a detailed response (on a separate page on your organization's letterhead and signed/dated by a Principal Officer) for any items 2-9 of Section C that have "No" or "Not Sure" answer(s), providing enough information to clearly reflect the expertise of the organization in these areas.		
1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? Yes No		
a. If yes, provide name, and address of Agency performing review:	b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.	
2. Which of the following State Internally Web-based best describes the accounting administered Developed system:		
3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant?	Yes No Not Sure	
4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget?	Yes No Not Sure	
5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?	Yes No Not Sure	
6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses?	Yes No Not Sure	
7. Does the organization have an approved indirect cost rate or cost allocation plan?	Yes No Not Sure	

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) **FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT**		
If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?		
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant?	Yes No Not Sure Yes No Not Sure	
b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?		
9. Does the organization or institution have an internal control structure that would provide reasonable assurance that the grant funds, assets, and systems are safeguarded?	Yes No Not Sure	
	SECTION D: FINANCIAL STABILITY	
1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No If yes, please explain briefly.		
	SECTION E: FINANCIAL STATEMENTS	
1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No		
2. If an independent CPA review was performed, please attach a copy of their latest report and any management letters issued. Enclosed N / A		
3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:		
	SECTION F: ADDITIONAL INFORMATION	

U.S. DEPARTMENT OF LABOR -EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) **FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT**
1. Use this space for any additional information *(indicate section and item numbers if a continuation)*

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 contain 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's project in the Explanatory Statement for Division H of the Consolidated Appropriations Act, 2023

☐ 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"

☐ Project Abstract: Submit as an Excel spreadsheet 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"

☐ Equipment Prior Approval Request, if applicable: Submit as an attachment and clearly label as "Equipment Prior Approval Request"

☐ 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"

Resources

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 https://www.workforcegps.org.

Workforce Innovation and Opportunity Act Governance Training Webcast Series
Resource Podcast-Webcast
This training series provides an overview of the public workforce development system established in the Workforce Innovation and Opportunity Act (WIOA), and, specifically, the requirements of system governance. This series of 11 modules introduce and build understanding of the workforce system, the governance framework, and the roles and responsibilities of State and Local entities in the workforce system.
https://ion.workforcegps.org/resources/2022/06/23/14/26/Workforce-Innovation-and-Opportunity-Act-Governance-Training-Webcast-Series

Grants Application and Grants Management
This 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/.

Community Projects Resource Page
It is recommended that you to view all trainings posted on the Community Projects resource page available at
https://grantsapplicationandmanagement.workforcegps.org/resources/2023/01/30/16/21/Community-Projects-FY23

WEB-BASED RESOURCES

The Department of Labor (Department) maintains web-based resources that may be of assistance to applicants. These include:

- *CareerOneStop* portal (https://www.careeronestop.org), which provides national and state career information on occupations.
- *Occupational Information Network (O*NET) Online* (https://online.onetcenter.org), which provides occupational competency profiles.
- *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)