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 August 21, 2026

ADVISORY: **TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 02-26**

TO: DEPARTMENT OF LABOR FY 2026 COMMUNITY PROJECT FUNDING RECIPENTS

FROM: MAREK LACO
Acting Assistant Secretary

SUBJECT: Application Instructions and Program Guidance for Department of Labor for FY 2026 Community Project Funding/Congressionally Directed Spending

1. **Purpose.** To provide guidance to recipients of the Department of Labor's (Department or DOL) Fiscal Year (FY) 2026 Community Project Funding/Congressionally Directed Spending, specified in Appendix I: Eligible Applicants.

2. **Action Requested.** 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 Grants.gov no earlier than 12:00 am Eastern Time, 30 days after publication and no later than 11:59 pm Eastern Time, January 31, 2027.

3. **Summary and Background.**
   a. Summary – This TEGL announces application procedures to solicit applications from eligible entities for the Department's Employment and Training Administration (ETA) FY 2026 Community Project Funding/Congressionally Directed Spending grants.
   b. Background – On February 3, 2026, President Trump signed the Consolidated Appropriations Act, 2026 (Public Law 119-75). The legislation authorizes $95,501,000 for carrying out 108 demonstration and pilot projects overseen by ETA. The purpose and award amount of each recipient is specified in the Explanatory Statement for Division B Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2026, Community Project Funding/Congressionally Directed Spending Table.

[1] The use of the term "eligible applicants" or "applicants" in this TEGL refers to the Community Project recipients specified in the Explanatory Statement for the Further Consolidated Appropriations Act, 2026, Division B – Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2026, Community Project Funding / Congressionally Directed Spending Table, available at 172 Cong. Rec. H1599-H1602 (daily ed. January 22, 2026).

RESCISSIONS	EXPIRATION DATE
None	Continuing

To officially receive grant funds, recipients must submit an application that describes the workforce development project. Community Project recipients must design their project to align with the descriptions approved by Congress and reprinted in Appendix I.

4. **Program Authority.** Funds for ETA's Community Project Demonstration Grants are authorized by Division B of the Consolidated Appropriations Act, 2026. These projects are funded through Section 169(c) of the Workforce Innovation and Opportunity Act (WIOA).

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 Grants.gov and on the Community Project Grants Community of Practice, WorkforceGPS - Community Projects FY26.

6. **References.**
   - Consolidated Appropriations Act, 2026 (Public Law 119-75)
   - Workforce Innovation and Opportunity Act (WIOA) Section 169(c) (Public Law 113-128)

7. **Attachments.**
   - 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
   - Attachment A: Budget Narrative Guidance
   - Attachment B: Project Abstract and Suggested Template
   - Attachment C: Grant Management Planning Guidance – Period of Performance
   - Attachment D: Project Narrative Guidance
   - Attachment E: Suggested Work Plan Template
   - Attachment F: Suggested Organizational Chart Template
   - Attachment G: Performance Measures and Target Goals and Suggested Template
   - Attachment H: Letters of Commitment Guidance
   - Attachment I: Financial System Risk Assessment
   - Attachment J: Application Submission Checklist
   - Attachment K: Resources

Appendix I: Eligible Community Project Recipients

Only the organizations named in this table, as specified in the Explanatory Statement for Division B Consolidated Appropriations Act, 2026, are eligible for grant awards under this TEGL. Applications submitted from organizations not listed in this table will not be considered for review.

Recipient Name	Project Description	State	Funding Amount
2nd LT Richard W. Colling III Foundation	For educational programming, including coursework and internships	MD	$50,000
Alaska Joint Electrical Apprenticeship and Training Trust	To provide federally registered apprenticeship training	AK	$1,000,000
Alaska Primary Care Association	To establish the Alaska graduate medical education (GME) council and support GME expansion	AK	$2,000,000
AltaMed Health Services Corporation	For healthcare workforce training, including tuition and fees and purchasing equipment and training materials	CA	$995,000
Applied Behavioral Rehabilitation Institute, Inc.	For workforce development, including supportive services for veterans	CT	$120,000
Arizona Commission of African American Affairs	To expand workforce training, including stipends, supportive services, rentals, and equipment	AZ	$300,000
AS220	For workforce training, including stipends and tuition	RI	$1,120,000
ASI, Inc.	To expand workforce development, including purchasing equipment and providing supportive services	IL	$750,000
Association for the Education of Young Children—Southeast Alaska	To expand a childcare apprenticeship program	AK	$500,000
Baltimore Alliance for Careers in Healthcare	For an apprenticeship program, including supportive services	MC	$579,000
Bay Consortium Workforce Development Board	For improving education and workforce training, which may include the purchase of technology and equipment	VA	$354,000
Bean’s Cafe	To fund a job training program	AK	$600,000

Recipient Name	Project Description	State	Funding Amount
Best Buddies International, Inc.	For expanding workforce training, including rent, supplies, and supportive services	NJ	$250,000
Boys & Girls Club of the Northern Plains, Inc.	To upgrade and expand early learning centers	SD	$2,000,000
BuildStrong Academy of Colorado	For expanding workforce training, including the purchase of equipment, hiring instructors, and providing support services	CO	$750,000
CCARC, Inc.	For supporting a manufacturing internship program and work-force development	CT	$189,000
Cecil College	For improving commercial truck driver workforce training, including the purchase of equipment	MD	$109,000
Central Georgia Technical College Foundation	For workforce training for veterans provided by VECTR Center, including providing supportive services and temporary housing	GA	$300,000
Central Minnesota Jobs and Training Services, Inc.	For workforce development programs, which may include purchasing equipment	MN	$255,000
Central Oregon Community College	For expanding firefighter workforce training, including the purchase of equipment	OR	$800,000
City of New Haven	For a career learning center, including the purchase of equipment and lab materials	CT	$2,483,000
Cloud County Community College	To purchase advanced technology, equipment and network infrastructure for technical education	KS	$708,000
College of Southern Maryland	For education and training in water and wastewater treatment programs, including the purchase of supplies	MD	$732,000
Columbus Technical College	For workforce development including the purchase of equipment	GA	$897,000
CT Puerto Rican Forum dba Center for Latino Progress	For workforce development programming, which may include stipends and purchase of equipment	CT	$1,184,000

Recipient Name	Project Description	State	Funding Amount
Day One Early Learning Community, Inc.	For establishing a teacher apprenticeship program, including rental costs and purchasing equipment	NY	$1,800,000
Detroit Public Schools Community District	To improve education and workforce training, including the purchase of equipment	MI	$1,000,000
Dorcas International Institute of Rhode Island	For workforce training, including the purchase of supplies	RI	$680,000
DownCity Design	For expanding career pathways programs, including providing stipends and purchasing equipment	RI	$100,000
Downriver Community College	For workforce training, including providing supportive services	MI	$750,000
Drink at the Well, Inc.	For expanding workforce development programming, purchasing equipment, and providing wrap around services, including childcare	MD	$175,000
Early Childhood Center of Excellence at Santa Fe Community College	For expanding apprenticeships and pre-apprenticeships, including providing stipends	NM	$273,000
Educate Maine	To purchase manufacturing and engineering equipment for career and technical education schools	ME	$2,000,000
Elliot Health System	For improving healthcare workforce training, including by providing scholarships	NH	$460,000
Fairbanks Pipeline Training Center Trust	To fund training equipment for constructing and maintaining pipelines	AK	$2,500,000
Forge City Works	For a culinary workforce training program, including supportive services, purchasing equipment and supplies	CT	$500,000
Fund for the City of New York (Fiscal Sponsor of New York City Employment and Training Coalition)	For workforce training	NY	$125,000

Recipient Name	Project Description	State	Funding Amount
Goodwill Industries of the Valleys	For education and workforce training, which may include the purchase of classroom supplies and equipment	VA	$1,800,000
Goodwill of Greater Washington	For expanding workforce training, including providing stipends	MD	$1,000,000
Goodwill of North Georgia	For workforce training, including the purchase of equipment and tuition	GA	$1,950,000
Greater Lake City Alliance	To expand a workforce training program	SC	$734,000
Greater Roanoke Workforce Development Board	For expanding apprenticeships and youth apprenticeships, including rent and the purchase of equipment	VA	$737,000
Hanley Center for Health Leadership and Education DBA Maine Medical Edu-cation Trust	To support certified nursing assistant training for long-term care	ME	$1,000,000
Hire Heroes USA	For workforce training for veterans, transitioning service members and military spouses	GA	$520,000
Ilisagvik College	To expand Ilisagvik College's workforce development program	AK	$250,000
International Institute of New England	For workforce training in early childhood education	NH	$470,000
Iron Workers Local Union No. 8 Joint Apprenticeship and Advanced Journeyman Training Trust Fund	For expanding apprenticeships, including the purchase of equipment	WI	$700,000
Jackson County Airport-Reynolds Field	For improving aviation maintenance training, including the purchase of equipment	MI	$500,000
JEVS Human Services	For healthcare workforce training, including purchasing supplies and equipment	PA	$220,000
Jobs & Hope West Virginia	To support wage reimbursements	WV	$750,000
KNOX, Inc.	For an apprenticeship program, including stipends	CT	$231,000
Lincoln University of Pennsylvania	For expanding workforce training, including purchasing equipment and providing supportive services	PA	$1,000,000

