

NATIONAL DISLOCATED WORKER GRANT (DWG)

SUGGESTED GRANT APPLICATION FOR DISASTER RECOVERY

Full Application – Disaster Recovery National DWGs

The information in this form must be submitted along with other required application materials as described in Section 6 of the National Dislocated Worker Grant Program (DWG) Training and Employment Guidance Letter No. 16-21 (TEGL 16-21) Attachment I; the use of this form itself is optional. Applicants are encouraged to use the Suggested Grant Application to ensure all the requested information required in a full application is clearly addressed. If more space is required than this suggested application provides, please attach up to five additional pages of information.

Please note that Attestations are requested throughout the Suggested Grant Application. For each attestation, you must confirm understanding of and compliance with specified requirements. For additional guidance regarding information required in the application, refer to the TEGL 16-21, Attachment I.

Emergency Application Instructions

Eligible applicants submitting an abbreviated emergency application are only required to provide the information requested in Sections 1 through 3 of the Suggested Application with a copy of the relevant declaration of a qualifying event. If awarded, the remaining information requested in Sections 4 through 9 will be required within 60 days of receiving the emergency grant award to complete a full application. Instructions for submitting the remaining information included in these sections will be provided as part of the executed emergency grant award terms and conditions. (Reference [TEGL 16-21](#), Attachment I, page 11)

Use the contents checklist below to ensure a complete, timely, and responsive application.

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☐ SECTION 1. Application for Federal Assistance SF-424

Complete the SF-424, version 4.0, provided on Grants.gov and submit as part of the application package. (Reference [TEGL 16-21](#), Attachment I, Section 6: How to Apply, pages 24-25)

The Application for Federal Assistance SF-424 form, version 4.0, is located on [GRANTS.gov](#).

Applicant information provided on the SF-424 must match with the SAM registration, including the Applicant Legal Name, Address, nine-digit zip code, employer identification number (EIN), and UEI.

☐ SECTION 2. Statement of Work – General Information

A. Contact Information – Provide the information requested below to reflect the information provided on the SF-424.

i. Legal Name of Grant Applicant (SF-424, line 8.a)

ii. Authorized Representative (SF-424, line 21)

Name		Phone	
Title		Email	

iii. Other Project Point of Contact (SF-424, line 8f)

Name		Phone	
Title		Email	

iv. Type of Applicant (Reference [TEGL 16-21](#), Attachment I, page 4)

- ☐ State
- ☐ Outlying area
- ☐ Indian tribal governments as defined by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122(6))

B. Qualifying Event – Select the box(es) below to indicate the eligible qualifying event(s) applicable to the application. Provide the emergency declaration information requested.

(Reference [TEGL 16-21](#), Attachment I, page 3)

☐ i. FEMA Emergency/Major Disaster	FEMA Declaration No.	
☐ ii. Federal Agency/ Executive Emergency/ Major Disaster of National Significance	Federal Agency Declaration	
☐ iii. Relocation of Individuals from Disaster Area	Originating Disaster Area	
	Originating FEMA or Agency Declaration	

iv. Attestation for Qualifying Event – Select the boxes below to confirm understanding of and compliance with specified requirements.

☐ A copy of the relevant declaration of the qualifying event is attached to this application.

☐ Documentation is available to demonstrate a potential loss of at least 50 jobs within the disaster area or relocation of a substantial number of individuals from an affected disaster area.

C. Federal Funding Request – Provide the total funding request for the period of performance. The total funding request must reflect the total federal funding request amount listed on the SF-424, line 18a, and the budget (SF-424A) and budget narrative. *Note that ETA generally awards in one-third increments of the requested funding amount, with an overall ceiling equal to the total funding request.*
(Reference [TEGL 16-21](#), Attachment I, page 18)

i. Total Federal Funding Request Amount (SF-424, line 18a)

\$

D. Period of Performance (POP) – The period of performance for DWG funds begins at the project start date and continues through the project end date, as specified in the grant award. The requested period of performance does not exceed 24 months from the project start date. The start date is generally the date of the award. (Reference [TEGL 16-21](#), Attachment I, page 19)

i. Project Start Date – Check **one** of the following two options:



Date of Award



Request for Earlier Start Date of: __/__/__

If an Earlier Start Date is requested, provide justification for this requested date here:

ii. Project End Date for Quarter Ending - Check **one** of the following two options:



