

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION PY 2019 Funding Allocations
	CORRESPONDENCE SYMBOL OWI DINAP
	DATE May 24, 2019

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 20-18

TO: ALL SECTION 166 INDIAN AND NATIVE AMERICAN (INA) GRANTEEES

FROM: MOLLY E. CONWAY
Acting Assistant Secretary 

SUBJECT: Program Year (PY) 2019 Funding Allotments and Instructions for the INA Section 166 Programs

1. **Purpose.** To provide INA grantees with Comprehensive Services Program (CSP) and Supplemental Youth Services Program (SYSP) funding allotments for PY 2019 for the Workforce Innovation and Opportunity Act (WIOA), Section 166 programs, and to notify grantees of the required submission of Standard Form (SF) 424 – Application for Federal Assistance, SF 424A – Budget Information (Non-Construction Programs), and Budget Narrative. This Training and Employment Guidance Letter (TEGL) also provides guidance on high carry-in of funding at the end of PY 2018.
2. **Action Requested.** Grantees must follow the requirements in this guidance to receive PY 2019 funding. **Note:** Federally recognized tribes that participate in Public Law 102-477 will have their PY 2019 WIOA funds transferred to the Department of Interior (DOI), Bureau of Indian Affairs, Office of Indian Services, Division of Workforce Development. These tribes are not required to submit the documents requested in this TEGL but should instead follow DOI's requirements for receiving funds.
3. **Summary and Background.**

Summary. This document provides grantees with guidance and information including:

- INA grantee funding amounts for PY 2019;
- How to submit an application through grants.gov for PY 2019 funding;
- Funding reductions for grantees with excessive amounts of unspent funds at the end of PY 2018; and
- Process for requesting an increase in the administrative cost limit.

RESCISSIONS None	EXPIRATION DATE Continuing
----------------------------	--------------------------------------

Background. On September 28, 2018, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub. L. 115-245 (hereinafter, referred to as “the Act”) was signed into law. The Act provides \$54,500,000 for Native American programs under section 166 of the WIOA. Of this amount, one percent (\$545,000) will be set-aside for technical assistance pursuant to the WIOA Final Rule, 20 CFR 684.270(e) and \$530,000 will be set-aside to award grants to unique populations in Alaska and Hawaii pursuant to WIOA, Section 166(k). Therefore, the total amount available for the Native American Comprehensive Services program is \$53,425,000. This amount will be allocated to INA grantees using the formula in the WIOA Final Rule at 20 CFR 684.270(b).

The Act also provides \$903,416,000 for grants to States for WIOA youth activities and pursuant to Section 127(b)(1)(A) of WIOA, 1½ percent of this amount is to be used to provide youth workforce investment activities for Native American youth in accordance with Section 166(d)(2)(A)(ii) of WIOA. Accordingly, \$13,511,865¹ is available for PY 2019 and will be allotted to INA grantees to provide supplemental services to low-income Native American youth on or near Indian reservations and in Oklahoma, Alaska, and Hawaii. ETA will allocate funds to INA grantees using the formula in the WIOA regulations at 20 CFR 684.440.

4. **Grantee Expenditure Rates for PY 2018.** Grantees that had unobligated funds in excess of 20 percent of total funds available at the end of PY 2018 may be subject to funding adjustments in their PY 2019 award pursuant to 20 CFR 684.270(d).
5. **Submission Requirements.** Grantees will use the funding allotment amounts in Attachment I of this TEGL to submit a SF 424, 424A, Budget Narrative, and a negotiated indirect cost rate agreement (NICRA) or cost allocation plan (if applicable). Grantees receiving both CSP and SYSP funds must submit a separate set of documents for each set of funds, with the exception of indirect cost rate agreements/cost allocation plans. In addition, grantees that would like to request an administrative cost limit above 15 percent but not more than 20 percent should submit such request with the application. See item 5 below for additional information on submitting a request for an increase in the administrative cost limit. Grantees that have made significant program design changes or significant changes in WIOA program activities should also submit a revised four-year strategic plan.

