



FAA

NextGen Procurement Services and Grants Management Division

Aircraft Pilots Workforce Development Grant Program

Notice of Funding Opportunity

Summary Information

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Funding opportunity title: Aircraft Pilots Workforce Development Grant Program

Announcement type: Initial

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A. Program Description

1. Introduction

The U.S. Department of Transportation's (USDOT) Federal Aviation Administration (FAA) is accepting applications for the fiscal year (FY) 2025 FAA Aircraft Pilots Workforce Development Grant Program (hereinafter referred to as "the Program") of which 20 percent of the total amount funded will be used to carry out the Willa Brown Aviation Education Program. The purpose of the Program is to attract future aircraft pilots or unmanned aircraft systems operators to the aviation industry throughout the United States and U.S. territories.

2. Legislative Authority

Section 625 of the FAA Reauthorization Act of 2018 (Pub. L. No. 115-254, hereinafter referred to as "the Act") amended by Section 440 of the FAA Reauthorization Act of 2024 (Pub. L. No. 118-63, hereinafter referred to as "the Acts"). Section 625 directs support to projects for education and recruitment of future aircraft pilots and the development of the aircraft pilot workforce. Section 625 of the Acts shall be collectively referred to throughout this Notice of Funding Opportunity (NOFO) as the "Authorizing Legislation."

3. Nondiscrimination Assurance

As a condition to receiving any federal financial assistance from the USDOT through the FAA, the applicant is subject to and will comply with the following in addition to all other laws, regulations, executive orders, and/or policies that apply to the grants awarded under the Program:

- a. Title VI of the Civil Rights Act of 1964 ([42 U.S.C. § 2000d et seq., 78 stat. 252](#));
- b. [49 CFR § 21](#) (entitled "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964");
- c. [49 U.S.C. § 47123](#) (Nondiscrimination Statute);
- d. Americans with Disabilities Act of 1990, as amended, ([42 U.S.C. § 12101 et seq.](#));
 - a. [28 CFR § 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
 - b. [49 CFR § 28](#) (entitled "Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation");
- e. [49 CFR § 37](#) (entitled "Transportation Services for Individuals with Disabilities (ADA)");
 - a. [28 CFR § 35](#) (entitled "Discrimination on the Basis of Disability in State and Local Government Services"); and

4. Background

Through the award of these grants, the USDOT and the FAA will assist in expanding the U.S. aircraft pilot workforce. The Program aims to provide meaningful educational experiences to stimulate interest and encourage participants throughout the nation to prepare to enter this career field. The Program also

supports activities to facilitate the transition of individuals to careers as aircraft pilots, including members of the armed forces.

5. Program Goals

The Program is to provide grants for eligible projects to support the education and recruitment of future aircraft pilots and the development of the aircraft pilot workforce.

B. Federal Award Information

1. Type of Award and Funding

The Program is a competitive discretionary grant program. The FAA estimates it will make approximately \$9 million available to fund an estimated 9 recipients through this NOFO. A funded project may have a period of performance of 2 years, with a maximum of \$1 million (inclusive of direct and indirect costs).

No less than 20 percent of the total amount funded will be used to carry out a grant program that shall be referred to as the Willa Brown Aviation Education Program. These awards must be carried out in counties containing at least one qualified [opportunity zone](#) as defined in Section 1400Z–1(a) of the Internal Revenue Code of 1986.

2. Number of Awards

The FAA will determine the number of awards depending on the quality and quantity of proposals, but the FAA estimates it will make approximately 9 awards under this announcement. However, the FAA reserves the right to make more, fewer, or no awards. Submission of an application to [Grants.gov](#) is not a guarantee of award. The FAA may, at its discretion, award an entire grant, portions of a grant, or no grant based on an application.

3. Maximum Amount

Any application that exceeds the maximum amount of \$1 million for 2 years funding under this notice will be considered ineligible.

C. Eligibility Information

1. Eligible Applicants

Eligible Applicants

The following types of entities are eligible to apply for this funding opportunity:

- a. Air carrier as defined in [Section 40102 of Title 49, U.S. Code](#);
- b. Entity that holds management specifications under [Subpart K of Part 91 of Title 14](#), Code of Federal Regulations;
- c. Accredited institution of higher education ([20 U.S.C. § 1001](#)), a postsecondary vocational institution, or a high school or secondary school ([20 U.S.C. § 7801](#));
- d. Flight school that provides flight training defined in [Part 61 of Title 14](#), Code of Federal Regulations, or that holds a pilot school certificate under [Part 141 of Title 14](#), Code of Federal Regulations;

- e. Labor organization representing professional aircraft pilots;
- f. Aviation-related nonprofit organization described in Section 501(c)(3) of the Internal Revenue Code of 1986 that is exempt from taxation under Section 501(a) of such code; or
- g. State, local, territorial, or tribal governmental entity.

Individuals are ineligible to apply under this NOFO.

Eligible Projects

Projects that fall into one or more of the below categories will be eligible for award. An eligible project is a project to:

- a. Create and deliver a program or curriculum that provides high school or secondary school students and students of institutions of higher education with meaningful aviation education to become aircraft pilots or unmanned aircraft systems operators, including purchasing and operating a computer-based simulator associated with such curriculum;
- b. Establish or improve scholarship, internship, or registered apprenticeship programs for individuals pursuing employment as a professional aircraft pilot or unmanned aircraft systems operator;
- c. Create and deliver curricula that provide certified flight instructors with the necessary instructional, leadership, and communication skills to better educate student pilots;
- d. Support the transition to professional aircraft pilot or unmanned systems operator careers, including for members and veterans of the armed forces;
- e. Support robust outreach about careers in commercial aviation as a professional aircraft pilot or unmanned system operator, including outreach to populations that are underrepresented in the aviation industry; or
- f. Otherwise enhance or expand the aircraft pilot or unmanned aircraft system operator workforce.

Proof of Eligibility

Applicants must identify how they qualify under NOFO Section C.3 by uploading proof of eligible entity as follows:

- a. An air carrier must provide a copy of its [Part 121](#) or [Part 135](#) FAA-issued certificate.
- b. A fractional ownership entity under Subpart K of Part 91 of Title 14, Code of Federal Regulations, must provide a copy of its FAA-issued MA001—Issuance and Applicability documentation demonstrating the issuance of management specifications under [14 CFR Part 91 Subpart K, Fractional Ownership Operations](#).
- c. A postsecondary vocational institution must provide a copy of its accreditation document.
- d. A high school or other secondary school must provide a copy of either its accreditation document or another valid form of state recognition as an educational institution (e.g., state board of education letter).