Recipient Name	Project Description	State	Funding Amount
Literacy Pittsburgh	For workforce training and career development programs, including for purchasing equipment and supplies	PA	$250,000
Lomakatsi Restoration Project	For an intertribal forestry workforce training program, including the purchase of equipment and tools	OR	$1,300,000
Los Angeles Conservation Corps	For workforce training, including transportation	CA	$969,000
Lutheran Immigration and Refugee Service dba Global Refuge	For expanding workforce development programming, including supportive services	MD	$300,000
Madison Area Technical College	For improving workforce development for nursing, health, and EMS programs, including the purchase of equipment	WI	$660,000
Massachusetts Down Syndrome Congress	For workforce training, including equipment and participant stipends	MA	$722,000
Mesalands Community College	For improving workforce training, including the purchase of equipment	NM	$4,000,000
Michigan AFL–CIO Workforce Development Institute	For expanding workforce training, including the purchase of equipment	MI	$2,000,000
Mid-Atlantic States Career and Education Center	For improving workforce training, including the purchase of equipment	NJ	$137,000
Mississippi Coding Academies	For a digital workforce training program	MS	$700,000
Mississippi State University	To expand a workforce training program for skilled manufacturing	MS	$5,320,000
Mixed Magic Theatre & Cultural Events	For a workforce training program, including providing stipends and purchasing supplies	RI	$100,000
Moraine Park Technical College	For improving education and workforce training, including the purchase of equipment	WI	$1,325,000
MS Department of Archives and History	To establish a workforce training field school	MS	$500,000
National Forest Foundation	For supporting workforce training and a conservation corps, including the purchase of equipment and supplies	NM	$500,000

Recipient Name	Project Description	State	Funding Amount
New Mexico Reentry Center	For providing workforce training programs, including the purchase of equipment	NM	$150,000
Northwest Regional Workforce Investment Board	For a reentry workforce training program, which includes providing supportive services	CT	$500,000
NPower Inc.	For expanding workforce training, including providing stipends and purchasing equipment	MD	$750,000
Operation Stand Down Rhode Island	For a workforce training program for veterans including purchasing equipment and providing supportive services	RI	$400,000
Pacific Northwest Ironworkers and Employers Apprenticeship and Training Trust	To fund workforce opportunities in rural Alaska	AK	$1,000,000
Plattsburgh-North Country Chamber of Commerce	For workforce training, including supportive services	NY	$350,000
Polytech Adult Education	For expanding workforce training, including the purchase of equipment	DE	$1,542,000
Renewable Energy Alaska Project	To fund a job training program	AK	$730,000
Roxbury Community College	For improving education and workforce training including purchasing equipment providing financial aid and scholarships and purchasing technology	MA	$2,000,000
Rural Alaska Community Action Program	To provide childcare support and training in rural Alaska	AK	$1,264,000
San Juan College	For supporting workforce training for commercial drivers, including the purchase of vehicles for a training program	NM	$1,000,000
Sealaska Heritage Institute	To fund a job training program	AK	$500,000
SMART Local Union No. 49 JATC	For expanding apprenticeship programs, including the purchase of equipment	NM	$1,200,000
Southern Virginia Higher Education Center	For technology workforce training, including the purchase of equipment	VA	$751,000

Recipient Name	**Project Description**	**State**	**Funding Amount**
Southwest Washington Workforce Development Council, dba Workforce Southwest Washington	For education and workforce development programming, including supportive services and tuition	WA	$1,000,000
Survivor Ventures	For workforce training, including supportive services and wage subsidies	DE	$257,000
Survivor Ventures	For providing workforce development, which may include providing supportive services and financial aid	VA	$405,000
Tech Goes Home Incorporated	For workforce development in digital skills and digital literacy including the purchase of equipment and technology	MA	$800,000
The Arc Alliance	For workforce training activities and improving services for individuals with disabilities, including the purchase of equipment	PA	$200,000
The Arc Montgomery County, Inc.	For a workforce training program, including stipends	MD	$150,000
The Arizona Office of Economic Opportunity	For construction and trades apprenticeship expansion, including purchasing equipment and providing tuition	AZ	$2,000,000
The Chrysalis Center	For workforce training, which may include scholarships and other supportive services	CA	$405,000
The Economic Development Corporation Serving Fresno County	For workforce training, including the purchase of equipment	CA	$2,304,000
The Precision Institute	For expanding workforce training, including purchasing equipment and providing stipends	DE	$1,100,000
The Training Source, Inc.	For workforce training and career counseling, including stipends	MD	$289,000
Thread	To provide TA and training for childcare centers	AK	$500,000
Trying Together	For expanding workforce training, including supportive services	PA	$500,000

Recipient Name	Project Description	State	Funding Amount
Uintah Basin Technical College	To purchase two mobile trailer vehicles and provide training	UT	$1,000,000
University of Alaska Anchorage	To expand a course of study for aviation maintenance technology	AK	$1,000,000
University of Alaska Anchorage	To fund workforce training opportunities for students	AK	$315,000
University of Alaska Southeast	To fund a job training program	AK	$160,000
University of California, Merced	For medical education, including the purchase of equipment	CA	$3,500,000
University of Rhode Island Research Foundation dba Polaris MEP	For advanced manufacturing workforce development, including the purchase of equipment	RI	$560,000
Urban League of Greater Atlanta (ULGA)	For workforce development, including stipends, supportive services, rent, and purchasing equipment	GA	$1,204,000
Veterans Watchmaker Initiative	For workforce training for veterans, including the purchase of equipment	DE	$444,000
VIPER Transitions	To expand a veteran career services program	AK	$1,095,000
Visiting Nurse Association Health Group	For improving health care workforce training, including purchasing equipment, providing tuition support, and providing supportive services	NJ	$1,000,000
Wide Angle Youth Media	For a pre-apprenticeship program, including providing stipends and purchasing supplies and technology	MD	$712,000
Women's Rights Information Center	For expanding workforce training, including purchasing equipment and providing supportive services	NJ	$461,000
Workforce Development Board of South-Central Wisconsin	For apprentice-ship support, including apprenticeship navigators	WI	$970,000
Workforce Development Council of Seattle King County	For workforce development for healthcare workers including providing supportive services	WA	$1,000,000

Appendix II: Award Information

Grant awards will be subject to the Terms and Conditions of the Grant Agreement. The Department will provide additional guidance to applicants through tip sheets, Frequently Asked Questions (FAQs), training, or through special conditions.

The application must clearly articulate that the program design aligns with the project description authorized by Congress. Projects must utilize grant funding for direct employment and training services to individuals or for the development of workforce programs that serve a public benefit. Recipients must propose a program or services to address the project goals, demonstrate linkages with the State or local workforce system, and include measurable outcomes, and a description of activities and costs that are allowable per WIOA and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (commonly called the "Uniform Guidance") at 2 CFR Part 200.

Additional Application Considerations. When drafting applications, please note the provisions of Executive Orders 14151, 14168, 14173, and 14190 as well as the U.S. Department of Justice's July 29, 2025, non-regulatory "Guidance for Recipients of Federal Funding Regarding Unlawful Discrimination." Projects that include diversity, equity, and inclusion (DEI) activities, and any initiatives that discriminate on the basis of race, color, religion, sex, or national origin may risk violating federal civil rights laws such as Title VI or Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. or 42 U.S.C. § 2000e et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), section 504 of the Rehabilitation Act (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), and similar federal laws. Applicants must also comply with Executive Orders 14151, 14168, 14173, and 14190 by administering programs in a neutral manner that does not adopt or implement policies that treat individuals differently, confer benefits, impose burdens, or condition participation based on protected characteristics.

A. Fiscal and Administrative Responsibility

Upon grant award, the grant recipient will have overall fiscal and administrative responsibility for the award, including performance of any 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, programmatic, and financial and performance reports, even when work was performed by a contractor or sub-recipient.
- 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 requesting Grant Officer prior approval for all equipment purchases, including on behalf of sub-awardees.
- the entity responsible for coordinating with the national evaluator, if any.

- the entity responsible for working with the Department to close out the award at the end of the period of performance.

Appendix III: 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 the Department of Labor specific requirements at 2 CFR Part 2900 U.S. Labor's Adoption and Exceptions to the Uniform Guidance. 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 (in this case, the Department of Labor) 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. **Once awarded, the Notice of Award will specify the start and end date of the award. No costs should be incurred before or after the period of performance**. The following limitations apply to funds awarded under this TEGL:

- **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 more than Executive Level II. The Executive Level II salary may change yearly and is located on the U.S. Office of Personnel Management website at Executive Senior Level (opm.gov).[1] This limitation does not apply to contractors providing goods and services as defined in the Audit Requirements of the 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 $10,000 or more, regardless of the recipient'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 (SOW) is approved by the Grant Officer. The recipient must submit an equipment approval request to the Federal Project Officer (FPO) for review, 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 B Consolidated Appropriations Act, 2026 and Appendix I) 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 as a post-award amendment application, this request must include:

1. Item name.
2. Item description and basic specifications.
3. Estimated useful life of the equipment.

[1] https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/executive-senior-level

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.
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.**

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.

Appendix IV: Application Submission

Applicants must submit an application, which includes a funding request for the amount specified in the Explanatory Statement for Division B Consolidated Appropriations Act, 2026, 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. Please do 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, ETA requires applicants to submit the following items through Grants.gov.[2] 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 SF-424 Family | Grants.gov[3]) 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 B Consolidated Appropriations Act, 2026 Community Project Funding/Congressional Directed Spending Table.

   The individual signing the SF-424 must include their email address that has the same domain as the contact listed in the organization's Sam.gov record. Upon the issuance of the 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). The Department 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 SF-424 Family | Grants.gov[4]); 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.

[2] https://www.grants.gov/
[3] https://grants.gov/forms/forms-repository/sf-424-family
[4] https://grants.gov/forms/forms-repository/sf-424-family

Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount specified in the Consolidated Appropriations Act, 2026. The SF-424a should reflect the grant amount throughout the entire period of performance (in a multi-year project). **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.