As in past years, grantees will submit documents through the grants.gov website located at www.grants.gov. **Grantees must submit the SF 424, 424A, and Budget Narrative (and NICRA/Cost Allocation Plan if applicable) within 30 days from the issue date of this TEGL.**

6. **Request for an Administrative Cost Rate Above 15 Percent.** The grant Terms and Conditions limit administrative costs for INA grants to 15 percent. However, ETA will approve administrative cost rates in excess of 15 percent, but no more than 20 percent, when the grantee submits acceptable justification. Grantee must describe the conditions that exist within its organizations that require an administrative cost rate above 15 percent. Examples of the conditions that ETA will consider are:

¹ \$2,625,000 of the State youth WIOA appropriation is reserved for set-asides authorized by the Act, therefore, the INA youth program will receive 1 ½ percent of \$900,791,000.

- The amount and nature of on-going direct and indirect administrative costs.
- Local economic conditions such as the cost to rent space, paying salaries that are competitive with other employers in the local area in order to attract qualified and experienced employees, providing salary increases and other pay incentives to retain good employees.
- The amount and nature of any uncontrollable increases in its existing essential administrative costs that are unusual one-time expenses, including significant increases to basic administrative cost components such as rent or staff salaries. (Supporting documentation is required.)
- How the grantee already supplements the funds it receives from ETA for administrative expenditures with funds from other sources in order to meet its necessary administrative costs.
- Significant State-wide activities, for instance extensive geographic area actively serviced under the grant necessitates substantial transportation, or costs associated with providing access to services in an American Job Center, or membership on the State Workforce Development Board are all recognized state-wide activities.

Administrative costs are defined in the WIOA Final Rule at 20 CFR 683.215.

7. **Grants.gov Submission Process.** Grantees must submit the documents described in items 4 and 5 above through Grants.gov. In order to submit documents through grants.gov, you, or someone in your organization, must be registered as an Authorized Organization Representative (AOR) with grants.gov. You can request that the AOR for your organization submit the required documents on your behalf or you may register as an AOR and submit the documents. To learn how to register with grants.gov and become an AOR for your organization go to: <https://www.grants.gov/web/grants/applicants/registration.html> or call the grants.gov help line at: 1-800-518-4726

Follow the steps below to submit the required documents for PY 2019 funding through grants.gov.

Step 1: Go to www.grants.gov

Step 2: Click on *LOGIN* in the upper right hand corner of the screen and log into grants.gov with your user name and password. **Note:** you must register with grants.gov in order to get a user name and password and you must be assigned the Authorized Organization Representative (AOR) by your organization's BIZ Point of Contact (POC). See <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html> for additional information on how to become an AOR.

Step 3: Once you are logged into grants.gov, select the *APPLICANTS* tab on the Grants.gov homepage and then select *Apply Now* from the pull down menu.

Step 4: In the *Funding Opportunity Number* field, enter ***PY19-NA-Sec166-Funding*** in the Funding Opportunity Number field. Skip the *Opportunity Package ID* and go down to the *Application Filing Name* field and enter an application filing name and then click on *Create Workspace*. **Note:** the Applicant Filing Name can be any name you wish to use and it will become the name for your Workspace. If you receive both CSP and SYSP funds, create a separate workspace in order to submit two separate

applications. For example, you may want to name the Workspace for your CSP application “PY 2019 WIOA Adult Application” and the Workspace for your SYSP application “PY 2019 WIOA Youth Application”.

Step 5: Click on the links in the *Application Package Forms* and complete all the required forms.

Submitting the SF-424 through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. Item #18 on the SF-424 and the amounts in the SF-424A and Budget Narrative must reflect the exact amount of the allotment in Attachment I. Additionally, Item #11 of the SF-424 must include Catalog of Federal Domestic Assistance Number (CFDA) # 17.265.