12 months from Project Start Date



24 months from Project Start Date

E. Planned Participants – Provide the number of participants planned for the total funding request and period of performance. Approved planned participant totals may not be decreased after approval of the full application. (Reference [TEGL 16-21](#), Attachment I, page 26, Participant Enrollments)

i. Total Number of Planned Participants:

ii. Attestation for Eligible Participants - Select the box below to confirm that the applicant will only enroll eligible participants as listed below:

☐ Eligible participants are limited to:

1. Individuals temporarily or permanently laid off as a consequence of the emergency or disaster.
2. A dislocated worker (as defined in WIOA Section 3(15)), including displaced homemakers as defined in WIOA Section 3(16).
3. Long-term unemployed individuals.
4. Self-employed individuals who became unemployed or significantly underemployed as a result of the emergency or disaster.

□ SECTION 3. Statement of Work – Abstract

A. Office of Management and Budget (OMB) Requirements – All grant awards require a synopsis that summarizes the planned ETA-funded project. Descriptions should be brief (2-3 sentences) and focus on the priority elements for each item below.
i. Summary of Project Purpose – State the primary purpose of the project, what occurred, and why grant funding is needed.
ii. Specific Project Activities to be Performed – Identify the project activities that will be performed.
iii. Deliverables or Expected Outcomes – Identify the expected deliverables and outcomes that will occur because of this project.
iv. Priority Participant Beneficiaries – Identify those individuals or populations of eligible participants who will be prioritized for participation, including individuals from historically marginalized or underserved communities. Describe why these participants are prioritized for the proposed project.
v. Subrecipients and Subrecipient Activities – Identify all subrecipient entities that will receive grant funds through a subaward to carry out the project. Briefly describe the project activities the subrecipients will carry out. A subaward may be provided through any form of legal agreement, including a contract, and must be accounted for in the budget narrative. (Reference TEGL 16-21 , Attachment I, pages 23 - 24)

B. Abbreviated Project Summary – Provide a brief synopsis of the project that demonstrates allowable activities in accordance with TEGl 16-21. (Reference [TEGL 16-21](#), Attachment I, pages 3 - 12)

- i. Proposed Project Service Area** – List the counties/parishes, cities, or communities to be served by the proposed project in the space below. Note that the service area must not include areas that are not covered by the qualifying disaster declaration.

- ii. Impact of the Declared Disaster on the Proposed Service Area** – Provide a brief (no more than 250 words) description of the declared disaster’s impact on the proposed project service area. Include information demonstrating the projected level of job loss in the disaster area or relocation of a substantial number of individuals from a disaster area to the project service area.

iii. Urgent Disaster-Related Needs to be Immediately Addressed – Provide a brief description (no more than 250 words) of the immediate community needs resulting from the disaster and the project activities and enrollments that will occur to address these needs.

iv. Abbreviated Justification for and list of Immediate Disaster-Relief Employment Jobs – In order to begin work prior to submission of the full application, provide a list of positions/job titles and a brief position description on the job responsibilities that will address the immediate community needs resulting from the disaster as described above. The position description should also briefly describe how these positions were identified.

Job Title	Position Description

□ SECTION 4. Statement of Work – Community Needs Assessment

Overview – The community needs assessment is to be submitted as part of a DWG application and conducted pursuant to 20 CFR 687.140, provides the context for the effects of the qualifying event, and sets the scope of the planned response. (Reference [TEGL 16-21](#), Attachment I, pages 5 - 11, and 22 - 24)

A. **Disaster-Relief Employment Needs and Jobs**

- i. **Description of Cleanup, Renovation, and Restoration Needs** – Provide a brief description of the cleanup and recovery needs resulting from the disaster. Describe how these needs were identified including any coordination activities that occurred with the appropriate organizations, including state emergency management agencies, to avoid duplication of activities and appropriately respond to the affected community's needs after the disaster. For work on private property, provide the rationale for the determination that such work was allowable under this guidance.

- ii. **Description of Humanitarian Assistance Needs** – Provide a brief description of the humanitarian assistance needs resulting from the disaster. Describe how these needs were identified including any coordination activities that occurred with the appropriate organizations, including state emergency management agencies, to avoid duplication of activities and appropriately respond to the affected community's needs after the disaster. (Reference [TEGL 16-21](#), Attachment I, pages 5 - 6)

iii. Proposed Disaster-Relief Employment Jobs to Address Needs Described Above – Provide a list of positions, the work location/project service area where work will occur, the anticipated start date, and a brief position description on how these positions will address the needs resulting from the disaster as described above. The position description should also identify general job responsibilities and briefly describe how these positions were identified. If more space is needed, include an attachment (no more than 2 pages).