- e. Flight schools must provide a copy of their [Part 61](#) or [Part 141](#) FAA-issued certificate.
- f. A labor organization representing aircraft pilots must provide a copy of an IRS-issued organization exemption letter confirming its labor organization status.
- g. An aviation-related nonprofit organization described in Section 501(c)(3) of the Internal Revenue Code of 1986 must provide a copy of an IRS-issued organization exemption letter confirming its nonprofit organization status.
- h. In addition to the above proof of eligibility, all applicants, including, tribal, territorial, state, and local governments, must include in the required abstract a brief statement as to which eligibility category the applicant is applying under and how the applicant qualifies. The FAA reserves the right to validate proof of eligibility. If proof of eligibility is not provided in the application, the applicant will be considered ineligible and will not be considered for funding.
- i. The government does not have the authority to award grants beyond the stated goal of the Program or to entities other than those identified above as eligible entities, nor does the government have the authority to provide scholarships or any form of financial assistance to individual applicants. However, the selected entities may offer scholarship opportunities as a funded activity, consistent with the requirements of the Act. Applicants must ensure (and be prepared to document) that all individuals supporting the proposed project possess the legal ability to work within the United States throughout the period of performance. The government will not award a grant to an applicant who already has an active award with the FAA's Aircraft Pilots Workforce Development Grant Program with a period of performance that will not overlap with the award being granted under this NOFO.

Requirement to use E-Verify to Confirm Employment Eligibility

Unless an exemption applies throughout the period of performance for the award, when hiring any individual for employment in the United States under the "program or activity" that is funded in whole or in part under the award or sub-award, the recipient or sub-recipient must enroll (if not already enrolled) in E-Verify, use E-Verify to confirm employment eligibility of all new hires, and take such steps as may be necessary to ensure the award and sub-award recipient comply with this award term and condition.

2. Cost Sharing or Matching

The Authorizing Legislation does not require cost share or matching contributions for this Program.

3. Other

All applicants must be registered in [SAM.gov](#). Per 2 CFR § 200.206(a)(2), the FAA will check the Federal Awardee Performance and Integrity Information System (FAPIIS). Entities found to be debarred or suspended will automatically be ineligible from participating in the Program.

Partnerships

The FAA encourages applicants to partner with others, such as trainers, consultants, and/or contractors as appropriate to satisfy program goals and to otherwise meet the requirements of the merit criteria. This encouragement includes, without limitation, engaging in partnerships that will enhance an

applicant's ability to reach and include a diverse collection of public and private schools in rural, suburban, and urban areas, and to help the applicant provide more opportunities, assistance, and resources to ensure success and sustainability of the proposed project.

Sub-awards are prohibited under this NOFO.

Each partner may submit a letter of commitment, up to two pages per partner, to the project and a signed formal agreement outlining the responsibilities of each partner. An authorized official from the lead eligible entity must submit the proposal on behalf of the team and officially represent the members for administrative purposes. The fiscal officer identified by the lead entity will be responsible for signing or co-signing the proposal's electronic submission, negotiating the final terms of the award with the FAA Grants Officer, accepting the grant on behalf of the team, and providing official reports, invoices, and related materials as requested.

Multiple Applications

The FAA will accept only one application from an eligible entity serving as a single applicant or as a lead for a partnership. The eligible entity may also participate as a *non-lead* partner on the application(s) of other eligible entities.

An applicant entity must have its own Unique Entity Identifier (UEI) to be eligible.

The FAA will accept only an applicant's last validated electronic submission, under the correct funding opportunity number, before the [Grants.gov](https://www.grants.gov) application due date as the final and only acceptable application.

D. Application and Submission Information

1. Address to Request Application Package

See the instructions in Appendix I, [Grants.gov](https://www.grants.gov) Application Submission and Receipt Procedures, for an address to request an application package.

2. Content and Form of Application Submission

The applicant must complete and submit all required application package forms (see Appendix II, Application Document Checklist) and submit them online at [Grants.gov](https://www.grants.gov) under the NOFO cited herein. Applicants should refer to [Grants.gov](https://www.grants.gov) to access instructions for the current SF-424 and other forms used to create grant application packages in [Grants.gov](https://www.grants.gov). See Appendix II for a complete list of documentation required to be submitted with the narrative.

Be aware that the USDOT may share application information within the department or with other federal agencies if the department determines that sharing is relevant to the respective program's objectives.

File Type

Each attachment must be submitted as a PDF file.

Format

Narratives must be written in English and with U.S. dollars. In addition, the text must be 12 point size, Times New Roman, 1-inch margins, and double-spaced. Page numbers must be placed in the lower right

corner. The proposal must include the headings presented in the following order (see Appendix II – Application Document Checklist) while addressing the merit criteria stated in Section E.

Ensure that each header and/or sub-header is labeled so that sections can be easily segregated, and reviewers can look at the merit of the application before reviewing the cost proposals. Applications not adhering to format requirements may be deemed ineligible.

In addition, there is a combined three-page limit for all charts and tables included in the application.

Mandatory Forms in Required Order (see Appendix II – Application Document Checklist)

Failure to complete and submit any of the forms below may render the application ineligible for an award.

- a. **Application for Financial Assistance Form, SF-424** is used in all federal grant applications. This form collects information, including type of applicant, applicant contact information, type of submission, award request amount, and proposed project dates.
- b. **Project Abstract Summary Form** (use the Standard OMB-approved Project Abstract Summary Form 2.0 in the [Grants.gov](https://www.grants.gov) application package) must include:
 - a. A statement of which eligible applicant category (see Section C) the applicant belongs to.
 - b. A statement of which eligible project category(s) (see Section C) the applicant's project proposal should be considered under.
 - c. A brief overview of the project, including:
 - i. Specific, measurable objectives that the project will accomplish.
 - ii. How the project objectives will be accomplished, i.e., the "who, what, when, where, why, and how" of the project.
- c. **Project Narrative** (Use project narrative attachment form or separate sheet of paper.)
 - a. This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, consistent with forms and attachments, and well-organized so that evaluators can understand the proposed project.
 - b. In accordance with the instructions below, applicants must attach a project narrative file (the "narrative") to their Application for Federal Assistance (SF-424) during the submission to [Grants.gov](https://www.grants.gov) to complete the proposal. As a header, the narrative must include a project title. See Appendix III, Project Narrative Sample Outline, for a sample outline.
 - c. **Project Narrative Cover Letter:** The one-page project narrative cover letter is not included in the 10-page project narrative limit. The cover letter must be on entity letterhead and signed by an authorized official representing the applicant. Applications exceeding the one-page cover letter limit will be considered ineligible.
 - d. **Page Limit:** The maximum length allowed for the project narrative is 10 pages. The

cover letter is not included in this page limit. Applications exceeding the 10-page limit will be considered ineligible.