When submitting in Grants.gov, the Budget Narrative must be uploaded as an attachment to the application package and labeled "Budget Narrative."

3) Project Abstract

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 using Section 508 compliant typeface, such as Helvetica, Verdana, Arial, Calibri, Franklin Gothic Book, 12-point text font and 1-inch margins. This is included as an attachment and does not count against the page limitation of the project narrative. See Attachment B for a list of the required contents of the Abstract and a suggested abstract template.

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

4) Project Narrative

The Project Narrative is a comprehensive framework of the grant's workforce training program. It provides a comprehensive framework and description of all aspects of the proposed project. Applicants must integrate the project description in the Explanatory Statement for Division B Consolidated Appropriations Act, 2026, and provided as Appendix I. Recipients must also demonstrate the organization's ability to implement the project TEGL. The project narrative must be consistent with and align to the scope, objectives, and activities as described in the application's Project Abstract.

The Project Narrative is limited to 10 double-spaced, single-sided, 8.5 x 11-inch pages using Section 508 compliant typeface, such as Helvetica, Verdana, Arial, Calibri, Franklin Gothic Book, 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1. See Attachment D for details on the structure and content requirements for the Project Narrative.

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

5) Work Plan

The Work Plan describes the project's goals, key milestones, and deliverables throughout the proposed period of performance. This is included as an attachment and does not count against the page limitation of the project narrative. See Attachment E for a suggested template and more information.

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

6) Project Organizational Chart

The Project Organizational Chart is a visualization of the key staff and partners that have a direct role in managing and implementing the project. This is included as an attachment and does not count against the page limitation of the project narrative. See Attachment F 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."

7) Performance Measures and Target Outcome Goals

Applicants are required to propose performance measures and target outcome goals. See Appendix VIII and Attachment G for more information on WIOA Performance Reporting Guidelines, including a sample template that may be used to describe the proposed performance measures and target outcome goals. This is included as an attachment and does not count against the page limitation of the project narrative.

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

8) Letters of Commitment, if applicable

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 H for details. These are included as attachments and do not count against the page limitation of the project narrative.

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

9) Financial System Risk Assessment

All applicants are requested to submit Funding Opportunity Announcement Financial System Risk Assessment Information. See Attachment I 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."

10) Request for equipment prior approval, if applicable

Only applicants 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 B Further Consolidated Appropriations Act, 2026 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.

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

11) 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 www.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 strongly encourages applicants to initiate the process as soon as possible, well before the final day, to allow time to resolve unanticipated technical problems. Applicants needing to register with Grants.gov may do so at Register | Grants.gov.[5] 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 Workspace-Overview | Grants.gov.[6]

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.

C. 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 the System for Award Management (SAM), your UEI has already been assigned and is viewable under your entity record. Organizations that are not registered with SAM can obtain more information about obtaining a UEI at SAM.gov[7]. Grant recipients authorized to make sub-awards must meet these requirements related to UEI numbers:

[5] https://grants.gov/register
[6] https://grants.gov/applicants/workspace-overview/
[7] https://sam.gov/

- 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 25.)

D. Requirement for Registration with SAM

Recipients must register with SAM before submitting an application. Find instructions for registering with SAM at SAM.gov.[8]

A recipient must always maintain an active SAM registration with current information 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.

[8] http://www.sam.gov/

Appendix V: Application Review and Award

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 B of the Consolidated Appropriations Act, 2026 Community Project Funding/Congressional Directed Spending Table and provided in this TEGL as Appendix I.

A. Application Submission and Review Process

The Department will begin accepting applications 30 calendar days after the publication date of this Training and Employment Guidance Letter (TEGL) and will continue to accept applications on a rolling basis through January 31, 2027. Applications received after this date will not be reviewed or considered for funding. Applicants are strongly encouraged to submit applications as early as possible within the application window to allow sufficient time to address any technical issues that may arise.

Applicants must meet all the requirements detailed in this TEGL when submitting the application. Community Project recipients must submit their applications in Grants.gov.[9] All required elements outlined in Appendix IV of this TEGL must be submitted. Application packages will first be screened to determine if the applicant meets the eligibility requirements specified in Appendix I. 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. Provided is an overview of the application review process:

1) An initial review of the application for eligibility and whether all required documents have been submitted.
2) Reviews of the application components as specified in Appendix IV; and
3) If necessary, a representative from the regional office will work with the recipient to resolve concerns with the application, as determined during the review process, that will delay the grant award.
4) Before the grant is awarded, the Department may enter negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation.

[9] https://grants.gov/

B. 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 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.

C. Grant Award

If the grant application meets the TEGL requirements, ETA may elect to award a grant with or without discussions with the recipient. 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.

Appendix VI: Administrative and National Policy Requirements

A. Administrative Program Requirements

All grant recipients will be subject to all applicable federal laws and regulations, including the Uniform Guidance, the 2024 revisions to the Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this 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 (the Department'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 Faith-Based and Community 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 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: [Resources | U.S. Department of Labor (dol.gov)](https://www.dol.gov/agencies/eta/grants/resources).[10]

B. Other Legal Requirements

1) Religious Activities

Guidance from DOL on the effect of the Religious Freedom Restoration Act on recipients of DOL financial assistance is found at https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance.[11]

In accordance with 29 CFR 2.32(a), Equal Participation of Faith-Based Organizations, applicants for DOL financial assistance are notified:

(i) Faith-based organizations may apply for DOL awards on the same basis as any other organization, subject to the protections and requirements of subpart D of 29 CFR Part 2 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. DOL will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.

(ii) A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

(iii) A faith-based organization may not use direct Federal financial assistance to support or engage in any explicitly religious activities except where consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by DOL, or in conducting outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

2) 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).

3) Transparency Act Requirements

You must ensure that you have the necessary processes and systems in place to comply

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[10] https://www.dol.gov/agencies/eta/grants/resources
[11] https://www.dol.gov/agencies/oasam/grants/religious-freedom-restoration-act/guidance

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 2010-22705.pdf (govinfo.gov).[12]

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.

4) 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[13] (issued June 28, 2012). All such activity conducted by the 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 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.

[12] https://www.govinfo.gov/content/pkg/FR-2010-09-14/pdf/2010-22705.pdf
[13] https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-39-11

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 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.

5) 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 200.334-200.338 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.

6) Use of Contracts and Subawards

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

Contract: Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a federal award.

Contractor: Contractor means an entity that receives a contract.

Subaward: Subaward means an award provided by a pass-through entity to a subrecipient to contribute to the goals and objectives of the project by carrying out part of a federal award received by the pass-through entity. The authority of the pass-through entity under this part goes through the subaward agreement between the pass-through entity and subrecipient. A subaward may be provided through any form of legal agreement, including an agreement consistent with criteria in 2 CFR 200.331, including an agreement that the pass-through entity considers a contract.

Subrecipient: Subrecipient means an entity that receives a subaward from a pass-through entity to carry out part of a federal award. The term subrecipient does not include a beneficiary or participant. A subrecipient may also be a recipient of other federal awards directly from a federal agency.

You must follow the provisions at 2 CFR Part 200.331-200.333 regarding subrecipient monitoring and management. Also see 2 CFR Part 200.308(f)(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 2 CFR Part 2998 (the Department's Supplement to 2 CFR Part 180).

7) Closeout of Grant Award

Any entity that receives an award under this TEGL 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.[14]

C. 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, ETA does not provide the justification or basis to sole source the procurement (i.e., avoid competition).

[14] https://www.dol.gov/agencies/eta/grants/management/closeout

Appendix VII: National Program Office Requirements

A. Pre-Award Technical Assistance

The Community Project Grants National Program Office, led by the Office of Regional Management (ORM), will work with the Office of Grants Management (OGM), and the Regional Offices (RO) to provide technical assistance (TA) to Community Project recipients. To support recipients in submitting quality and timely applications, TA may be delivered through webinars, webcasts, conference calls, emails, and other materials and resources. Recipients are required to participate in and attend all technical assistance activities, webinars, and other required briefings, as designated by the ETA.

B. Abstract Review Technical Assistance Opportunity

All recipients are invited, but not required, to submit their application's Project Abstract (see Attachment B) prior to officially submitting the complete application. Employment and Training Administration (ETA) staff will review the abstract and provide feedback or initiate TA for recipients who require or request support on the development of the project narrative, and related attachments, as required by this TEGL.

While not required, ETA strongly encourages applicants, particularly those that are new to ETA or have limited experience managing Federal grants—to submit a brief project abstract in advance of a full application. Submitting a project abstract provides an opportunity for applicants to receive early feedback on proposed project design, alignment with program priorities, and overall feasibility. This process can help strengthen the quality and competitiveness of a subsequent full application. Project abstracts should concisely describe the proposed project, including the target population, planned activities, anticipated outcomes, and key partnerships. Applicants choosing to submit an abstract should do so by the date specified below in this announcement. The submission and review of a pre-application project abstract is voluntary. The project abstract is, however, required as part of the complete application.

To request TA, recipients may submit the abstract to the Community Projects Program Office, CPGrants.ProgramOffice@dol.gov, no later than **September 30, 2026.** This TA opportunity is only to address the project design proposed in the Project Abstract. Technical assistance provided at this stage will be delivered primarily through written feedback via email. Additional and more comprehensive technical assistance may be provided, as appropriate, after the full application has been submitted.

Questions that do not relate to the project design must be sent via email to the Office of Grants Management (OGM) at Community.Projects.ETA@dol.gov. The full applications, including the abstract and other required documents, must be submitted in Grants.gov.[15]

C. Post-Award Technical Assistance

After the grant is awarded, grant recipients **are required to participate** in all ETA 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.