This submission process can be time-consuming and therefore ETA strongly encourages grantees to initiate the process as soon as possible, in order to allow time to resolve unanticipated technical problems.

Submission requirements stipulate that all applicants for Federal grant and funding opportunities must have a Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® number on the SF-424. We strongly encourage grantees to be consistent in using the same D-U-N-S and Employer Identification Number (EIN) that it used in the previous year’s grant application. If you do not know the D-U-N-S and EIN you used for PY 2018, please contact your Federal Project Officer to get the D-U-N-S and EIN.

Please be aware that you cannot submit an application to grants.gov if your organization does not have an active registration in the System for Award Management (SAM). Grantees can find out if they have an active SAM registration by going to: <https://www.sam.gov/SAM/> and clicking on the Search Records tab. Then enter your organizations D-U-N-S and click on the *SEARCH* button. For assistance with SAM registration, please call the SAM federal help desk at: (866) 606-8220.

8. **Inquiries.** Please direct questions to the designated Federal Project Officer below.

Duane Hall (972) 850-4637
hall.duane@dol.gov

Maria Mendoza (202) 693-3695
mendoza.maria.c@dol.gov

Guy Suetopka (415) 625-7988
suetopka.guy@dol.gov

Jennifer Whitmore (415) 625-7970
whitmore.jennifer@dol.gov

9. **References.**

- Consolidated Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (Pub. L. 115-245), and accompanying Conference Report, H.R. Rep. No. 115-952;
- Section 166 of the WIOA, located at: <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
- WIOA; Department of Labor Only, Final Rule, located at: <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>

10. **Attachment.** Attachment I: PY 2019 INA Adult and Youth Allocations

**U.S. Department of Labor
Employment and Training Administration
WIOA Section 166 Adult and Youth Funding for Native Americans
PY 2019 Funding Allocations**

				Total Adult Funding	\$54,500,000
				Less 1% for Technical Assistance & Training	-\$545,000
				Less Set Aside for AK & HI (WIOA Sec.)	-\$530,000
				Amount Available for Allocation	\$53,425,000
State	Grantee Name	Grant Type	Youth Amount	Adult Amount	
AL	Inter-Tribal Council of Alabama		\$4,973	\$284,039	
AL	Poarch Band of Creek Indians		\$0	\$91,061	
AK	Aleutian-Pribilof Islands Assn., Inc.	477	\$11,779	\$27,593	
AK	Association of Village Council Presidents	477	\$161,236	\$395,919	
AK	Bristol Bay Native Association	477	\$47,114	\$114,066	
AK	Central Council of Tlingit and Haida Indian Tribes	477	\$66,746	\$186,421	
AK	Chugachmiut	477	\$5,759	\$26,885	
AK	Cook Inlet Tribal Council, Inc.	477	\$143,437	\$426,882	
AK	Copper River Native Association	477	\$9,161	\$18,063	
AK	Kawerak Incorporated	477	\$58,893	\$148,496	
AK	Kenaitze Indian Tribe		\$22,248	\$42,665	
AK	Kodiak Area Native Association	477	\$9,161	\$28,038	
AK	Maniilaq Association	477	\$51,040	\$111,222	
AK	Metlakatla Indian Community	477	\$5,235	\$17,987	
AK	Orutsarmuit Native Council	477	\$15,704	\$50,949	
AK	Tanana Chiefs Conference	477	\$111,242	\$279,554	
AZ	American Indian Association of Tucson		\$0	\$333,436	
AZ	Colorado River Indian Tribes		\$31,410	\$61,052	
AZ	Gila River Indian Community		\$206,779	\$503,281	
AZ	Hopi Tribal Council		\$115,168	\$214,326	
AZ	Hualapai Tribe		\$19,631	\$32,115	
AZ	Inter-Tribal Council of Arizona, Incorporated		\$37,429	\$78,630	
AZ	Navajo Nation		\$3,002,229	\$6,010,988	
AZ	Pascua Yaqui Tribe		\$53,658	\$99,092	
AZ	Phoenix Indian Center, Inc.		\$0	\$1,406,797	
AZ	Quechan Indian Tribe		\$17,013	\$33,131	
AZ	Salt River Pima-Maricopa Indian Community		\$51,040	\$83,478	
AZ	San Carlos Apache Community College		\$217,250	\$380,076	
AZ	Tohono O odham Nation	477	\$218,558	\$365,498	
AZ	White Mountain Apache Tribe		\$260,437	\$447,714	
AR	American Indian Center of Arkansas, Inc.		\$0	\$314,255	
CA	California Indian Manpower Consortium		\$108,886	\$3,285,191	
CA	Northern California Indian Development Council, Inc.		\$60,464	\$295,211	
CA	Southern California American Indian Resource Center, Inc.		\$0	\$709,576	
CA	Tule River Tribal Council		\$7,852	\$120,885	
CA	United American Indian Involvement		\$0	\$1,619,793	
CA	United Indian Nations, Inc.		\$0	\$435,073	
CO	Denver Indian Center, Inc.		\$0	\$612,867	
CO	Ute Mountain Ute Tribe		\$22,248	\$85,105	
FL	Florida Governors Council on Indian Affairs, Inc.		\$0	\$1,126,110	
FL	Miccosukee Tribe of Indians		\$5,497	\$117,257	
HI	Alu Like, Inc.		\$1,829,605	\$1,297,944	
ID	Nez Perce Tribe	477	\$15,181	\$67,622	
ID	Shoshone-Bannock Tribes, Inc.	477	\$56,275	\$175,660	