Job Title	Position Description

B. Employment and Training Needs and Activities – DWG projects may provide employment and training activities to eligible participants following a qualifying disaster or emergency, per WIOA Section 170(d)(1)(C) regardless of an individual’s participation in disaster relief employment. (Reference [TEGL 16-21](#), Attachment I, pages 6 -7, and 17)

i. Description of Early Intervention and Rapid Response Efforts – Provide an overview of early intervention and rapid response efforts that occurred prior to the qualifying event. Describe the results of these efforts including any identified career services or training needs among the affected employees. Applicants that are not a state workforce agency or local workforce development board (WDB) must describe coordination strategies with appropriate local WDBs or with the state to ensure coordination with Rapid Response and early intervention activities.

ii. Description of Employment and Training Needs – Provide an overview of the economic situation and layoff impacts on the communities to be included in the project. Include information such as unemployment rates, poverty rates, and educational attainment data. Describe employment opportunities within the project service area and include job growth in high quality occupations. Describe the workforce needs in the project service area, identifying any barriers to employment.

iii. Description of Employment and Training Activities – Provide a brief description (no more than 250 words) of employment and training strategies to address the needs described above. Describe how the specific needs of each participant will be determined, and strategies planned or in place to allow participants to obtain unsubsidized, sustainable, and quality employment following the conclusion of grant-supported activities. Describe how DWG funds will support the goal of enabling individuals to return to or enter high quality employment as a result of project activities. These goals might prioritize employment that includes a living wage and benefits, promotion potential, offers workers a voice in the operation of the organization, equitable hiring practices, or other factors as described by the applicant. Identify populations to be targeted for services including those who have been historically marginalized. Describe project strategies to address barriers to employment.

☐ SECTION 5. Statement of Work: Preliminary Project Implementation Plan

Overview - Please insert your draft or preliminary Project Implement Plan that reflects your proposed project design and funding parameters in the grant award. Be sure to include project goals, objectives to attain the identified goals, project timelines, anticipated outcomes, and any potential challenges for reaching targets, as well as any other information that will enable ETA to support the grant recipient. An example is provided in the first row for reference purposes only. If awarded, applicants will be assigned a federal project officer in their region to assist with further developing the project implementation plan. (Reference [TEGL 16-21](#), Attachment I, pages 12 and 27)

A. <u>Project Goals and Objective(s)</u>	B. <u>Project Timeline</u>	C. <u>Anticipated Outcome(s)</u>	D. <u>Potential Challenge(s)</u>
<u>Goal #1:</u> Fully executed subrecipient agreements within 50 days of grant application submission <u>Objectives for Goal #1:</u> 1. Create and send potential subrecipients an invitation to partner. 2. Draft subrecipient MOU. 3. Host subrecipient information meeting(s) and solicit verbal commitments from partners. 4. Negotiate agreements as needed 5. Send revised agreements to subrecipient signatories for review and signature.	1. Start Date – Completion Date 2. Start Date – Completion Date 3. Start Date – Completion Date 4. Start Date – Completion Date 5. Start Date – Completion Date	Identified interested subrecipients with adequate capacity and understanding of the short-term and high visibility of DR DWGs.	A subrecipient may not be able to finalize the MOU before the 50 days completion date; therefore, delaying the startup of the project.

A. <u>Project Goals and Objective(s)</u>	B. <u>Project Timeline</u>	C. <u>Anticipated Outcome(s)</u>	D. <u>Potential Challenge(s)</u>