- e. **Description:** Address evaluation Criteria 1-4 found in Section E. Ensure all acronyms, abbreviations, and initials are spelled out in the description. This description should be organized by evaluation criterion to aid the evaluation team in assigning a rating to each criterion.
 - f. **Applicant information and Coordination with Other Entities:** Identify the name(s) of the primary applicant, any other organization(s) supporting the proposed project, and any volunteers supporting the proposed project, and include any organizations to be funded by the lead entity. Describe activities to be conducted in cooperation with all entities involved.
 - g. **Conflict of Interest (COI):** If the participation of the primary applicant, a member of a proposed team, or an organization supporting the proposed project results in a real or perceived COI, the applicant must provide a detailed explanation of how the risk will be mitigated or eliminated. The FAA reserves the right to disqualify any applicant whose approach does not sufficiently mitigate the real or perceived COI. If no COI exists, a statement to that effect should be included.
- Pursuant to USDOT workforce development discretionary grant priorities, applicants must address how their project will create good-paying jobs with free and fair choice to join a union; promote investments in high-quality workforce development programs with supportive services to help train, place, and retain people in good-paying jobs or registered apprenticeship, with a focus on women, people of color, and others that are underrepresented in infrastructure jobs (people with disabilities, convictions, etc.); and change hiring policies and workplace cultures to promote the entry and retention of underrepresented populations. Applicants should address how the project promotes local inclusive economic development and entrepreneurship, such as the use of disadvantaged business enterprises, minority-owned businesses, women-owned businesses, or 8(a) firms, and does not unfairly restrict workforce mobility or foreclose competitive job opportunities.

d. Budget (SF-424A, Non-Construction Programs)

- a. Complete SF-424A, Budget Information for Non-Construction Programs form, that describes direct and indirect costs associated with a particular project. The budget is for the entire period of performance and must not exceed the maximum of \$1 million for 2 years (inclusive of direct and indirect costs). A budget exceeding \$1 million for 2 years will be considered ineligible.
- b. **Grant Funds, Sources, and Uses of Project Funds:** Project budgets should show how different funding sources will share in each activity and present the data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for, has been awarded, or intends to use. Funding sources should be grouped into three categories: non-Federal, current application Aircraft Pilots Workforce Development Grant Program, and other Federal with specific amounts for each funding source.”

- c. **Indirect Costs:** The FAA accepts all federal negotiated indirect cost rates in accordance with [Code of Federal Regulations](#) contingent upon the applicant attaching proof of agreement with the relevant cognizant agency to the grant application per [Code of Federal Regulations](#). When an indirect cost rate is negotiated, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgment that the applicant is accepting a lower rate than allowed. Any non-federal entity that has never received a negotiated indirect cost rate (except a governmental department or agency unit that receives more than \$35 million in direct federal funding) may elect to charge a *de minimis* rate of 10 percent of modified total direct costs (MTDC), which may be used indefinitely. If chosen, this methodology must be used consistently for all federal awards until the non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.
- e. **Budget Narrative** (Use budget narrative attachment form or separate sheet of paper.)
 - a. The budget narrative must describe by line item all proposed expenditures, including identification of any other existing or anticipated financial resources or unmet funding needs, beyond this request to the FAA. Proposed expenditures required to be itemized include costs related to contracts/sub-awards. Costs must be justified in the narrative description.
 - b. If the applicant includes any non-federal funds in support of the project, these costs must be identified and separated from federal funds.
 - c. **Two-page limit.** The limit for the budget narrative is two pages. Applications exceeding this limit will be considered ineligible.

3. Unique Entity Identifier and System for Award Management (SAM)

All applicants for federal financial assistance must be registered in the System for Award Management (SAM) register in [Grants.gov](#). The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM registration at least once per year to maintain an active status. Therefore, it is critical to check your registration status well in advance of application deadlines. Information on how to register with SAM is available at: [SAM.gov](#)

Each applicant, unless excepted from those requirements under [2 CFR 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the FAA under [2 CFR 25.110\(d\)](#), is required to:

- a. Be registered in [SAM.gov](#) before submitting an application.
- b. Provide a valid unique entity identifier in the application.
- c. Maintain an active [SAM.gov](#) registration with current information when an active federal award or an application or plan is under consideration by the FAA. The applicant also must state that the FAA may not make a federal award to an applicant until the applicant has

complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time the FAA is ready to make a federal award, the FAA may determine that the applicant is unqualified to receive a federal award and use that determination as a basis for awarding a grant to another applicant.

- d. To be eligible for an award, all applicants must complete the financial assistance representations and certifications (reps and certs) section as part of their required registration in [SAM.gov](https://sam.gov). The grants certifications are a set of certifications and representations required in accordance with the grants guidance under Title 2 of the Code of Federal Regulations ([2 CFR 200.209 Certifications and Representations](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200/subpart-B/section-200.209)). Those who intend to apply for or are already recipients of federal grants or agreements must read and agree to the corresponding certifications and representations. All applicants are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

4. Submission Dates and Times

Applications are due by February 5, 2025, 11:59 p.m. Eastern time. The applicant is responsible for allowing enough time to meet the [Grants.gov](https://grants.gov) application requirements stated at the time of this posting and to adhere to submission deadlines. [Grants.gov](https://grants.gov) will not accept applications after the due date and time. No other means of submission will be accepted.

5. Intergovernmental Review

An application under this NOFO is not subject to state review under Executive Order 12372.

6. Funding Restrictions

- a. **Pre-Award Costs:** The FAA will not reimburse any pre-award costs or application preparation costs.
- b. **Construction and Research Activities:** The FAA will not reimburse for facility construction in [2 CFR Part 200 \(2 CFR § 200.439\)](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200/subpart-B/section-200.439) or research activities.
- c. **Field Trips:** Field trips are permissible, but costs should be kept to a minimum. Field trip-related expenses must be reflected in the budget and budget narrative using standard government rates, which can be located at [GSA](https://www.gsa.gov)
- d. **Equipment:** Grant funds may not be used to purchase and/or lease heavy equipment, such as manned aircraft, that cost \$100,000 or more.
- **Lobbying and Litigation:** Funds may not be used for lobbying or litigation.
- **Unfair restrictions:** Funds may not be tied to any contract terms such as noncompete clauses, debt obligations, or training repayment assistance programs that unfairly restrict workforce mobility or foreclose competitive job opportunities.
- **Disallowed Costs:** This list is not all-inclusive and applicants should refer to [2 CFR Part 200](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200) for other disallowed costs. The FAA will not reimburse any costs disallowed or defined as unallowable in [2 CFR Part 200](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200) or herein.
 - a. Materials to build an aircraft

- b. Storage costs
- c. Tables and tablecloths
- d. Chairs
- e. Apparel or clothing
- f. Purchase of non-U.S. equipment per information in Section F.2, Administrative and National Policy Requirements

7. Other Submission Requirements

Applications must be submitted to [Grants.gov](https://www.grants.gov). See Appendix I of this announcement for detailed instructions on how to submit applications to [Grants.gov](https://www.grants.gov).

E. Application Review Information

1. Criteria

Applications will be evaluated on the following merit criteria. Applicants must respond to each criterion in the project narrative (Appendix III, Project Narrative Sample Outline) in the order presented below.