State	Grantee Name	Grant Type	Youth Amount	Adult Amount
IN	American Indian Center of Indiana, Inc.		\$0	\$231,879
KS	United Tribes of Kansas and Southeast Nebraska, Inc.		\$10,208	\$196,703
LA	Inter-Tribal Council of Louisiana, Inc.		\$3,927	\$476,900
ME	Penobscot Indian Nation		\$24,605	\$184,803
MA	Mashpee-Wampanoag Indian Tribal Council, Inc.	477	\$0	\$56,867
MA	North American Indian Center of Boston, Inc.		\$0	\$205,880
MI	Grand Traverse Band of Ottawa and Chippewa Indians	477	\$0	\$30,389
MI	Inter-Tribal Council of Michigan, Inc.		\$28,792	\$91,177
MI	Little Traverse Bay Band of Odawa Indians		\$0	\$134,630
MI	Michigan Indian Employment and Training Services, Inc.		\$0	\$292,943
MI	North American Indian Association of Detroit, Inc.		\$0	\$134,969
MI	Sault Ste. Marie Tribe of Chippewa Indians		\$19,108	\$161,748
MI	South Eastern Michigan Indians, Inc.		\$0	\$72,210
MN	American Indian Opportunities, Inc.		\$0	\$252,267
MN	Bois Forte Reservation Tribal Council		\$8,899	\$19,287
MN	Fond Du Lac Reservation		\$17,799	\$188,182
MN	Leech Lake Band of Ojibwe		\$52,088	\$43,283
MN	Mille Lacs Band of Ojibwe Indians	477	\$23,295	\$52,249
MN	Minneapolis American Indian Center		\$0	\$334,847
MN	Northwest Indian OIC		\$0	\$101,860
MN	Red Lake Nation	477	\$82,450	\$210,332
MN	White Earth Reservation Tribal Council	477	\$53,658	\$114,206
MS	Mississippi Band of Choctaw Indians		\$66,484	\$284,472
MO	American Indian Council		\$9,161	\$699,366
MT	Assiniboine and Sioux Tribes	477	\$134,800	\$258,840
MT	Blackfeet Tribal Business Council	477	\$124,329	\$272,488
MT	Business Committee of The Chippewa Cree Tribe		\$37,954	\$133,786
MT	Confederated Salish & Kootenai Tribes	477	\$136,108	\$267,814
MT	Little Big Horn College		\$86,115	\$155,944
MT	Fort Belknap Community Council	477	\$49,732	\$115,667
MT	Montana United Indian Association		\$0	\$325,119
MT	Northern Cheyenne Tribe		\$96,846	\$202,704
NE	Omaha Tribe of Nebraska		\$45,806	\$75,107
NE	Ponca Tribe of Nebraska		\$0	\$270,247
NE	Winnebago Tribe of Nebraska	477	\$20,940	\$42,436
NV	Inter-Tribal Council of Nevada, Inc.		\$47,900	\$268,280
NV	Las Vegas Indian Center, Inc.		\$0	\$181,066
NV	Reno Sparks Indian Colony	477	\$9,161	\$16,104
NV	Shoshone-Paiute Tribes	477	\$14,396	\$115,700
NM	Alamo Navajo School Board, Inc.		\$48,423	\$84,476
NM	Eight Northern Indian Pueblo Council		\$26,698	\$69,548
NM	Five Sandoval Indian Pueblos, Inc.		\$91,349	\$145,201
NM	Jicarilla Apache Tribe		\$27,483	\$58,540
NM	Mescalero Apache Tribe		\$60,202	\$83,082
NM	National Indian Youth Council		\$0	\$1,517,149
NM	Ohkay Owingeh	477	\$13,087	\$25,277
NM	Pueblo of Acoma		\$30,100	\$129,066
NM	Pueblo of Isleta		\$11,517	\$37,821
NM	Pueblo of Laguna	477	\$36,644	\$82,668
NM	Pueblo of Taos	477	\$18,323	\$38,594
NM	Pueblo of Zuni	477	\$126,947	\$270,211
NM	Ramah Navajo School Board, Inc.		\$30,100	\$85,395
NM	Santo Domingo Tribe		\$44,497	\$94,949
NY	Native American Community Services of Erie and Niagara Counties, Inc.		\$0	\$150,941
NY	Native American Cultural Center, Inc.		\$3,140	\$197,005