E. <u>Attestations for Project Implementation</u> – All grant recipients must comply with WIOA statute and regulations (including DWG regulations at 20 CFR part 687), TEGL 16-21, grant award terms and conditions, and Uniform Guidance (2 CFR parts 200 and 2900). Below are some, but not all, of the requirements relevant to project implementation. Select the appropriate box to confirm understanding of and compliance with specified requirements. If selecting “no”, provide additional information to support response.	
i. Policies and Procedures - DWG applicants must have the following policies and procedures in accordance with 20 CFR 687.170(b) and TEGL 19-16 to support the allowability of project activities. (Reference TEGL 16-21 , Attachment I, Section 5)	
Participant Eligibility: Policies are in place for determining participant eligibility (including “long-term unemployed” and “significantly underemployed”).	☐ Yes ☐ No
Employment and Training Services: Policies are in place to effectively carry out employment and training services including career services, training services, and supportive services.	☐ Yes ☐ No
Participant Support Services: Policies in place align with state or local area supportive service policies in accordance with the TEGL 16-21, Attachment I.	☐ Yes ☐ No
Worksite Selection and Management (including Health and Safety Standards): Policies are in place to ensure compliance with DWG requirements.	☐ Yes ☐ No
Subrecipient Monitoring: Policies are in place to ensure subrecipients meet the grant award terms and conditions and applicable regulations.	☐ Yes ☐ No
Please add any additional narrative regarding policies & procedures activities below.	
ii. Performance and Reporting (Reference TEGL 16-21 , Attachment I, page 26)	
Ability to report through WIPS and submit a DWG Participant Individual Record Layout (PIRL). Access may include an agreement with a State Workforce Agency to report enrollment and performance on the applicant’s behalf.	☐ Yes ☐ No
Planned performance goals for this project align with the agreed-upon negotiated goals for the state WIOA Dislocated Worker program	☐ Yes ☐ No
Please add any additional narrative regarding performance and reporting activities below.	

iii. Grant-funded Activities (Reference TEGL 16-21 , Attachment I, pages 2 – 12)	
Disaster-relief employment will occur only geographic disaster area covered by the qualifying declaration for the Disaster Recovery DWG.	☐ Yes ☐ No
Highest priority will be given to cleanup of the disaster areas' most severely damaged public communities, facilities, and property, and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. Where possible, grant recipients should prioritize enrollment of eligible participants most in need of economic support or workforce development services.	☐ Yes ☐ No
Documentation will be maintained for all worksites, including the dates and hours worked by each participant. For work on private property, documentation will include the rationale for the determination that such work was allowable under this guidance.	☐ Yes ☐ No
Please add any additional narrative regarding grant-funded activities below.	
iv. Partnership in the American Job Center (AJC) Network (Reference TEGL 16-21 , Attachment I, pages 21 - 22)	
DWG grants are funded through Title I of WIOA and are considered <u>required</u> one-stop partners in the local AJC network. ¹ Grant recipients other than Native American programs (described in WIOA sec. 166) are required to confirm or commit to becoming one-stop partners by selecting the appropriate box.	☐ Yes ☐ No
Please add any additional narrative regarding AJC partnership activities below.	

¹ Guidance related to required WIOA partners, MOUs, and IFAs can be found in [TEGL 16-16](#) and [TEGL 17-16](#).

☐ SECTION 6. Statement of Work – Enrollment and Expenditure Plan

A. Enrollment Projections Summary – Provide the estimated enrollment projections for the first increment and total funding request. For the purposes of this application, applicants should plan on receiving one-third of the total funding request for their first increment. Include an enrollment breakdown by year and quarter, for the total funding request and entire period of performance. Note the information provided is for planning and technical assistance purposes and should reflect achievable metrics. If awarded, applicants will be assigned a federal project officer in their region to assist with further developing the enrollment and expenditure plan.

	# Planned Participants for the First Increment	# Planned Participants for the Total Funding Request	Enrollment Breakdown for Total Funding Request for Period of Performance							
			Year 1				Year 2			
Total Number of Planned Participant			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<i>Note that this number should align with the planned participant total provided in this application, Section 2, E. Planned Participants.</i>										
Of the total number of participants, how many will ONLY be enrolled in disaster-relief employment?										
Of the total number of participants, how many will ONLY receive employment and training services?										
Of the total number of participants who will receive employment and training services, how many will ALSO engage in disaster-relief employment?										