- a. **Criterion 1 – Project Plan (up to 30 points)** The extent to which the applicant has a clear and achievable plan to carry out the proposed project by including, without limitation, a clear and well-organized description of the planned activities, objective(s), performance goals and measures as shown below:
 - a. Concrete steps will show how the entity will implement the proposed project to meet the goals of this NOFO. The work plan describes the program performance goals, objectives, and measures; elaborates on key partners; lists deliverables; and assigns staff and timeframes to complete programmatic activities within the project period. Performance goals and objectives must be specific, measurable, achievable, realistic, and time-framed. See Appendix IV for a sample format.
 - b. Roles and responsibilities to be undertaken by the applicant and partners, as applicable, for the work to be performed.
 - c. A description of the proposed curriculum. The proposed project may use an applicant's existing training curriculum, provided that such curriculum is consistent with the eligibility requirements set forth herein if applicable.
 - d. Provides a plan for project sustainability after the period of federal funding ends.
- b. **Criterion 2 – Applicant Resources and Capabilities (up to 20 points)** The extent to which the applicant has organizational capacity to carry out the proposed project plan by demonstrating that sufficient facilities, equipment, and human and fiscal resources are available to provide for participant and teacher/instructor recruitment, academic and career counseling, public outreach activities, and otherwise demonstrating that sufficient resources are available to

achieve program goals as shown below:

- a. Describes the Project Director's position, role, and contribution to project costs, the latter referencing the percentage of working hours dedicated to the project and overall compensation (including in-kind benefits).
 - b. Deployment of an accounting system with the ability to track federal grant funds. An adequate accounting records system will separate the receipts and payments of a federal grant from the receipts and payments of their organization's other activities.
 - c. Written accounting policies and procedures, in accordance with [2 CFR Part 200](#), and adequate internal controls.
 - d. A record of past activities and programs, which enhance the applicant's capacity to carry out the proposed project.
- c. **Criterion 3 – Project Impact (up to 30 points)** The extent of an applicant's proposed project will support the education and recruitment of future aircraft pilots and the development of the aircraft pilot workforce below:
- a. Provides projected number of participants, trainees, and/or other individuals who will participate in the program.
 - b. Maps the benefits and outcomes of the proposed project to the program goals.
 - c. Provides projected number of trainees that will move into postsecondary education, registered apprenticeship, or employment depending on the goal of the project.
 - d. Describes proposed partnerships and collaborative strategies, which will promote the program goals.
 - e. Demonstrates how the project will attract and retain participants from communities underrepresented in the industry, including in disadvantaged geographic areas and rural communities, and counties within a qualified [opportunity zone](#) as defined in Section 1400Z-1(a) of the Internal Revenue Code of 1986.
 - f. Address the workforce needs of rural and regional airports.
 - g. Strengthens aviation programs at a minority serving institution (as described in Section 371(a) of the Higher Education Act of 1965 ([20 U.S.C. 1067q\(a\)](#)), a public institution of higher education, or a public postsecondary vocational institution.
 - h. Provides information on the quality and type of jobs for which education and training is intended through this project, including whether jobs have the free and fair choice to join a union.
- d. **Criterion 4 – Project Administration and Monitoring (up to 20 points)** The extent to which the applicant has demonstrated a plan to control administrative expenses and described how the project activities will be monitored, assessed, and documented to determine the extent to which performance goals and metrics will be achieved as shown below:
- a. Measure and monitor project success. Identify method of tracking.

- b. Self-evaluate performance. This evaluation includes a description of the evaluation plan, including necessary components (descriptions of the inputs, key processes, variables to be measured, expected outcomes of the funded activities, and how key measures will be reported), as well as a description of how the organization will collect data in such a way that allows for accurate and timely reporting, and program needs/gaps to be filled.

2. Review and Selection

Initial Screening

Applications will go first to the Grants Officer to confirm that the applicant meets the eligibility requirements of Section C, Eligibility Information, and has all of the items specified in Section D, Application and Submission Information, in the proper format and within the page limits. If an application does not meet these requirements, the Grants Officer may deem the application ineligible. As noted above, all applicants must be registered in [SAM.gov](https://www.sam.gov).

Furthermore, an application will be considered eligible by meeting the following requirements:

- a. Active Unique Entity Identifier (UEI). A UEI is required for [Grants.gov](https://www.grants.gov) registration. The UEI is used for tracking and to validate the address and point of contact information for federal assistance applicants, recipients, and sub-recipients. Register your entity or get a UEI at [SAM.gov](https://www.sam.gov).
- b. Registered in the SAM. All applicants for federal financial assistance must be registered in the [SAM.gov](https://www.sam.gov) to be able to register in [Grants.gov](https://www.grants.gov). The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM registration at least once per year to maintain an active status. Therefore, it is critical to check the registration status well before application deadlines. Information about how to register with SAM is found at [SAM.gov](https://www.sam.gov).
- c. No debarment or suspension. Entities found to be debarred or suspended will be automatically considered ineligible from participating in the Program.

Application Review

As further discussed below, if an application passes the initial screening discussed above, the application will then be reviewed by the Technical Evaluation Team. The evaluation and review are intended to assure the selecting official that each proposal being considered for an award meets or exceeds the criteria presented by the FAA in this NOFO and mandated by Congress.

The FAA reserves the right to use outside expertise to evaluate applications.

Under Section 4.5.1.2 (Applicant Risk) of the USDOT Guide to Financial Assistance, [2 CFR § 200.206](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-B/part-200/subpart-200.206), and applicable law, the government is required to assess information about an applicant to evaluate the risks before an applicant receives an award. After technical review and before award recommendations, the FAA may consider, without limitation and when applicable, the following factors for applicant eligibility:

- a. Designated integrity and history of performance of past federal awards through SAM and

FAPIS (see [41 U.S.C. § 2313](#)). Per the guidelines on government-wide suspension and debarment in [2 CFR § 180](#), the government will confirm that the recipient and any named partners are not debarred, suspended, or otherwise excluded from or ineligible for participation in federal programs or activities.

- b. Reports and findings from audits performed under Subpart F of [2 CFR Part 200](#) or the reports and findings of any other available audits.
- c. The applicant's ability to implement statutory, regulatory, or other requirements imposed on non-federal entities.
- d. Potential conflicts of interest. The applicant must disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity according to applicable federal awarding agency policy [2 CFR § 200.112](#).
- e. Any potential risks posed by the applicant's budget.

The FAA reserves the right to request more information, including financial information, as necessary to assess financial stability.

As noted above, the FAA reserves the right to reject an application if the FAA finds, at its sole discretion, that an applicant presents an unacceptable level of risk based on the findings of this risk assessment. Additionally, if risks are identified but can, in the FAA's sole discretion, be sufficiently mitigated through the inclusion of special terms and conditions in the grant agreement or otherwise, the FAA reserves the right to proceed with an award subject to any other terms and conditions it deems appropriate.

Technical Evaluation Review

The Technical Evaluation Team will evaluate each application against each of the merit criteria in Section E1.

Based on the strengths, weaknesses, and risks identified, the team will assign an adjectival rating to each merit criterion as found in the adjectival rating table below.

The technical evaluation adjectival rating will be one factor among several in the ultimate selection of awardees.