State	Grantee Name	Grant Type	Youth Amount	Adult Amount
NY	Seneca Nation of Indians	477	\$31,410	\$225,537
NY	St. Regis Mohawk Tribe	477	\$22,248	\$131,831
NC	Cumberland County Association for Indian People, Inc.		\$0	\$61,621
NC	Eastern Band of Cherokee Indians		\$56,275	\$110,431
NC	Guilford Native American Association		\$0	\$74,271
NC	Haliwa - Saponi Tribe, Inc.		\$0	\$57,862
NC	Lumbee Regional Development Association, Inc.		\$0	\$1,130,177
NC	North Carolina Commission on Indian Affairs		\$0	\$281,880
ND	Spirit Lake Sioux Tribe	477	\$73,289	\$148,034
ND	Standing Rock Sioux Tribe	477	\$121,712	\$214,307
ND	Three Affiliated Tribes	477	\$54,967	\$178,995
ND	Turtle Mountain Band of Chippewa Indians		\$125,638	\$291,795
ND	United Tribes Technical College		\$0	\$228,388
OH	North American Indian Cultural Center, Inc.		\$0	\$500,484
OK	Absentee Shawnee Tribe		\$12,826	\$22,203
OK	Cherokee Nation of Oklahoma	477	\$661,171	\$1,285,875
OK	Cheyenne Arapaho Tribes of Oklahoma		\$102,081	\$153,978
OK	Chickasaw Nation	477	\$198,665	\$351,985
OK	Choctaw Nation of Oklahoma	477	\$285,304	\$565,363
OK	Citizen Potawatomi Nation	477	\$285,042	\$413,780
OK	Comanche Tribe of Oklahoma		\$70,671	\$150,373
OK	Creek Nation of Oklahoma	477	\$348,123	\$707,137
OK	Inter-Tribal Council of Northeast Oklahoma		\$26,437	\$72,892
OK	Kiowa Tribe of Oklahoma		\$154,692	\$219,980
OK	Osage Nation	477	\$51,040	\$95,419
OK	Otoe - Missouri Tribe		\$16,490	\$32,208
OK	Pawnee Nation of Oklahoma	477	\$14,396	\$30,682
OK	Ponca Tribe of Oklahoma		\$54,705	\$80,427
OK	Tonkawa Tribe of Oklahoma		\$27,483	\$61,388
OK	United Urban Indian Council, Inc.		\$195,001	\$358,178
OK	Wyandotte Nation		\$0	\$107,150
OR	Confederated Tribes of Siletz Indians	477	\$1,047	\$430,530
OR	Confederated Tribes of The Umatilla Indian Reservation	477	\$14,396	\$26,859
OR	Confederated Tribes of Warm Springs		\$40,571	\$126,022
OR	Organization of the Forgotten American, Inc.		\$0	\$291,900
PA	Council of Three Rivers American Indian Center, Inc.		\$0	\$921,028
RI	Rhode Island Indian Council, Inc.		\$8,899	\$1,714,089
SC	South Carolina Indian Development Council, Inc.		\$2,617	\$241,863
SD	Cheyenne River Sioux Tribe	477	\$138,725	\$220,956
SD	Lower Brule Sioux Tribe		\$19,631	\$55,560
SD	Oglala Sioux Tribe		\$407,016	\$654,712
SD	Rosebud Sioux Tribe (Sicangu Nation)	477	\$239,498	\$482,025
SD	Sisseton-Wahpeton Oyate	477	\$57,584	\$122,956
SD	United Sioux Tribes of South Dakota Development Corporation		\$13,087	\$556,065
SD	Yankton Sioux Tribe		\$52,350	\$106,796
TN	Native American Indian Association		\$0	\$228,524
TX	Alabama-Coushatta Indian Tribal Council		\$1,047	\$867,831
TX	Dallas Inter-Tribal Center		\$0	\$382,862
TX	Ysleta Del Sur Pueblo		\$17,013	\$642,552
UT	Indian Training and Education Center		\$5,759	\$351,958
UT	Ute Indian Tribe		\$58,893	\$117,042
VT	Maquam Bay of Missisquoi, Inc.		\$0	\$80,050
VA	Mattaponi Pamunkey Monacan, Inc.		\$0	\$248,651
WA	American Indian Community Center		\$17,799	\$399,162
WA	Confederated Tribes and Bands of the Yakama Nation		\$107,055	\$199,966