B. Disaster-Relief Employment Expenditures – Provide the wage and hour information below. The wage information must clearly reflect participant wage limitations established under WIOA and TEGL 16-21. (Reference [TEGL 16-21](#), Attachment I, pages 8 - 9)

Estimated Disaster-Relief Employment Costs (i.e., estimated total amount for disaster-relief employment including fringe, supplies, and other costs in accordance with TEGL 16-21)		\$		
Disaster-Relief Employment Positions (add additional rows as necessary)		Hourly Wage Range (when there are multiple Disaster-Relief Employers for a position)		Estimated Hours Per Participant (Not to Exceed 2080)
		Lowest Wage	Highest Wage	
Position/Job Title 1		\$	\$	
Position/Job Title 2		\$	\$	
Position/Job Title 3		\$	\$	
Position/Job Title 4		\$	\$	
Position/Job Title 5		\$	\$	

Description of Participant Wage Determination – Briefly (250 words or less) describe and if necessary, justification for how participant wages were determined per TEGL 16-21, Attachment I, pages 8 – 9.

i. Attestations for Disaster-Relief Employment Expenditures - Select the boxes below to confirm understanding of and compliance with specified requirements.		
☐ Disaster-relief employment activities meet requirements included in TEGL 16-21, Attachment I.		
☐ Individual participant duration in disaster-relief employment is limited to 12 months (or 2,080 hours) unless the grantee requests an extension of up to an additional 12 months through a grant modification, and DOL grants such an extension.		
C. <u>Employment and Training Services Projected Expenditures</u> (excluding Disaster-Relief Employment Wages) – Provide the estimated expenditure projections for the first increment and total funding request.		
	Estimated Dollar Amount Allocated for the First Increment	Estimated Dollar Amount Allocated for the Total Funding Request
Career services	\$	\$
Training services	\$	\$
Supportive services	\$	\$
Totals	\$	\$
i. Options for Employment and Training Services – Check the relevant boxes below to indicate whether an employment and training services element is part of your NDWG project design.		
☐ On-the-job training (OJT)		
☐ Needs related payments (NRPs)		
☐ Transitional Jobs		
☐ Other		
If selecting Other, please describe:		

□ SECTION 7. Project Budget – Non-Construction Programs SF-424A

Complete the following form provided on [Grants.gov](https://www.grants.gov) and include as an attachment to the application submission.

The Budget Information – Non-Construction Programs SF-424A form is located at: [SF-424 Family | GRANTS.GOV](https://www.grants.gov/grants/SF-424A)

The line-item cost projections on the SF-424A must match the associated costs identified in the Budget Narrative.

□ SECTION 8. Project Budget – Budget Narrative

Overview – When developing the Budget Narrative, please ensure a narrative explanation is provided for each line item on the SF-424A, which includes an itemization of the component costs adding up to the total projected cost for each line item. All proposed project costs must clearly reflect activities listed in the Statement of Work sections of the application, and demonstrate compliance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The calculations provided in the Budget Narrative must be mathematically accurate, and the line-item cost projections in the narrative must match the associated costs identified on the SF-424A. Miscalculations greater than 10 percent of the total grant award will not be accepted and could delay the grant award.

For DWGs, ETA generally awards in one-third increments of the requested funding amount, with an overall ceiling (often referred to as the “up-to” amount) equal to the total funding request. Applicants must provide a budget narrative that reflects the total funding request (up-to amount) and includes a first increment estimated total for each cost category. Providing both totals for each cost category will assist with expediting a grant award determination and limiting pre- and post-award budget revisions. (Reference [TEGL 16-21](#), I-18, and I-20 and 21)

A. Personnel – List all staff positions by job title. For each staff position, identify the annual salary, the percentage of time devoted to the project, the salary amount funded by the grant, and the total cost for the full period of performance.

Staff Position/Job Title	Annual Salary	%FTE ²	Total Annual Salary Funded by Grant	No. of Grant Years	Total
a)	\$		\$		\$
b)	\$		\$		\$
c)	\$		\$		\$
d)	\$		\$		\$
e)	\$		\$		\$
f)	\$		\$		\$
g)	\$		\$		\$
h)	\$		\$		\$
i)	\$		\$		\$
j)	\$		\$		\$
k)	\$		\$		\$
l)	\$		\$		\$
Total Costs					\$
First Increment Estimated Total					\$

Narrative - Provide a brief description (no more than 250 words) to justify budget costs provided above.

² FTE – Full-Time Employee

B. Fringe Benefits – Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe. Provide the fringe benefit calculation for each staff position listed under the Personnel line item. In the Narrative, list the component benefits, such as health insurance, FICA, retirement, etc.

Fringe Benefit for each Staff Position	Fringe Benefit Percentage	Fringe Benefit Calculation	Total
a)			\$
b)			\$
c)			\$
d)			\$
e)			\$
f)			\$
g)			\$
h)			\$
i)			\$
j)			\$
k)			\$
l)			\$
Total Costs			\$
First Increment Estimated Total			\$

Narrative - Provide a brief description (no more than 250 words) to justify budget costs provided above.