[15] https://www.grants.gov/

D. ETA Evaluation

As a condition of the 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.

Appendix VIII: Reporting Requirements

Community Project recipients must meet the Department's reporting requirements, specifically, by submitting the reports and documents provided below. Applicants must ensure that they have the necessary processes, systems, and internal controls in place to capture, manage, and track participant-level data in accordance with performance reporting guidance

A. Quarterly Financial Reports

The ETA Financial Report (ETA-9130) is required until such time as all funds have been expended or the grant period has expired. Quarterly reports are due approximately 45 days after the end of each calendar year quarter. On the final Financial Report, grantees must include any subaward amounts so that ETA can calculate final indirect costs, if applicable. Grantees must submit the ETA 9130 through the Federal Payment Management System.[16] When submitting the ETA 9130, it is required to have segregation of duties with one person preparing the report and another certifying the report in PMS. Additional instructions will be provided upon grant award. For other guidance on ETA financial reporting, reference Payment Information | U.S. Department of Labor (dol.gov)[17] and Financial Reporting | U.S. Department of Labor (dol.gov).[18]

B. Quarterly Performance Progress Report

Community Project recipients are required to submit quarterly performance progress reports to comply with the reporting, record-keeping, and monitoring requirements of the grant. TEGL No. 14-18: Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL),[19] and any subsequent future changes, provide performance reporting guidance for the Department's Core Programs, and Non-core Programs. Community Project Grants are classified as non-core programs and referenced as Demonstration Grants.

Performance progress reports are due 45 days after the end of each quarter of the calendar year. ETA's Workforce Integrated Performance System (WIPS) must be used to submit performance progress reports. The Quarterly Performance Progress Report is comprised of the Quarterly Narrative Performance Report (QNR) (ETA-9179) and the Quarterly Performance Report (QPR) (ETA-9173).

Quarterly Narrative Performance Report (QNR)(ETA-9179): All Community Project recipients must submit the QNR to provide an update on the project's implementation status 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.

Quarterly Performance Report (QPR) (ETA-9173): All Community Project grantees are required to submit the QPR using individual performance records according to the WIOA Participant Individual Record Layout (PIRL) (ETA-9172). The QPR is used to report outcomes for participants who receive grant-funded training and employment services, along with other supportive services.

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[16] https://pms.psc.gov/
[17] https://www.dol.gov/agencies/eta/grants/management/payment-information
[18] https://www.dol.gov/agencies/eta/grants/management/reporting
[19] https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-14-18

C. Guidance for Collecting and Reporting Participant Data

ETA grantees, including Community Projects, **must establish processes and procedures** for the collection and reporting of participant data per **TEGL 14-18**. Additional guidance directs grantees to request and collect participants' SSNs for the Department to obtain participant information for ETA's Primary Indicators of Performance: employment status in the second and fourth quarters after exit; median earnings in the second quarter after exit; and on post-exit employment status for participants who attain secondary school diplomas or their recognized equivalent for the primary indicator of performance for credential attainment. Matching a participant's SSN against quarterly wage record information is, where a wage match is available, the most efficient method for determining employment status and earnings for a program participant. Please note, however, that while grantees must request participants' SSNs, participants cannot be denied services if they choose not to disclose.

DOL will ensure appropriate security within the data collection system to protect SSNs and any other personally identifiable information (PII) collected and transmitted to DOL. Grantees must follow appropriate practices in collecting, storing, handling, and transmitting PII, as described in Appendix VI of this TEGL. Technical assistance on data collection and performance reporting submission requirements will be provided upon grant award.

D. Proposed Performance Measures and Target Outcome Goals

To provide a robust account of the project's success, applicants are required 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 the delivery of activities that the grant will support within the period of performance. Proposed performance measures and outcome goals must align with the project budget and reflect a reasonable and achievable level of effort based on the resources allocated. Recipients should propose performance measures that include, but not limited to:

Category	What to Include	Examples	Where It's Reported	Notes/Purpose
Participation	Number of individuals served	150 participants receive grant-funded services	QPR (ETA-9173)	Measures reach of the program
Training Start	Participants who begin training	120 participants begin training	QPR (ETA-9173)	Tracks program engagement
Training Completion	Participants who complete training	100 participants complete training	QPR (ETA-9173)	Indicates program retention/success
Credential Attainment	Participants earning credentials	85 participants earn industry-recognized credentials	QPR (ETA-9173)	Measures skill/qualification outcomes
Employment Outcomes	Participants entering employment	70 participants enter employment after training	QPR (ETA-9173)	Measures job placement success
Additional Measures	Any other relevant qualitative or quantitative metrics	Participant satisfaction, employer feedback, service quality	QNR (ETA-9179)	Use when not captured in QPR
Quantitative Reporting	Numeric data and targets	All measurable outcomes listed above	QPR (ETA-9173)	Standardized federal reporting
Qualitative Reporting	Narrative or non-standard metrics	Success stories, program improvements	QNR (ETA-9179)	Adds context beyond numbers
Use of Data	How performance data is used	Monitoring, compliance, technical assistance	Both QPR & QNR	Used throughout grant lifecycle
End-of-Grant Evaluation	Final assessment benchmark	Comparison of targets vs. actual outcomes	Both QPR & QNR	Determines overall project success

Community Project recipients are not required to propose ETA's Primary Indicators of Performance. Quantitative performance measures and target outcomes are reported in the QPR (ETA-9173). Qualitative performance measures, including quantitative measures that cannot be reported using the QPR, are reported in the QNR (ETA-9179). The Department 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.

For projects focused primarily on equipment purchases, applicants should include both immediate (present) and projected (future) outcome measures that demonstrate how the equipment will enhance training capacity, improve program quality, and contribute to long-term workforce outcomes.

Category	What to Include	Examples	Where It's Reported	Notes/Purpose
Equipment Utilization (Present Impact)	Number of individuals trained using grant-funded equipment	75 participants trained using newly purchased equipment	QPR (ETA-9173) or QNR (ETA-9179)	Demonstrates immediate use and integration of equipment into training activities
Training Capacity Expansion (Present Impact)	Increase in training slots or cohorts enabled by equipment	Training capacity increased from 50 to 100 participants annually due to new equipment	QNR (ETA-9179) Narrative Reporting	Shows how equipment enhances program capacity and access
Program Enhancement (Present Impact)	New or improved training programs enabled by equipment	Launch of advanced manufacturing training using new lab equipment	QNR (ETA-9179) Narrative Reporting	Reflects improvement in quality and relevance of training
Projected Participant Reach (Future Impact)	Estimated number of individuals to be served annually using equipment beyond grant period	Equipment expected to support 200 participants annually after grant period	QNR (ETA-9179) Narrative Reporting	Demonstrates sustainability and long-term impact
Employment Outcomes (Future Impact)	Anticipated employment or placement outcomes linked to equipment-supported training	70% of future participants expected to enter employment in related field	QNR (ETA-9179) Narrative Reporting	Connects equipment investment to workforce outcomes
Employer Engagement (Future Impact)	Number of employers engaged or benefiting from improved training capacity	10 employers commit to hiring program graduates trained on new equipment	QNR (ETA-9179) Narrative Reporting	Shows alignment with industry needs and demand
Workforce Impact (Future Impact)	Broader impact on local/regional workforce	Improved pipeline of skilled workers in high-demand industry (e.g., healthcare, construction, IT)	QNR (ETA-9179) Narrative Reporting	Demonstrates community and economic benefit

Appendix IX: Agency Contacts

Please direct questions regarding this TEGL to the 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.

Appendix X: Office of Management and Budget (OMB) Information Collection

OMB Information Collection No 1225-0086, Expires June 30, 2028.

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 50 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 TEGL is for the purpose of awarding a grant. This information is required to be considered for this grant.

Attachment A: 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. Participant travel should not be included in this cost category and must instead be categorized under another cost category such as "Other."

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 B of the Consolidated Appropriations Act, 2026.

Identify each item of equipment intended to be purchased that has an estimated acquisition cost of $10,000 or more per unit (or if your capitalization level is less than $ 10,000, 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 $10,000 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 those described in "equipment".

Contractual: Under the Contractual line item, delineate contracts and subawards separately. See Appendix VI for the definitions of subaward and contract. For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

Construction: Construction costs are generally not an allowable cost, and this line should be zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. We do not consider minor alterations for purposes of grant activities as construction and you must show the costs on other appropriate lines, such as Contractual.

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

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

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

b. If you intend to claim indirect costs using the 15 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR Part 200.414(f) and 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 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, The Department defines MTDC as all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $50,000 of each subaward or contract (regardless of the period of performance of the subawards and contracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $50,000**.**

- You will also note that participant support costs are not included in modified total direct costs. Participant support costs are defined below.
- Participant Support Cost means direct costs that support participants and their involvement in a Federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.

Additionally, the following link contains information regarding the negotiation of Indirect Cost Rates at the Department: [Cost & Price Determination Division | U.S. Department of Labor (dol.gov)](https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division).[20]

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).