State	Grantee Name	Grant Type	Youth Amount	Adult Amount
WA	Confederated Tribes of the Colville Reservation	477	\$48,423	\$180,911
WA	Lummi Indian Business Council		\$26,175	\$110,528
WA	Makah Tribal Council	477	\$13,087	\$33,865
WA	Spokane Tribe	477	\$23,557	\$39,610
WA	Suquamish Indian Tribe		\$2,617	\$144,410
WA	The Tulalip Tribes	477	\$20,940	\$43,878
WA	United Indians of All Tribes Foundation		\$0	\$282,579
WA	Western Washington Indian Employment and Training Program		\$94,229	\$609,159
WI	Ho-Chunk Nation	477	\$4,712	\$173,664
WI	Lac Courte Oreilles Tribal Governing Board		\$58,632	\$168,805
WI	Lac Du Flambeau Band of Lake Superior Chippewa Indians, Inc.		\$11,779	\$41,777
WI	Menominee Indian Tribe of Wisconsin	477	\$48,423	\$97,510
WI	Oneida Tribe of Indians of Wisconsin		\$15,704	\$162,932
WI	Spotted Eagle, Inc.		\$0	\$215,290
WI	Stockbridge-Munsee Community	477	\$3,665	\$55,032
WY	Eastern Shoshone Tribe	477	\$35,074	\$128,052
WY	Northern Arapahoe Business Council	477	\$78,786	\$217,731
171	TOTAL	171	\$13,511,865	\$53,425,000