Adjectival Rating

Adjectival Rating	Definition
Exceeds Standards	The applicant's proposal responds to the merit criteria and demonstrates a thorough understanding of the goals of the Program. In addition, the applicant's proposal exceeds the merit criteria in a manner that benefits the goals of the program. The applicant's response exceeds the standard requirements for a "meets standard" rating. The combined impact of the strengths outweigh the combined impact of any weaknesses and/or risks. Weaknesses and/or risks, if any, have minimal impact.

Meets Standards	The applicant's proposal responds to the merit criteria and demonstrates an understanding of the goals of the Program. The applicant's proposal meets the merit criteria. There may be several weaknesses and/or risks, however, the combined impact of any strengths is almost equal to the combined impact of any weaknesses and/or risks.
Below Standards*	The applicant's proposal inadequately responds to the merit criteria. Therefore, the applicant's proposal is inadequate. The proposal fails to demonstrate a satisfactory understanding of the goals of the Program. The combined impact of any weaknesses and/or risks outweigh the combined impact of any strengths.

*An applicant that receives an overall adjectival rating of below standards will not be considered for selection.

Merit Criterion Points

Criterion 1 – Project Plan	Below Standards = 20 points	Meets Standards = 25 points	Exceeds Standards = 30 points
Criterion 2 – Applicant Resources and Capabilities	Below Standards = 10 points	Meets Standards = 15 points	Exceeds Standards = 20 points
Criterion 3 – Project Impact	Below Standards = 20 points	Meets Standards = 25 points	Exceeds Standards = 30 points
Criterion 4 – Project Administration	Below Standards = 10 points	Meets Standards = 14 points	Exceeds Standards = 20 points
Total:			

Overall Ratings

Overall Adjectival Rating	Total Points
Exceeds Standards	100-80
Meets Standards	79-61
Below Standards*	60-0

*An applicant that receives an overall adjectival rating of below standards will not be considered for

selection.

The adjectival ratings will be evaluated using the following definitions for strengths, weaknesses, and risks:

Definitions

Strength	An aspect of an application that has merit or exceeds the requirements of the merit criteria and that would enhance the likelihood of the applicant successfully carrying out the proposed project, education and recruitment of future aircraft pilots and the development of the aircraft pilot workforce.
Weakness	An aspect of an application that would negatively impact the likelihood of the applicant successfully carrying out the proposed project or that fails to meet the requirements for award.
Risk	An aspect of an application that presents an uncertainty as to the ability of the applicant to successfully carry out the proposed project.

The initial screening and technical evaluation review are intended to ensure the Grants Officer recommends a grant award to the selecting official in accordance with the criteria and considerations in this NOFO and mandated by Congress. The maximum score any application can receive is 100 points. The minimum acceptable score will be 61 points. Only those applications that meet or exceed the minimum acceptable score will be considered for funding. Note that a score of 61 or more does not guarantee that the applicant will receive an award. Also, note that the ultimate technical evaluation assessment is the adjectival rating determined by the numerical score rather than the numerical score itself.

If the FAA does not award an applicant because the Grants Officer determines that the applicant failed to meet the minimum qualification standards as described in [2 CFR § 200.206](#), the FAA will report that determination in FAPIIS. Applicants found to be in violation of federal statutes or to have previous disbarments will automatically be considered ineligible.

Other Review Considerations

After the technical evaluation review, the FAA may consider programmatic factors to make selections

that meet the goals and objectives of the Program, including the availability of funds. Furthermore, the FAA seeks a balanced award selection and considers diverse factors, such as but not limited to the type of applicant institution and the following other factors before final selection:

- a. Whether a project is in a qualified opportunity zone designated pursuant to [26 U.S.C. § 1400Z-1](#).
- b. Whether a project assures to:
 - a. Use grant funds to encourage the participation of populations that are under-represented in the aviation industry, including those in economically disadvantaged geographic areas and rural communities.
 - b. Address the workforce needs of rural and regional airports.
 - c. Strengthen aviation programs at a minority-serving institution (as described in [Section 371\(a\) of the Higher Education Act of 1965 \(20 U.S.C. 1067q\(a\)\)](#), a public institution of higher education, or a public postsecondary vocational institution.
- c. The geographic distribution throughout the United States and its territories of the activities of the collective group of awarded proposals.
- d. Consistent with the [Rural Opportunities to Use Transportation for Economic Success \(ROUTES\)](#) initiative, the USDOT recognizes that rural transportation networks face unique challenges. To the extent that those challenges are reflected in the merit criteria listed in this section, the USDOT will consider how the activities proposed in the application will address those challenges, regardless of the location of those activities.

Award Decision

Based on the overall adjectival rating assigned by the Technical Evaluation Team, and after accounting for the other considerations in this NOFO for award, the Grants Officer shall recommend applications for award to the selecting official, who will finally decide the award.

3. Federal Share Greater Than the Simplified Acquisition Threshold *[Required, if applicable]*

The FAA, before making a federal award with a total amount of federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (see [41 U.S.C. 2313](#)).

An applicant may review and respond to any information entered by the federal awarding agency in the designated integrity and performance systems accessible through SAM.

The FAA will consider applicant comments, in addition to the other information in the designated integrity and performance system, in judging the applicant's integrity, business ethics, and record of performance under federal awards when reviewing the risk posed by applicants as described in [2 CFR 200.206](#).

4. Anticipated Announcement and Federal Award Dates

The FAA expects to announce and award the grant recipients in the fourth quarter of FY 2025, which is

July 1 to September 30.

F. Federal Award Administration Information

1. Federal Award Notices

Selection Notification

- a. The FAA Grants Officer will notify the recipient's fiscal officer or designated point of contact when selected for award. The Grants Officer will sign and send award documents to the official responsible for acting on behalf of the applicant named as the designated point of contact in the proposal.
- b. The Grants Officer is the individual authorized by the acquisition executive to commit the FAA to a course of action and bind the FAA to the expenditure of funds. Expenses incurred during proposal preparation are not reimbursed. The officially signed grant award, when executed, is the authorizing document that enables the recipient to begin the agreed-upon activities.
- c. Awards made under this Program are subject to the [2 CFR Part 200](#) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The terms and conditions will be incorporated into the award. Receipt of funds is contingent on the awardee executing the government's award agreement.

Non-Selection Notification

The FAA Grants Officer will notify applicants who were not selected and those who are ineligible, via email as soon as possible after the determination.

2. Administrative and National Policy Requirements

The applicant must adhere to all local, state, and federal laws and directives, including national policies identified in form SF-424B, Assurances Non-Construction, and those outlined in the updated Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. To review [2 CFR Part 200](#), last updated November 7, 2022, visit the [Electronic Code of Federal Regulations](#).

Furthermore, see Appendix V, Uniform Administrative Requirements, for additional important policy statements.

As expressed in Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to the domestic preference requirement, including all applicable federal and FAA Buy America provisions. The USDOT expects all applicants to comply with this requirement.

3. Reporting

The following metrics are examples of what will be used in measuring relevant outcomes for the Program. The FAA reserves the right to request other information and metrics from a grantee to ensure that performance is aligned with the program goals and requirements.