[20] https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division

Attachment B: Project Abstract and Suggested Template

Applicants must submit a Project Abstract. The abstract is a snapshot of the proposed project design as further described in the Project Narrative. The information provided in the abstract will determine if TA is needed to submit a successful grant application. The Abstract must include the following information:

1. Name of Community Project Funding/Congressionally Directed Spending Recipient: The name of the recipient specified in the Appropriation.
2. Approved Funding Level: The funding amount specified in the Appropriation.
3. Approved Project Description: The project description specified in the Appropriation.
4. Congressional Sponsor: Congressmember(s) and/or Senator(s) who is the sponsor as specified in the Appropriation.
5. Project Title
6. Project Purpose and Goals
7. Project Design (Select One)
    - Direct Training and Employment Project: The project is a direct workforce training program where participants receive grant-funded employment and training services.
    - Single- or Limited-action Project: The project supports the development and/or expansion of workforce programs that serve a public benefit.
8. Project Activities: Provide specific details on key project activities that will support the project design and serve a public purpose.
9. Proposed Period of Performance Duration
10. Project Location
11. Target Population and/or Intended Public Beneficiaries:
    - For Direct Training and Employment Projects: List the target populations who will receive direct grant funded services; or
    - For Single- or Limited-action Projects: List the intended beneficiaries who are indirect recipients of the project.
12. Workforce System Partner (s), if applicable, including roles and responsibilities
13. Other Partners, if applicable, including roles and responsibilities
14. Subrecipient Activities, if applicable
15. Performance Outcome Goals, if applicable

Suggested Template: ETA Community Projects – Project Abstract

Line Item #	Required Information	Instructions
1.	**Recipient Name:**	Insert the name of the recipient as specified in the Appropriation.
2.	**Funding Request:**	Insert the funding amount as specified in the Appropriation.
3.	**Project Description:**	Insert the project description exactly as specified in the Appropriation.
4.	**Congressional Sponsor:**	Insert the name of the Congressmember(s) and/or Senator(s) who is sponsoring the project as specified in the Appropriation
5.	**Project Title:**	
6.	**Project Purpose and Goals:**	Brief description of the project's purpose and goals to meet the workforce needs of workers in the community.
7.	**Project Design:**	<u>*Select One:*</u> **Direct Training and Employment Project:** The project is a workforce training program where participants receive direct grant-funded employment and training services. ***Example:*** *A program that enrolls participants into a healthcare training pathway, provides classroom instruction and clinical experience, offers case management and supportive services, and places participants into employment upon completion.* **Single- or Limited-action Project:** The project supports the development and/or expansion of workforce programs that serve a public benefit. ***Example:*** *A project that develops a new workforce training curriculum, establishes employer partnerships, and builds organizational capacity to launch a future training program, but does not directly enroll participants into grant-funded training during the period of performance.* **Note:** The selected project type must align with the overall project description and proposed activities outlined in the application.

Line Item #	Required Information	Instructions
8.	**Project Activities:**	Provide specific details on key project activities that will support the project design and serve a public purpose.
9.	**Proposed Period of Performance:**	24 months for Single Limited Action (capacity-building) projects or 36 months for Direct Training and Employment programs.
10.	**Project Location:**	Specify the regional or local service area (s) of where the project will be implemented and delivered.
11.	**Target Populations or Intended Beneficiaries:**	For Direct Training and Employment Projects: List the target populations who will receive direct grant funded services. For Single- or Limited-action Projects: List the intended beneficiaries who are the indirect recipients of the project.
12.	**Linkages to the Workforce System Partners (if applicable):**	List of workforce system partners and a brief description of their roles and responsibilities.
13.	**Other partners (if applicable):**	List of other partners and a brief description of their roles and responsibilities.
14.	**Subrecipients Activities (if applicable)**	Specify the main activities for each subrecipient. If not applicable, mark N/A.
15.	**Performance Target Goals :**	List of performance measures and target goals that will be accomplished by the project. • Qualitative Goals • Quantitative Goals *See Attachment G for guidance.*

Attachment C: Grant Management Planning Guidance – Period of Performance

Model 1: 24-Month Period of Performance

Capacity Building / Single Limited Action Program

This model is designed for **infrastructure development, pilot initiatives, or system-building efforts** with limited or no direct participant enrollment.

Phases Overview

Months	Phase	Activities
1–6	Planning & Capacity Development	No or minimal participants
7–18	Implementation / Limited Action	Pilot activities, small-scale service delivery
19–24	Closeout & Sustainability	No new participants

Phase 1: Planning & Capacity Development (Months 1–6)
(Required for capacity-building projects; participants typically not enrolled)

Months 1–3 (Ramp-Up Period – Required):
During the first three months, grantees must complete all start-up and system access requirements necessary to ensure full grant implementation. This ramp-up period is critical to establishing operational readiness.

Required Activities (Months 1–4 priority):

- ☐ Obtain access and complete registration for required federal systems, including:
  - o Payment Management System (PMS)
  - o Workforce Integrated Performance System (WIPS)
  - o GrantSolutions
- ☐ Ensure staff are trained on system use, reporting requirements, and compliance expectations
- ☐ Establish internal controls for financial management, reporting, and data entry
- ☐ Resolve all Conditions of Award (COAs), if applicable, within the required timeframe to ensure full programmatic and administrative compliance
- ☐ Attend required onboarding and orientation sessions with the assigned Regional Federal Project Officer (FPO)
- ☐ Develop and/or procure data management systems and reporting infrastructure capable of capturing participant- and program-level data aligned with the PIRL (Participant Individual Record Layout) framework, as applicable to CP grantees

- ☐ Define data collection procedures, validation protocols, and reporting timelines to ensure accurate and timely submission of performance data through WIPS or other designated systems

Additional Phase 1 Activities (Months 1–6):

- ☐ Hire and onboard core project staff and/or consultants
- ☐ Finalize partnerships and execute MOUs (e.g., workforce boards, community-based organizations, employers)
- ☐ Establish governance structure and project management systems
- ☐ Refine budget, including infrastructure and administrative costs
- ☐ Conduct needs assessments and asset mapping
- ☐ Develop program design, service delivery framework, and performance metrics
- ☐ Procure equipment, technology, or facility improvements (if applicable)
- ☐ Develop outreach, communications, and participant recruitment strategies (if limited services will occur)
- ☐ Design and test tools (e.g., intake forms, case management systems, tracking spreadsheets or databases) to capture required PIRL data elements, including demographics, services received, outcomes, and follow-up information

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Phase 2: Implementation / Limited Action (Months 7–18)
(May include pilot or small-scale programming; limited participant enrollment permitted)

Key Activities:

- ☐ Launch pilot programs, demonstrations, or system improvements
- ☐ Deliver targeted services (e.g., workshops, short-term training, technical assistance)
- ☐ Test new service delivery models or partnerships
- ☐ Strengthen organizational and partner capacity through training and technical assistance
- ☐ Begin data collection and performance tracking
- ☐ Conduct continuous quality improvement and program refinement
- ☐ Engage employers and community stakeholders
- ☐ Conduct a mid-point check-in (approximately Month 12) with the Regional FPO to review program progress, performance data, and implementation status
- ☐ Implement ongoing data collection and entry processes aligned with PIRL requirements (as applicable), ensuring participant-level and activity-level data are consistently captured

- ☐ Conduct routine data validation, quality assurance checks, and staff training to maintain data integrity and compliance with federal reporting standards
- ☐ Generate periodic internal performance reports to assess progress toward outputs and outcomes and inform program improvements

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Phase 3: Closeout & Sustainability (Months 19–24)
(No new participant enrollment; focus on outcomes and long-term viability)

Key Activities:

- ☐ Evaluate program outcomes and document lessons learned
- ☐ Finalize performance reporting, data validation, and compliance requirements
- ☐ Develop sustainability and replication plans
- ☐ Institutionalize partnerships and systems developed during the grant
- ☐ Secure additional funding or braided resources
- ☐ Disseminate results and best practices to stakeholders
- ☐ Provide limited follow-up or seek technical assistance as applicable
- ☐ Ensure all required participant and program data are complete, validated, and submitted in accordance with PIRL-based reporting requirements (as applicable)
- ☐ Document data systems, reporting processes, and tools developed for potential replication or integration into ongoing organizational operations

Model 2: 36-Month Period of Performance

Direct Training and Employment Program

This model is designed for **full-scale participant training and workforce development programs**, aligned with TEGL expectations for enrollment, service delivery, and follow-up.

Phases Overview

Months	Phase	Activities
1–6	Planning & Start-Up	No participants enrolled
7–30	Active Training Program	Participants enrolled
31–36	Follow-Up & Closeout	No new participants

Phase 1: Planning & Start-Up (Months 1–6)
(Participants are not enrolled until core requirements are met)

Months 1–3 (Ramp-Up Period – Required):

During the first three months, grantees must complete all start-up and system access requirements necessary to ensure full grant implementation. This ramp-up period is critical to establishing operational readiness.
Required Activities (Months 1–4 priority):

- ☐ Obtain access and complete registration for required federal systems, including:
    - Payment Management System (PMS)
    - Workforce Integrated Performance System (WIPS)
    - GrantSolutions
- ☐ Ensure staff are trained on system use, reporting requirements, and compliance expectations
- ☐ Establish internal controls for financial management, reporting, and data entry
- ☐ Resolve all Conditions of Award (COAs), if applicable, within the required timeframe to ensure full programmatic and administrative compliance
- ☐ Attend required onboarding and orientation sessions with the assigned Regional Federal Project Officer (FPO)
- ☐ Develop and/or procure case management and data tracking systems capable of capturing all required PIRL data elements for participant-level reporting
- ☐ Establish policies and procedures for data entry, validation, documentation, and reporting to ensure compliance with federal performance reporting requirements

Additional Phase 1 Activities (Months 1–6):