C. **Travel** - Specify the type and purpose of travel related costs. Include applicable cost breakdowns to calculate the final total for each line item. For example, include number of travelers, approximate mileage, per diem rates, estimated number of trips, and other associated travel costs as applicable.

Travel Purpose and Type	No. of Trips	Number of Travelers	Cost (per mile, daily rate, or per diem)	Units (nights, mileage, etc.)	Total
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
Total Costs					\$
First Increment Estimated Total					\$

Narrative - Provide a brief description (no more than 250 words) to justify budget costs provided above.

D. Equipment – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. Equipment includes information technology systems. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are considered supplies.

Item	Useful Life	Per Unit Cost	No. of Units	Total
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
Total Costs				\$
First Increment Estimated Total				\$

Narrative – Provide a brief description (no more than 250 words) to justify budget costs provided above.

E. Supplies – Identify supply categories (e.g., office supplies, cell phones, personal tools for disaster cleanup, etc.) List the cost and unit quantity associated with each supply category. Supplies include all tangible personal property other than equipment that have a per unit cost of less than \$5,000.

Supply Category/Item	Per Unit Cost	No. of Units	Total
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Costs			\$
First Increment Estimated Total			\$

Narrative – Provide a brief description (no more than 250 words) to justify budget costs provided above.

F. Contractual – Under the Contractual line item, list all subrecipients and contractors. Subrecipients are entities that receive a subaward to carry out the project or program under a federal award. In accordance with 2 CFR 200.22, a subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Contractors are entities providing goods or services to the grant recipient in a procurement transaction. All subrecipients identified in the Section 3 of this application should also be listed in the table below.

Subrecipient Name	Description of Project or Program Activities and Services to be Provided	Total
		\$
		\$
		\$
		\$
		\$
Contractor Name	Description of Services and/or Goods to be Provided	Total
		\$
		\$
		\$
		\$
		\$
Total Costs		\$
First Increment Estimated Total		\$

Narrative – Provide a brief description (no more than 250 words) to justify budget costs provided above.

G. Construction – Construction costs are not allowed, and this line must reflect zero costs.

H. Other – List each item in sufficient detail for the Department to determine whether the costs are reasonable or allowable. Direct costs included under Other should not fit into any other line-item category. For example, costs for subscription services, leases, and contributions to infrastructure costs for one-stop partners. Disaster-relief employment and employment and training services, including career and support services, that are not sub-awarded should also be listed under Other. As a reminder, if charging rent, utilities, or expenses typically considered indirect costs, the proportional cost must be calculated based on the benefit to the proposed DWG project and the methodology used to calculate the proportional cost clearly described in the Narrative.

Item	Per Unit Cost	No. of Units	Total
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Costs			\$
First Increment Estimated Total			\$

Narrative – Provide a brief description (no more than 250 words) to justify budget costs provided above.

I. Indirect Charges – If charging indirect costs to the grant, this line item must be populated. Include the current provisional or approved Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP), signed by the Federal cognizant agency, as an attachment to the grant application. Any costs not supported by a current NICRA or CAP must be limited to 10 percent the Modified Total Direct Cost until an approved NICRA or CAP covering the applicable program period is submitted.

Type of Rate	Period From:	Period To:	Rate	Base Total	Total
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Total Costs					\$
First Increment Estimated Total					\$

Narrative – Provide a brief description (no more than 250 words) to justify budget costs provided above.

J. Attestations for DWG Budgets and Budget Narratives – Select the boxes to confirm understanding of/compliance with specific requirements.

☐ Allowability – All costs must be allowable in accordance with the Cost Principles, now found in the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), codified at 2 CFR part 200 and at 2 CFR part 2900. Among the requirements met, all costs proposed are necessary and reasonable for the performance of this project; are consistent with policies and procedures that apply to both federally financed and other activities of the non-Federal entity; and are accorded consistent treatment.

☐ Proportional Benefit – All costs are allocable to the project activities described in the Statement of Work. Where there are shared benefits to other programs or projects not included in the Statement of Work, documentation is available to demonstrate that costs charged to this award reflect proportional benefit to this award.

Supportive Services Policy – Select 1 of the 2 statements immediately below.