- a. **Recruitment and Outreach:** Efforts designed to increase awareness of anticipated gaps in the aviation industry's labor pool and encourage the participation in the grantee's program(s). Identify plans to allow participation from a diverse collection of public and private schools in rural, suburban, and urban areas. Document the activities, number and location of recruitment events, and number of attendees.
- b. **Registration and Retention:** Number of those enrolled in the proposed program(s) and/or activities as measured by program registration and attendance by the population.
- c. **Program Completion:** Number of participants completing the curriculum.
- d. **Certification:** Number of participants completing the application or certification requirements necessary to become licensed aircraft pilots, aerospace engineers, or unmanned aircraft systems operators.

The grant recipient is responsible for complying with the reporting requirements for eligible participants of FAA-funded projects during the term of the period of performance, as applicable to the project. The grant recipient will submit this information electronically with required quarterly and final reports.

Quarterly Reports

At the discretion of the FAA Grants Officer, a quarterly report will be required. It must provide a narrative to include but not be limited to: noteworthy activities or events performed during the period; a summary of accomplishments; sources of all funds and other contributions generated; fiscal expenditures; performance metrics by the recipient; obstacles and problems encountered, and remedies or proposed solutions; and a financial statement of funds expended to date to show progress.

Quarterly progress reports must include the following details about the relevant milestones and goals:

- a. Detailed accounting of the activities conducted, including activities of team members and number of participants reached during the reporting period
- b. Plans for accomplishments in the next reporting period
- c. Problems or delays that the recipient has experienced
- d. Updated SF-425, Federal Financial Report 4040-0014, and SF-425A, Federal Financial Report Attachment, to document expenditures and the status of funds

Final Closeout Report

The grant recipient must prepare and electronically submit the grant closeout report to the FAA Grants Officer within 120 days after the end of the grant award period of performance. The fully inclusive closeout report must document all progress, performance metrics, and the final invoice with the federal financial report (SF-425). If a grant recipient does not expend the grant funds, the remaining amount will be de-obligated within 120 days of the end of the period of performance as part of the closeout activities in accordance with the [Grants Oversight and New Efficiency \(GONE\) Act](#).

G. Federal Aviation Administration Contact

FAA Official Point of Contact:	Alicia Joynes, Grants Program Analyst Procurement Services and Grants Management Division Email: AWD-Grants@faa.gov
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Agency Contact

The applicant should include on the Application for Federal Assistance, SF-424, the contact information of a direct employee authorized to act on behalf of the organization. The FAA will use this information to contact applicants as necessary throughout the competition and to inform parties of award determination. Applicants must provide an email address and a telephone number for themselves, each team member, and all key personnel.

Applicants and the FAA may communicate throughout the application and selection timeframe, at the FAA's sole discretion, to ensure a mutual understanding of all aspects of this Program and the applicant's submission. Information disclosed through oral or written communication with an applicant may be considered in the evaluation of an applicant's submittal(s). The FAA reserves the right to communicate with all applicants, specific applicants, or no applicants. Communication with one applicant does not necessitate communication with other applicants.

Grants Officer

Questions regarding budgeting, i.e., questions related to the SF-424A, related to this announcement should be directed to the Grants Officer via email at AWD-Grants@faa.gov.

Note that other than the FAA Grants Officer, FAA and USDOT employees and support staff are forbidden from discussing or taking questions regarding technical issues, the competition, or any matters related to the competition or selection.

Questions

Questions about general information contained in this announcement should be sent via email to AWD-Grants@faa.gov before the closing date of this announcement. To the extent possible and at the sole discretion of the FAA, the FAA will respond to inquiries. Answers will be posted on the frequently asked questions page, which can be found on the AWD [website](#).

H. Other Information

A related NOFO is being released for the Aviation Maintenance Technical Workers Workforce Development Grant Program. The same entity may apply to both NOFOs. Visit the FAA Workforce Development Grant Program [website](#) for more information about grant opportunities.

The federal government is not obligated to make any federal award as a result of this announcement.

Appendix I – Grants.gov Application Submission and Receipt Procedures

This section provides the application submission and receipt instructions for Federal Aviation Administration (FAA) program applications. Read the following instructions carefully and completely.

1. Electronic Delivery

The FAA is participating in the [Grants.gov](https://www.grants.gov) initiative to provide the grant community with a single site to find and apply for grant funding opportunities. The FAA encourages applicants to submit their applications online through [Grants.gov](https://www.grants.gov).

2. How to Register to Apply through Grants.gov

a. *Instructions:* Carefully read the instructions below about registering to apply for FAA funds. Applicants should prepare the information requested before registering. Reviewing and assembling the required information before registering will alleviate last-minute searches for required information.

Organizations must have an active System for Award Management (SAM) registration, which provides a unique entity identifier (UEI), and [Grants.gov](https://www.grants.gov) account to apply for grants. If individual applicants (those submitting on their own behalf) are eligible to apply for this funding opportunity, they need only refer to steps 2 and 3 below.

Creating a [Grants.gov](https://www.grants.gov) account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not affect the entity's ability to meet required application submission deadlines.

Organization registration instructions can be found on [Grants.gov](https://www.grants.gov)

1) *Register with SAM:* All organizations (entities) applying online through [Grants.gov](https://www.grants.gov) must register with [SAM.gov](https://www.sam.gov). Failure to register with SAM will prevent your organization from applying through [Grants.gov](https://www.grants.gov). SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: [SAM.gov](https://www.sam.gov)

2) *Create a [Grants.gov](https://www.grants.gov) account:* The next step is to register an account with [Grants.gov](https://www.grants.gov). Follow the on-screen instructions provided on the registration page.

3) *Add a profile to a [Grants.gov](https://www.grants.gov) account:* A profile in [Grants.gov](https://www.grants.gov) corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant submitting on their own behalf. If you work for or consult with multiple organizations, you can have a profile for each organization under one [Grants.gov](https://www.grants.gov) account. In such cases, you may login to one [Grants.gov](https://www.grants.gov) account to access all your grant profiles. To add an organizational profile to your [Grants.gov](https://www.grants.gov) account, enter the UEI (unique entity identifier) for the organization in the UEI field. If you are an individual applicant submitting on your own behalf, you do not need a UEI to add the profile. For more detailed instructions about creating a profile refer to [Grants.gov](https://www.grants.gov).

4) *EBiz POC authorized profile roles:* After you register with [Grants.gov](https://www.grants.gov) and create an organization applicant profile, the applicant's request for [Grants.gov](https://www.grants.gov) roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to [Grants.gov](https://www.grants.gov) and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile refer to [Grants.gov](https://www.grants.gov).

5) *Track role status*: To track your role request, refer to [Grants.gov](https://www.grants.gov):

b. *Electronic signature*: When applications are submitted through [Grants.gov](https://www.grants.gov), the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC of the organization **must** authorize people who can make legally binding commitments on behalf of the organization as a user with the AOR role. **This step is often missed, and it is crucial for valid and timely submissions.**

3. How to Submit an Application to FAA via Grants.gov

[Grants.gov](https://www.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 webforms within an application. For each Funding Opportunity Announcement (FOA), you can create individual instances of a workspace.