- ☐ Hire and onboard core staff (Program Director, Case Manager, Job Developer, Trainers, etc.)
- ☐ Finalize MOUs with Workforce Development Boards, American Job Centers, and partners
- ☐ Establish employer partnerships and work-based learning sites
- ☐ Update and finalize budget, including infrastructure contributions
- ☐ Develop detailed training curricula and service delivery plans
- ☐ Procure training equipment, materials, and facility access
- ☐ Launch outreach and recruitment strategies
- ☐ Establish data systems and performance tracking protocols
- ☐ Reconfirm funding commitments and partner roles
- ☐ Develop and test intake, eligibility determination, case management, and follow-up tracking tools aligned with PIRL data elements (e.g., demographics, barriers to employment, services, credentials, employment outcomes)

Phase 2: Active Training Program (Months 7–30)
(Required phase with participant enrollment and service delivery)

Key Activities:

- ☐ Enroll participants into one or more cohorts
- ☐ Deliver integrated services, including:
  - Education and Foundational Skills
  - Occupational skills training and work-based learning
  - Leadership development, career readiness, or supportive services
- ☐ Provide case management and supportive services
- ☐ Facilitate work-based learning, apprenticeships, or employer placements
- ☐ Track participant progress and outcomes in real time
- ☐ Maintain employer engagement and placement pipelines
- ☐ Conduct ongoing program evaluation and continuous improvement
- ☐ Conduct a mid-point check-in (approximately Month 18) with the Regional FPO to review program progress, performance outcomes, and compliance status

- ☐ Ensure comprehensive, ongoing collection and entry of participant-level data in alignment with PIRL requirements, including services received, measurable skill gains, credentials attained, and employment outcomes
- ☐ Conduct regular data validation, monitoring, and quality assurance reviews to ensure accuracy, completeness, and timeliness of reporting
- ☐ Submit required performance reports through WIPS (or designated system) in accordance with federal reporting timelines
- ☐ Use data to inform program management, including cohort performance, service effectiveness, and outcome achievement

Program Structure Guidance:

- Participants should receive structured training lasting **several months up to 24 months**, depending on program design
- Programs should balance classroom instruction and hands-on experience
- Multiple cohorts may be staggered throughout this phase

Phase 3: Follow-Up & Closeout (Months 31–36)

Key Activities:

- ☐ Provide follow-up services for all exited participants (up to 12 months where feasible within grant timeline), including:
    - Job retention support
    - Career advancement assistance
    - Continued education or training support
    - Employer engagement and check-ins
- ☐ Track and report outcomes (employment, retention, earnings, credentials)
- ☐ Conduct data validation and performance reporting
- ☐ Document program outcomes and lessons learned
- ☐ Support participants in transitioning to unsubsidized employment or further education
- ☐ Finalize grant reporting and compliance requirements
- ☐ Provide limited follow-up or seek technical assistance as applicable
- ☐ Develop sustainability strategies and transition plans
- ☐ Ensure all participant records are complete and all required PIRL data elements are reported, including follow-up outcomes such as employment status and retention
- ☐ Reconcile data across systems (case management, WIPS, internal tracking tools) to ensure consistency and accuracy prior to final submission.

Attachment D: Project Narrative Guidance

A. Community Project Workforce Program

Community Project recipients must design their project to align with the Congressionally approved description included in Division B Consolidated Appropriations Act, 2026 and provided in this TEGL as Appendix I Eligible Applicants. The Department 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 TEGL.

The Project Narrative is limited to 10 double-spaced, 8.5 x 11-inch pages using 12-point text font and 1-inch margins. Applicants must number the Project Narrative beginning with page number "1". The number of pages for the Project Narrative section does not include the other required attachments specified in Appendix IV this TEGL. **The information provided in the Project Abstract (Attachment B) should be a summary of the Project Narrative.** Applicants should also use the same section headers outlined below for each section of the Project Narrative.

1. **Project Purpose and Statement of Need**

   a. Provide a statement that the program design aligns with the project description authorized by Congress. Projects must utilize grant funding for direct employment and training services to individuals or for the development of workforce programs that serve a public benefit.

   b. Provide a description of the statement of need, 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.

2. **Program Design and Description of Activities**

   a. Specify if the program design is a Direct Training and Employment Project*,* or a Single- or Limited-action Project, as defined below:
      a. Direct Training and Employment Project: The project supports a workforce training program where participants receive grant-funded employment and training services.

      b. Single- or Limited-action Project: The project supports the development and/or expansion of workforce training program where the public will benefit from the project.

b. Provide a detailed description of the project’s key activities and costs that are allowable per WIOA and Uniform Guidance.

   a. Direct Training and Employment Project: Describe the grant-funded training activities, employment services, and supportive services that will be provided to the target population. These activities may be, but are not limited to, the types of training, target industries and occupations for which training will be provided, and any program completion outcomes such as credentials earned and employment outcomes.

   b. Single- or Limited-action Project: Describe the grant-funded activities that will support the development and/or expansion of a workforce training program. These activities may be, but are not limited to, capacity-building projects, designing a training program and developing curriculum, establishing sector strategies, or other related activities where the public will benefit directly from this project.

c. Describe any additional activities and/or services that support the project’s program design to achieve the overall goals and objectives of this project.

3. Target Geographic Service Area

a. Indicate if the project has a regional or local scope for the delivery of services.

b. Specify the geographic area where the project will be implemented, and where services will be provided.

4. Target Population (s) or Intended Public Beneficiary

a. Provide a description of the target population (for Direct Training and Employment Projects) or the intended public beneficiary (for Single- or Limited-action Projects) that addresses the employment and training needs of workers with significant barriers to employment. These individuals may be the target populations listed in the Appropriations, such as Dislocated Workers, Other Adults and Youth, as defined in WIOA.

   a. Eligible Dislocated Workers are defined as workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations.

   b. Eligible Youth is defined as: 1) Out-of-School Youth who is not attending any school (as defined under State law; and is not younger than age 16 or older than age 24 at the time of enrollment; and 2) In-School Youth who is attending school (as defined by State law), including secondary and postsecondary school, and not younger than age 14 or older than 21 at time of enrollment. Further eligibility requirements apply for both target populations.

   c. Eligible Other Adults are individuals with significant barriers to employment, such as:

      - Individuals with barriers to employment, including those defined under WIOA (e.g., low-income individuals, basic skills deficient, individuals with disabilities)
      - Ex-offenders, including formerly incarcerated or reentering citizens
      - Veterans and transitioning service members, including military spouses
      - Individuals experiencing homelessness or housing instability
      - Public assistance recipients, including TANF and SNAP participants

- English language learners (ELLs) or individuals with limited English proficiency
- Rural populations or individuals in geographically isolated communities
- Individuals impacted by economic disruptions, including layoffs, industry decline, or natural disasters (even if not formally classified as dislocated workers)
- Incumbent workers in need of upskilling or reskilling to retain employment or advance in their careers
- Individuals without postsecondary credentials or those needing industry-recognized credentials

d. Capacity-Building/ Limited Action Project beneficiaries may also include:
- Local workforce systems and partner organizations (e.g., community-based organizations, training providers)
- Employers and industry partners (through improved workforce pipelines)
- Communities or regions benefiting from enhanced workforce infrastructure or service delivery systems

5. Proposed Period of Performance Duration

a. Specify the proposed duration for the project using the following guidelines:

   a. Projects may propose 24-months or 36- months period of performance, as appropriate to the program design.

   b. Recipients should consider a 3- to 4-month ramp up period to plan for the implementation of their projects when proposing the appropriate period of performance duration. See Attachment C for guidance.

   c. 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.

6. 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.

b. 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.

c. Applicants may also partner with other organizations, such as workforce intermediaries, social service, and community-based organizations to support the project.

   a. Describe the project's partnership with other organizations such as, but not limited to, training and service providers, and workforce, industry, and employer partners, and their role in the implementation and delivery of services for the project.

d. 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).

   a. If applicable, describe how the use of contracts and/or subawards are used to establish partnerships, as defined in Appendix VI. if partners with the workforce system or other organizations are established for this project.

b. Applicants may indicate N/A if partnerships do not require the use of contracts or subawards.

e. Applicants must include a Letter of Commitment or Memorandum of Understanding (MOU) from each partner. Letters and MOUs must be specific in describing their roles and commitment to the project's deliverables. 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. Letters of Commitment or Memorandum of Understanding (MOUs) from each partner must be submitted as separate attachments to the Project Narrative. See Attachment H for additional guidance.

7. Performance Measures and Target Outcome Goals

a. Describe the proposed performance measures and target outcome goals that support the effective account of the project's success. **See Appendix VIII for guidance.** Applicants may also use the suggested Template provided in Attachment G.

8. Recipient Capacity

a. Demonstrate the organization's capacity to apply effective grant management principles by describing prior or current experience in managing and administering grant programs. These may 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 project work 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); implementing the program and delivering services, and supporting the quarterly reporting requirements of the grant. The work plan may also be described using Attachment E.

c. Data Collection and Reporting Capacity: Demonstrate the organization's ability to effectively manage performance data processes, systems, and internal controls in place to capture, manage, and track participant-level data in accordance with Federal reporting requirements. This includes the ability to collect, validate, maintain, and report accurate and complete data in a timely manner. Recipients should describe the data systems, tools, and protocols they will use to ensure data quality, including procedures for data entry, validation, monitoring, and reporting. Where applicable, Recipients should ensure their systems can capture required data elements consistent with the Participant Individual Record Layout (PIRL) and submitting required reports through designated ETA's WIPs system.

Attachment E: Suggested Template Work Plan

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 deliverable s, the timeframe for conducting the activities and expected completion date, which are defined below:

- **Project Goals:** The overarching goals 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 to be served.
- **Timeframe:** This is the estimated period to implement each activity, expressed as Year 1, Year 2, or Year 3, depending on the proposed duration of the period of performance. Since this may vary depending on the period of performance start date, do not include specific dates.
- **Expected Completion Date:** This is the estimated target completion date for each activity, expressed as Year 1, Year 2, or Year 3. Since this may vary depending on grant start date, do not include specific dates.