- ☒ a) All costs for supportive services included in the statement of work, such as needs-related payments and transitional jobs, reflect existing policies and procedures and WIOA limitations.
- ☐ b) If not currently in place, all applicable costs will be considered unallowable until a supportive service policy is developed in consultation with American Job Center partners, other community service providers, and ETA (Regional and Program Offices) to apply broadly to WIOA programs.

☐ On-the-Job Training – On-the-Job-Training (OJT) does not exceed 50 percent of the wage rate for on-the-job training participants, or, up to 75 percent if certain criteria are met as outlined in WIOA section 134(c)(3)(H).

☐ Administrative Cost Limitation – Administrative Costs will not exceed 10 percent of the total award for DWG recipients who are also serving as the project operator, or 15 percent (5 percent for the recipient, and 10 percent for subrecipients/project operators) of the total award when DWG recipients subaward/subcontract project activities to subrecipients/project operators. Compliance with the administrative costs limit is monitored throughout the grant period. Any amounts exceeding this limitation at closeout will be disallowed and subject to debt collection.

Equipment –

☐ Prior approval will be requested from the Grant Officer via a grant modification request before the applicant or subrecipient purchases equipment, including information technology systems and software, meeting the \$5,000 threshold. Software is considered equipment if the purchase, inclusive of ancillary equipment and acquisition costs, exceeds \$5,000.

☐ Equipment will not be purchased by the applicant or subrecipients in the last year of the grant award.

☐ Contractual – Procurement of goods and services will be conducted in accordance with the applicant’s written procurement policies and procedures.

☐ Indirect Costs – Any indirect costs not supported by a submitted and current signed NICRA or CAP and exceed the de minimis rate of 10 percent of modified total direct costs as defined in the Uniform Guidance, codified at 2 CFR 200.1 “Modified Total Direct Cost (MTDC)”, are not allowable.

□ SECTION 9. Budget Form and Narrative Instructions

Budget Information Form – You must complete the [Budget Information for Non-Construction Programs \(SF-424-A\)](#). In preparing the Budget Information Form, you must provide a concise narrative explanation to support the budget request, explained in detail below.

Budget Narrative – The Budget Narrative must provide a description of costs associated with each line item on the SF-424A. It must separate the primary cost components of each line item, which when added together provide the line-item total. It must also provide the basis for the costs, and the function or use of particular items. The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award. Valuation of leveraged resources follows the same requirements as match. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself. Each category should include the total cost for the 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 amount 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, FICA, retirement, etc.

Travel – For grantee 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. More information on federal per diem rates can be found on the [GSA per diem page](#).

Equipment – Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item. Items with a unit cost of less than \$5,000 are supplies, not “equipment.” In general, we do not permit the purchase of equipment 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 C-2 the unit cost per item. Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.1 for the definition of Supplies).

Contractual – Under the Contractual line item, delineate contracts and subawards separately. Contracts are defined according to 2 CFR 200.1 as a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. A subaward, defined by 2 CFR 200.1, means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. For each proposed contract and subaward, specify the purpose and activities to be provided, and the estimated cost.

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

Other – Provide clear and specific detail, including costs, for each item so that we can determine whether the costs are necessary, reasonable, and allocable. List items, such as stipends or incentives, not covered elsewhere.

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: 1) If you have a Negotiated Indirect Cost Rate Agreement (NICRA), provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA. or 2) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization does not have a current negotiated (including provisional) rate, and is not one described in 2 CFR 200, Appendix VII (D)(1)(b). Applicants choosing to claim indirect costs using the de minimis rate must use Modified Total Direct Costs (see 2 CFR 200.1 below for definition) 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.

- **2 CFR 200.1 Modified Total Direct Cost (MTDC)** means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards 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 \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs. The definition of MTDC in 2 CFR 200.1 no longer allows for any sub-contracts to be included in the calculation. You will also note that participant support costs are not included in modified total direct cost. Participant support costs are defined below.
- **2 CFR 200.1 Participant Support Cost** means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

Also, see [DOL's Cost-Price Determination Division page](#) for additional information regarding the negotiation of Indirect Cost Rates at DOL.

The SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount requested (not just one year). Do not show leveraged resources on the SF-424 and SF-424A. You should describe leveraged resources in the Budget Narrative.

Applicants should list the same requested federal grant amount on the SF-424, SF-424A, and Budget Narrative. If minor inconsistencies are found between the budget amounts specified on the SF-424, SF-424A, and the Budget Narrative, ETA will consider the SF-424 the official funding amount requested.