For an overview of applying on Workspaces, refer to [Grants.gov](https://www.grants.gov):

1) *Create a workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *Complete a workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. *Adobe Reader*: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives and then accessed through Adobe Reader.

Note: Visit the Adobe Software Compatibility page on [Grants.gov](https://www.grants.gov) to download the appropriate version of the software.

b. *Mandatory fields in forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 fields first*: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

3) *Submit a workspace*: An application may be submitted through Workspace by clicking the sign and submit button on the Manage Workspace page under the Forms tab. [Grants.gov](https://www.grants.gov) recommends submitting your application package at least 24-48 hours before the closing date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace submission*: After successfully submitting a Workspace application, a [Grants.gov](https://www.grants.gov) Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the

tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to [Grants.gov](https://grants.gov):

Applicant support: [Grants.gov](https://grants.gov) provides applicants 24/7 support by calling 1-800-518-4726 and via email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the [Grants.gov](https://grants.gov) support center and get a ticket number. The support center ticket number will assist the FAA with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

a. *Online submission.* All applications must be received by 11:59 p.m. Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by [Grants.gov](https://grants.gov). An electronic date/time stamp is generated within the system when the application is successfully received by [Grants.gov](https://grants.gov). The applicant with the AOR role who submitted the application will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXX) from [Grants.gov](https://grants.gov) with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and [Grants.gov](https://grants.gov) tracking number in an email serving as proof of timely submission.

When the FAA retrieves the application from [Grants.gov](https://grants.gov), and acknowledges the download of submissions, [Grants.gov](https://grants.gov) will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that [Grants.gov](https://grants.gov) receives your application. Applications received by [Grants.gov](https://grants.gov) after the established due date for the program will be considered late and will not be considered for funding by the FAA.

Applicants using unreliable internet connections should be aware that the process of completing the workspace can be slow. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

[Grants.gov](https://grants.gov) will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role attempting to submit the application.

Appendix II – Application Document Checklist

Reminders:

- ☐ [SAM.gov](https://sam.gov) active registration
- ☐ UEI number

Standard Forms:

- ☐ Application for Federal Assistance (SF-424) Standard Form (required)
- ☐ Project Narrative Attachment Form (required): Cover letter on applicant entity letterhead signed by authorized official, narrative addressing merit review Criteria 1-4. (See Appendix III - Project Narrative Sample Outline, for sample format.) The project narrative is limited to 10 pages. The cover letter is limited to one page, which is not included in the project narrative page limit.
- ☐ SF-424A Budget Information for Non-Construction Programs Standard Form (required)
- ☐ Budget Justification Narrative Attachment Form (required): Two-page limit
- ☐ Project Abstract Summary Standard Form 2.0 (required)
- ☐ Project/Performance Site Location(s) Form (required)
- ☐ Key Contacts Standard Form (required)
- ☐ Lobbying Standard Form: Certification regarding lobbying (required)

Attachments Form:

- ☐ Proof of eligibility (required) (see Section C – Eligibility Information)
- ☐ Letters of commitment and agreement for partnerships (optional, if applicable): Provide any documents that describe working relationships between your organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual or other agreements should describe the roles of the contractors and any deliverables. Make sure any letters of agreement are signed and dated. It is not necessary to include the entire agreements as long as the included document provides the information that relates to the requirements of the NOFO.
- ☐ Indirect Cost Rate Agreement (optional, if applicable). Give detailed information. Note that it must be consistent with the approved budget. Look at this [website](#) with the regulation for guidance.

Note: Failure to include all required documents as part of the application may result in an application being considered incomplete or ineligible. All forms and instructions can be downloaded from [Grants.gov](https://grants.gov). The applicant will complete and upload documents to the associated forms in the [Grants.gov](https://grants.gov) package and use the attachment form to upload all other documents. **Documents uploaded to the attachments form must include the related document name.** The FAA is not equipped to provide technical assistance for the [Grants.gov](https://grants.gov) application.

Appendix III - Project Narrative Sample Outline

10-page limit

Project Narrative (Insert project name.)

Proposal (Insert introduction.)

Criterion 1 – Project Plan (up to 30 points)

The narrative for this criterion should clearly illustrate the following:

- Description: Demonstrate a clear, achievable, and well-organized project description to carry out the proposed project.
- Work plan: Provide a comprehensive work plan that demonstrates through concrete steps how the entity will implement the proposed project to meet the goals of this NOFO.
- Goals and Objectives: Describe project goals and objectives. Performance goals and objectives must be specific, measurable, achievable, realistic, and time-framed
- Schedule activities: Describe planned activities.
- Performance goals and measures: Describe the work to be performed.
- Roles and responsibilities: Describe the role and responsibilities in terms of what will be undertaken by the lead entity and partners, as applicable.
- Curriculum: Describe the proposed curriculum for the proposed project
- Sustainability plan: Describe the plan for project sustainability after the project of federal funding ends.

Criterion 2 – Applicant Resources and Capabilities (up to 20 points)

The narrative for this criterion should clearly illustrate the following:

- Demonstrate sufficient facilities, equipment, and human and fiscal resources to provide student and teacher/instructor recruitment, academic and career counseling, and public outreach, and otherwise demonstrate that sufficient resources are available to achieve program goals.
- Describe the Project Director's position, role, description, and contribution to project indirect costs, the latter referencing the percentage of time working hours dedicated to the project's overall compensation (including in-kind benefits).
- Demonstrate deployment of an accounting system with the ability to track federal grant funds. An adequate accounting records system will separate the receipts and payments of a federal grant from the receipts and payments of the organization's other activities.
- Describe written accounting policies and procedures, in accordance with [2 CFR Part 200](#), and adequate internal controls.

- Provide example(s) of past activities and programs that enhanced the capacity to carry out the proposed project.

Criterion 3 – Project Impact (up to 30 points)

The narrative for this criterion should illustrate the following:

- The project supports the education and recruitment of future aircraft pilots and the development of the aircraft pilot workforce in the United States and U.S. territories.
- Provides projected number of participants, trainees, and/or other individuals who will participate in the program.
- Maps the benefits and outcomes of the proposed project to the program goals.
- Provides projected number of trainees that will move into postsecondary education, registered apprenticeship, or employment depending on the goal of the project.
- Describes proposed partnerships and collaborative strategies, which will promote the program goals.
- Demonstrates how the project will attract and retain participants from communities underrepresented in the industry, including in disadvantaged geographic areas and rural communities, and counties within a qualified [opportunity zone](#) as defined in Section 1400Z–1(a) of the Internal Revenue Code of 1986.
- Address the workforce needs of rural and regional airports.
- Strengthens aviation programs at a minority serving institution (as described in Section 371(a) of the Higher Education Act of 1965 ([20 U.S.C. 1067q\(a\)](#)), a public institution of higher education, or a public postsecondary vocational institution.
- Provides information on the quality and type of jobs for which education and training is intended through this project, including whether jobs have the free and fair choice to join a union.