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.

Goal 1	Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid) Deliverables and Outcomes	Timeframe	Expected Completion Date
	Activity 1		Milestone 1		Year 1	Year 3
	Activity 2		Milestone 2		Year 1	Year 3
	Activity 3		Milestone 3		Year 1	Year 3

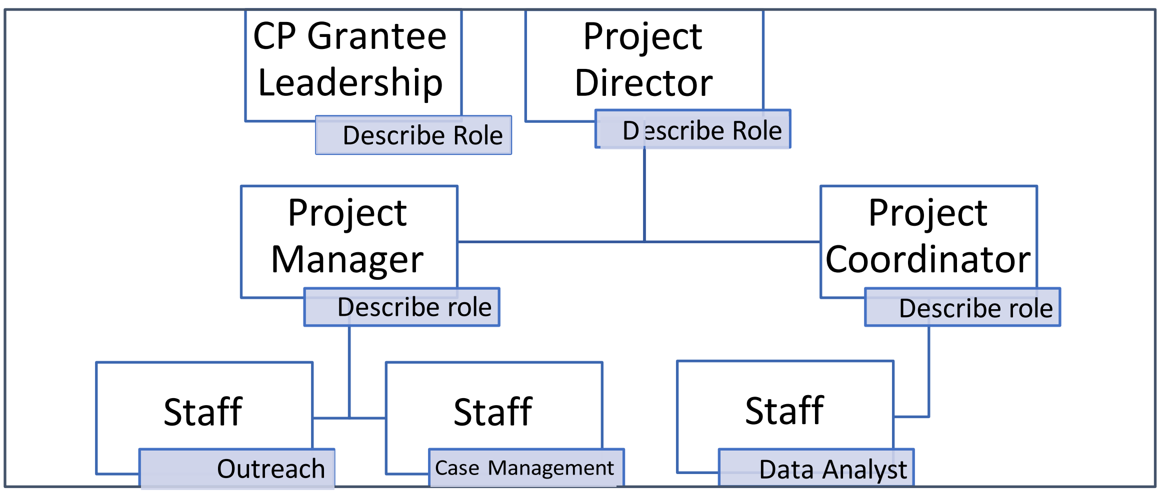
Goal 2	Goal Activities	Responsible Project Staff or Partner	Milestones	Final (or Mid-Grant) Deliverables and Outcomes	Timeframe	Expected Completion Date
	Activity 1		Milestone 1		Year 2	Year 3
	Activity 2		Milestone 2		Year 2	Year 3
	Activity 3		Milestone 3		Year 2	Year 3

Attachment F: Suggested Organizational Chart Template

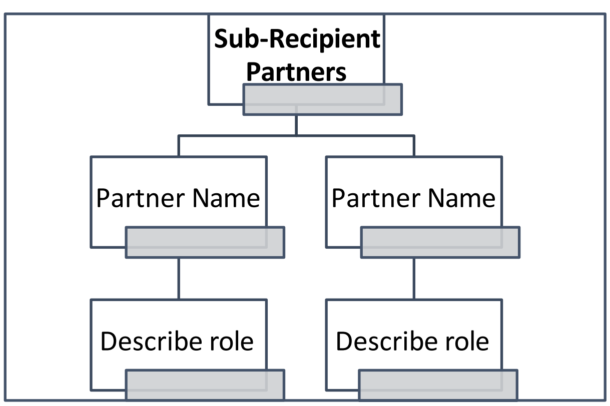
Applicants must submit a Community Project Team organizational chart that identifies the grantee and project partners staff that is spearheading the project. The team organizational chart should provide a clear understanding of the project's staffing plan to illustrate that the grantee and its partners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

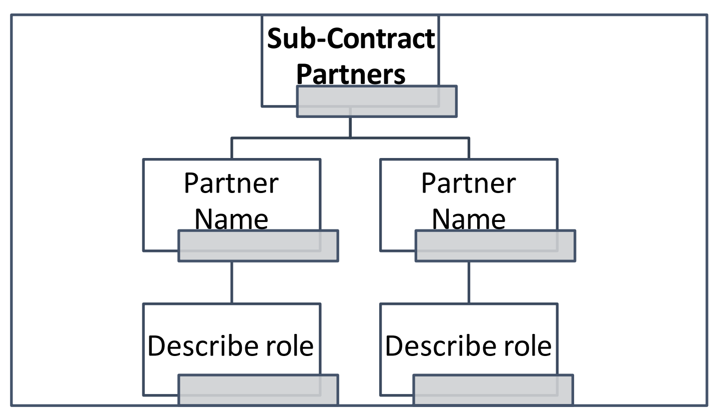
The organizational chart should include job positions/titles that will specifically be assigned to the project, allowing ETA staff to understand how your project will be managed. It should also include an overview of the grantee's relationships with external partners, including the partners' specific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



If applicable, recipients should provide an additional chart listing partners based on the type of partnership.





Attachment G: Performance Measures and Target Goals and Suggested Template

Key Definitions:
The following definitions apply to all performance measures and target outcome goals reported under this grant. Grantees must apply these definitions consistently throughout the grant period to ensure accurate and comparable reporting.

Participant An individual who has satisfied all applicable programmatic eligibility requirements and has received at least one grant-funded service. Eligibility determination must be completed prior to the provision of services and documented in the participant's case file.

Total Participants Served The unduplicated count of all individuals who have been determined eligible and have received at least one grant-funded service during the reporting period. Each individual is counted only once, regardless of the number of services received.

> *Reporting Note: This is typically the foundational output measure from which all other participant-level measures are derived. Grantees should ensure this number is consistent with their intake and eligibility documentation.*

Total Participants Who Completed Education and/or Job Training Activities The number of participants who enrolled in a grant-funded education or job training activity and successfully met all completion requirements as defined by the program or credentialing body. Successful completion may include, but is not limited to, fulfillment of required contact hours, passage of a final assessment, or receipt of a certificate or credential.

> *Reporting Note: This measure is a subset of Total Participants Enrolled in Education and/or Job Training Activities. Grantees should define and document their program-specific completion criteria in the Project Narrative.*

Total Participants Who Entered Unsubsidized Employment The number of participants who obtained employment in the private or public sector for which the employing entity does not receive a public subsidy — such as a wage reimbursement or tax credit — to offset any portion of the wages or costs associated with employing the individual. Employment must be verified and documented in the participant's case file.

> *Reporting Note: On-the-job training (OJT) placements, subsidized work experience, and transitional jobs do not qualify under this measure. If a participant transitions from a subsidized placement to unsubsidized employment with the same employer, that transition may be counted upon verification.*

Performance Outcomes and Data Tracking Guidance

Applicants are encouraged to define performance outcomes that include both **clear targets and a structure for ongoing data tracking**. Grantees should be prepared not only to describe planned activities, but also to report **planned versus actual performance** for each proposed outcome throughout the life of the grant.

To support this, applicants should:

- Establish **specific, measurable performance indicators** (quantitative and/or qualitative).
- Identify **cumulative targets** and consider how progress will be tracked over time (e.g., quarterly or other regular intervals). Ensure they have a **data validation and tracking process** in place prior to implementation.

Including a structured approach at the application stage will strengthen proposed outcomes and improve the ability to report progress during quarterly reviews and monitoring.

Illustrative Example:

Qualitative or Quantitative	Performance Measure(s)	Description	Cumulative Target	Quarterly Target
Quantitative	CDL Enrollees	Participants who meet eligibility and begin CDL training	300	15
Quantitative	CDL Completers	Participants who begin and successfully complete CDL training	285	12

Applicants may also benefit from planning how targets will be distributed and tracked overtime (e.g., quarterly projections) to ensure alignment between proposed goals and actual performance reporting.

Suggested Template Instructions:

Applicants should use the template below to identify proposed performance measures and target outcome goals as described in the Project Narrative.

- For each measure, indicate whether it is **Qualitative or Quantitative –** Qualitative (descriptive or narrative-based, used to assess program quality, participant experience, or process outcomes) or Quantitative (numeric and countable). Most participant-level outcomes will be Quantitative.
- All quantitative target goals must be expressed as raw numbers (e.g., 50 participants, 200 hours of service).
- Percentage rates will only be accepted with **Quantitative Goals,** when accompanied by a baseline raw number sufficient to calculate the underlying count.
- All results are reported on a **cumulative basis** for the grant period
- **Proposed Performance Measure(s) –** State the specific measure being proposed. Use clear language consistent with the Key Definitions provided (e.g., "Total Participants Served," "Total Participants Who Completed Job Training Activities," "Total Participants Who Entered Unsubsidized Employment"). Each row should reflect one distinct measure.
- **Description –** Provide clarifying detail about how this measure will be tracked, what data source or documentation will be used, or how your program defines success or completion. This field is especially important for program-specific measures that differ from or expand upon the standard definitions provided.
- **Proposed Target Goal –** Enter a specific raw number (e.g., 75 participants, 200 service hours). Do **not** use a percentage unless you also provide the baseline raw number used to calculate it. Targets must be realistic, achievable within the grant period, and consistent with your Project Narrative.
- **Cumulative Reporting –** Identify the expected cumulative milestone totals at each reporting period (e.g., Quarter 1: 10, Quarter 2: 25, Quarter 3: 50, Year-End: 75). Each figure should represent the running total to date, not the count for that period alone. Milestones must align with your Proposed Target Goal and reflect realistic program ramp-up and delivery timelines.

Qualitative or Quantitative	Proposed Performance Measure(s)	Description	Proposed Target Goal	Proposed Quarterly Target Goal

Attachment H: Letters of Commitment Guidance

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

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

Attachment I: Financial System Risk Assessment (FSRA) Suggested Format

All applicants are required to submit the following information as an attachment to their application (suggested template below) for ETA to assess the applicant's Financial System. This information will be considered as one component of ETA's Risk Review Process. Applicants may use the suggested template or fillable version included under Other Supporting Documents, or they may answer the questions in a separate attachment. It is unlikely that an organization will be able to manage a federal grant without the following system/processes in place. Applicants are expected to have these in place before applying for a grant with ETA.

<table>
<tr><td colspan="3">U.S. DEPARTMENT OF LABOR – EMPLOYMENT AND TRAINING ADMINISTRATION (ETA)
FUNDING OPPORTUNITY ANNOUNCEMENT:
FINANCIAL SYSTEM RISK ASSESSMENT</td></tr>
<tr><td></td><td>SECTION A: PURPOSE</td><td></td></tr>
<tr><td colspan="3">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.</td></tr>
<tr><td></td><td>SECTION B: GENERAL</td><td></td></tr>
<tr><td colspan="3">1. Applicant Legal Name (as it appears in SAM.gov):</td></tr>
<tr><td>a. Date the organization was founded/incorporated (month, day, year):</td><td colspan="2" rowspan="2">b. Principal Officers Names, Title, Email Address

President/Chair Board of Directors: Chief

Executive Officer:</td></tr>
<tr><td>c. Employer Identification Number:</td></tr>
</table>

U.S. DEPARTMENT OF LABOR – EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT		
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 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.		3. Total Sales/Revenues in most recent 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 best describes the accounting system:	State administered	Internally Developed Web-based
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

U.S. DEPARTMENT OF LABOR – EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT		
7. Does the organization have an approved indirect cost rate or cost allocation plan? If so, who approved it (Federal Cognizant Agency or a Pass-through Entity)? What are the effective dates?	Yes No	Not Sure
8. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for a grant? b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?	Yes No Yes No	Not Sure Not Sure
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: PAYMENT MANAGEMENT SYSTEM ACCOUNT		
1. ETA uses the Department of Health and Human Services Payment Management System (PMS). If your organization has an ETA PMS account, provide the PMS EIN and the PMS account (e.g., 89X7X) where grant funding should be placed if selected for award.		

U.S. DEPARTMENT OF LABOR – EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) FUNDING OPPORTUNITY ANNOUNCEMENT: FINANCIAL SYSTEM RISK ASSESSMENT		
1. ETA uses the Department of Health and Human Services Payment Management System (PMS). If your organization has an ETA PMS account, provide the PMS EIN and the PMS account (e.g., 89X7X) where grant funding should be placed if selected for award.		
	SECTION G: ADDITIONAL INFORMATION	
1. Use this space for any additional information *(indicate section and item numbers if a continuation)*		

Attachment J: 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 strongly encouraged to use this checklist to ensure their applications contain all required items.

STEP 1: PRE-APPLICATION CHECKLIST

☐ **Ensure:** activities and outcomes match the grant description; document any changes for compliance.

☐ **Demonstrate** clear public benefit aligned to community needs and funding priorities.

☐ **Identify** target beneficiaries with supporting data and ensure equal access.

☐ **Confirm** the project location matches the application; obtain approval for any changes.

☐ **Specify** the program type (training, direct service, limited activity) and align it with the project plan and budget.

☐ **Identify partners** early and prepare MOUs/Letters of Commitment with roles, deliverables, and contact information; begin signature collection and retain records.

☐ **Register** and activate Payment Management and Workforce Systems; train staff as needed.

☐ **Put staffing and financial systems** in place, including key hires, onboarding, financial controls, and grant compliance training.

APPLICATION PACKAGE REQUIREMENTS

☐ **SF-424, Application for Federal Assistance:** List CFDA 17.289, Community Project Funding/Congressionally Directed Spending, and request the funding level specified for the applicant's project in the Explanatory Statement for Division B of the Consolidated Appropriations Act, 2026.

☐ **SF-424A:** Submit as an attachment and clearly label **"Budget Information Form."**

☐ **Budget Narrative:** Submit as an attachment and clearly label **"Budget Narrative."**

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

☐ **Project Abstract:** Submit as an attachment and clearly label **"Abstract."**

☐ **Project Narrative:** Submit as an attachment and clearly label **"Project Narrative."**

☐ **Work Plan:** Submit as an attachment and clearly label **"Work Plan."**

☐ **Organizational Chart:** Submit as an attachment and clearly label **"Organizational Chart."**

☐ **Proposed Performance Measures and Target Outcome Goals:** Submit as an attachment and clearly label **"Performance Goals."**

☐ **Letters of Commitment or Memoranda of Understanding, if applicable:** Submit as an attachment and clearly label **"Letters of Commitment."**

☐ **Current federally Negotiated Indirect Cost Rate Agreement (NICRA) or federally approved**

Cost Allocation Plan, if applicable: Submit as an attachment and clearly label **"NICRA"** or **"CAP."**
☐ **Financial System Risk Assessment:** Submit as an attachment and clearly label **"FSRA."**

STEP 2: APPLICATION SUBMISSION
You may submit your application any time from 30 days after the TEGL is published until January 31, 2027, though early submission is recommended.

☐ Prepare a concise **Project Abstract** summarizing objectives, population, activities, and outcomes.

☐ Ensure the **Statement of Need** addresses all required items as specified in Attachment D Project Narrative Guidance.

☐ Complete **SF-424 and SF-424A** accurately, and ensure the budget matches the proposal.

☐ Prepare a **Budget Narrative** that clearly justifies use of funds and aligns with the SF-424A.

☐ Include all **required attachments**, such as support letters, resumes, and organizational charts.

☐ ETA will review the application for **TEGL compliance**. If any parts are out of compliance, ETA will provide technical assistance so revisions can be made. Upon receipt of a compliant application, it will take approximately 45–60 days for ETA to issue your grant agreement.

STEP 3: POST-AWARD (0–90 DAYS)
☐ **Respond to Conditions of Award (COAs)** by reviewing terms, addressing stipulations, submitting required documentation, and communicating as needed.

☐ Revise and submit any updates required under the conditions of award.

☐ Register and activate **Payment Management and Workforce Systems**; train staff.

STEP 4: PROGRAM SETUP (0–6 MONTHS)
☐ **Hire staff:** Recruit, select, and onboard key personnel.

☐ **Finalize partner agreements:** Execute formal agreements and clarify roles.

☐ **Launch activities:** Begin core operations and inform stakeholders.

☐ **Reporting & tracking:** Implement data tools and train staff.

STEP 5: ONGOING REQUIREMENTS
☐ **Quarterly Financial Reports:** Submit ETA-9130 Financial Reports. Reporting quarter end dates are **March 31, June 30, September 30, and December 31**. Reports are due within **45 calendar days** after the end of each quarter. Due to the configuration of the Payment Management System (PMS), the ETA-9130 for the quarter ending **March 31** is due **May 16**.

☐ **Quarterly and Final Narrative Progress Reports:** Submit narrative reports on grant activities funded under this award. Reports are due within **45 calendar days** after the end of each reporting quarter. Reporting quarter end dates are **March 31, June 30, September 30, and December 31**.

☐ **Track outcomes:** Set benchmarks, collect and analyze data, and report progress.

☐ **Federal compliance:** Monitor activities, stay updated on requirements, train staff, thoroughly, and resolve issues promptly.

Attachment K: RESOURCES

FY 2026 Community Projects Resource Page (WorkforceGPS - Community Projects FY26[21]): It is recommended that all applicants view the trainings posted on this resource page.

Community Projects Resources and Support Page (Workforce GPS – Community Projects[22]): This is the Community Projects Resource Page that is designed to provide Community Projects Grantees with all the resources and information related to Performance Reporting.

Code of Federal Regulations Title 2 Grants and Agreements: eCFR :: 2 CFR Chapter II -- Office of Management and Budget Guidance.[23]

Workforce Innovation and Opportunity Act (WIOA) Governance Training (Workforce Innovation and Opportunity Act Governance Training Webcast Series[24]): Overview of the public workforce development system established 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.

Grants Application and Grants Management (Welcome to Grants Application and Management Community[25]): 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.

Apprenticeship USA (Apprenticeship.gov[26]): The one-stop source to connect career seekers, employers, and education partners with apprenticeship resources. Discover apprenticeships across industries, how programs are started by employers, and how to become an apprentice.

CareerOneStop (Careers and Career Information - CareerOneStop[27]): Information on national and state career information on occupations.

Occupational Information Network (O*NET) (O*NET OnLine[28]): Information on occupational competency profiles.

America's Service Locator (Service Locator Local Help | CareerOneStop[29]): A directory of American Job Centers (formerly known as One-Stop Career Centers).

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[21] https://grantsapplicationandmanagement.workforcegps.org/resources/2026/02/12/15/40/Community-Projects-FY26
[22] https://cp.workforcegps.org/home/
[23] https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II
[24] https://ion.workforcegps.org/resources/2022/06/23/14/26/Workforce-Innovation-and-Opportunity-Act-Governance-Training-Webcast-Series
[25] https://grantsapplicationandmanagement.workforcegps.org/
[26] https://www.apprenticeship.gov/
[27] https://www.careeronestop.org/
[28] https://www.onetonline.org/
[29] https://www.careeronestop.org/LocalHelp/service-locator.aspx