Criterion 4 – Project Administration and Monitoring (up to 20 points)

The narrative for this criterion should illustrate the following:

- Demonstrate an achievable plan to control administrative expenses.
- Describe how project activities will be monitored, assessed, and documented to determine the extent to which performance goals and metrics will be achieved.
- Demonstrate how success will be measured and monitored.
- Identify a method of tracking.
- Describe how the applicant will self-evaluate the lead’s performance on this project and how success will be determined. This description will have an evaluation plan, including necessary components (descriptions of the inputs, key processes, variables to be measured,

expected outcomes of the funded activities, and how key measures will be reported), as well as a description of how the organization will collect data for accurate and timely reporting, and how program needs/gaps will be filled.

Appendix IV – Sample Work Plan

Sample Work Plan Template

This is a sample work plan template. It is provided as one example of the type of work plan required in grant applications for the FAA's Aviation Workforce Development program. Other types are acceptable. The requirement is listed in the funding opportunity announcement.

Goal:

Measurable Outcome(s):

Major Objectives	Key Tasks	Person Responsible	Start Date (By Month/Year in Project Cycle)	End Date (By Month/Year in Project Cycle)
1.				
2.				
3.				
4.				
5.				
6.				

Appendix V – Uniform Administrative Requirements

The FAA will adhere to all national policies identified in required form SF-424B, Assurances Non-Construction, and further adhere to all guidelines for federal assistance programs outlined in the updated [2 CFR Part 200](#): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. To review, visit [2 CFR Part 200](#).

Notable Clauses:

[§ 200.111 English language.](#)

(a) All federal financial assistance announcements and federal award information must be in the English language. Applications must be submitted in the English language and use U.S. dollars.

[§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.](#)

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115–232](#), Section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the director of the National Intelligence or the director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115–232](#), Section 889, Subsection (f), Paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions, and organizations as

is reasonably necessary for those affected entities to transition from covered communications equipment and services to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See [Public Law 115–232](#), Section 889 for more information.

(d) See also [§ 200.471](#).

Data Rights: The recipient must make available to the FAA copies of all work developed in performance with the grant, including but not limited to software and data. Data rights under the grant agreement shall be in accordance with [2 CFR § 200.315 Intangible property](#).

Key Personnel: Pursuant to [2 CFR § 200.308 \(c\)\(2\) Revision of budget and program plans](#), the recipient must request prior written approval from the Grants Officer for changes in the key personnel specified in the proposal.

Pre-award Activities: If necessary and at the FAA’s sole discretion, the FAA Grants Officer may review activities and associated costs with the applicant’s fiscal officer and negotiate changes before the award, consistent with this NOFO and the authorizing legislation.

Designation as Research or Non-Research Agreement: The grant award is designated as non-research.

Glossary

Audit Report: The documentation following examination of records provided by an authorized official responsible for fiscal review of monetary and non-monetary matters relating to grant(s) to identify problems (if applicable), report findings, and provide remedies and recommendations for corrective action to prevent future recurrence.

Authorizing Legislation: A law passed by Congress that establishes or continues a grant program.

Authorized Representative or Fiscal Officer: The official designated by the grant recipient having the authority to sign official documents and commit the entity to enter into agreements and comply with all provisions in the grant award instrument.

Budget Narrative: Describes and justifies the information in the detailed budget, SF-424A, submission explaining requests for travel, equipment, personnel costs, etc.

Detailed Budget: The SF-424A is a form in a proposal that describes the direct and indirect costs associated with a particular project. This form is generally accompanied by a narrative, which justifies proposed expenses.

Evaluation Criteria: Criteria against which each proposal is assessed to determine technical merit and eligibility for funding.

Grant: The transfer of money, property, services, or anything of value to the recipient to accomplish a public purpose of support or stimulation. There is no substantial involvement between the federal agency and the recipient during the activity.

Grant Award: Fiscal instrument that contains all documentation applicable to support the funded activities.

Grant Closeout: The period when it is determined that the recipient has performed all required work supported by a grant award or cooperative agreement and all necessary administrative actions are completed to make final fiscal adjustments to a recipient's account.

Grants.gov: A government website that lists federal assistance opportunities, accepts electronic submissions, and assigns a [Grants.gov](https://www.grants.gov) tracking number to proposals submitted for consideration of potential awards. If selected for award, the [Grants.gov](https://www.grants.gov) tracking number is replaced by the FAA with a program-specific grant award number.

Grants Officer: Warranted official who negotiates, executes, administers, modifies, and terminates grant awards as authorized under the federal statutes with delegated authority from the senior procurement executive.

Indirect Costs: Costs of an organization incurred for common or joint objectives that cannot be readily and specifically identified with a particular grant or other institutional activity.

Indirect Cost *de minimis*: An award recipient that proposes to use federal grant funds to pay for indirect costs but does not have a federally negotiated indirect cost rate may elect to charge a *de minimis* rate of up to 10% of its Modified Total Direct Costs (MTDC), which may be used indefinitely. Per [2 CFR § 200.414](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-B/part-200/subpart-4/section-200.414), any non-federal entity that does not have a current negotiated (including provisional) rate, except for those non-federal entities described in [2 CFR § 200.414](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-B/part-200/subpart-4/section-200.414) Appendix VII, to this part may elect to

charge a *de minimis* rate of 15% of MTDC, which may be used indefinitely. No documentation is required to justify the 15% *de minimis* indirect cost rate. As described in [2 CFR § 200.403](#), costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.

Indirect Cost Agreement: Document negotiated with the institution's cognizant federal audit agency (Department of Health and Human Services, Department of Defense, etc.) currently in force listing the most recent rates to be applied for indirect costs.

Key Contact Form: A required form in the proposal that requests specific information about key personnel.

Ineligible: Failure to comply with the requirements of the Notice of Funding Opportunity announcement.

Pre-Award Costs: Any cost incurred by the applicant before the execution of the award.

Project Description: A portion of the proposal that describes specifically how the proposer intends to implement the project, stated goals, and objectives. See Project Description in Section D.

Project Director: The individual designated to provide leadership and oversight essential to the successful performance of the grant project.

Proposal: An application for a grant or cooperative agreement containing all the information and forms necessary to comply with relevant requirements.

Underserved Communities: Populations sharing a particular characteristic as well as geographic communities that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

Permanent Links

- a. [FAA Aviation Workforce Development Grant Program Website](#)
- b. [Grants.gov Applicants Instructions Website](#)
- c. [Pub. L. No. 115-254 Section 625 - FAA Reauthorization Act of 2018](#)
- d. [Pub. L. No. 118-63 Section 440 - FAA Reauthorization Act of 2024](#)
- e. [Pub. L. No. 116-92 Section 1743 – National Defense Authorization Act for Fiscal Year 2020](#)