

Appendix VI – Submission Requirements and Reporting

1. **Submission Requirements.** In order to achieve greater efficiency and as part of ETA’s ongoing effort to streamline the mandatory grant award process, all states and outlying areas are required to submit an electronically signed copy of an SF- 424, Application for Federal Assistance, through Grants.gov for **each** WIOA funding stream under Funding Opportunity Numbers (henceforth, in this appendix, references to “states” shall be read to include outlying areas):

- **ETA-TEGL-16-19-YOUTH** [CFDA 17.259]
- **ETA-TEGL-16-19-ADULT** [CFDA 17.258]
- **ETA-TEGL-16-19-DW** [CFDA 17.278]

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the amount for **each** WIOA funding stream (Youth, Adult, and Dislocated Worker). The closing date for receipt of **each** SF-424 is 30 days from the issue date of this TEGL.

The PY 2020 “base” allotment of WIOA Adult and Dislocated Worker funds will be awarded during the period of availability beginning July 2020. The FY 2021 “advance” allotment will be awarded in the period of availability starting October 2020. *A copy of the executed PY 2020 WIOA Agreement will be available upon award of funds.*

In addition, all states must submit an electronically signed SF-424, Application for Federal Assistance, through Grants.gov for **each** Wagner-Peyser Act program under Funding Opportunity Numbers:

- **ETA-TEGL-16-19-ES** [CFDA 17.207]
- **ETA-TEGL-16-19-WIG** [CFDA 17.207]

States must follow the instructions in this TEGL to receive WIGs funding, including submission of SF-424s. Note that WIGs have specific grant deliverable requirements not outlined in this document. A forthcoming TEGL will list these grant deliverable requirements.

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the amount for **each** Wagner-Peyser Act program (ES Program and Workforce Information Grants). The closing date for receipt of **each** Wagner-Peyser Act program SF-424 is 30 days from the issue date of this TEGL. ETA will award the ES Program and Workforce Information Grant funds in July 2020. *A copy of the executed PY 2020 ES Agreement will be available upon award of funds.*

2. **Grants.gov Submission Process.** States must submit the SF-424, Application for Federal Assistance, through Grants.gov. States needing to register with Grants.gov may do so here: <https://www.grants.gov/web/grants/grantors/grantor-registration.html>. Registration is a one-time process, and states that already have a Grants.gov account do not need to register again. To submit the required SF-424s, states must:

- Select the *SEARCH GRANTS* tab on the Grants.gov homepage.
- Under the section, *BASIC SEARCH CRITERIA*, states enter the Funding Opportunity Number referenced above in Section 1 of this appendix for each WIOA funding stream (i.e. “ETA-TEGL”).
- Select the link to the applicable Opportunity Number provided in the search results.
- Select the *PACKAGE* tab.
- Under the *ACTIONS* column, select *APPLY*.

Submitting the SF-424 through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. For each funding stream, the Estimated Funding section of the SF-424 (item #18) must reflect the exact amount of the designated state allotment, referenced in the attachments to this TEGL. Additionally, Item #11 of the SF-424 must include the Catalog of Federal Domestic Assistance Number (CFDA) for the applicable WIOA funding stream, which is referenced above in Section 1.

This submission process can be complicated and time-consuming. As such, the Department strongly encourages states 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.

Before submitting, states must also ensure its registration with the System for Award Management (SAM) is current. (SAM replaced the Central Contractor Registry.) States can find instructions for registering with SAM at <https://www.sam.gov>. An awardee must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, states must review and update the registration at least every 12 months from the date of initial registration. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting your submission.

For technical issues encountered during application submission, states 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.

States should e-mail all submission questions to Chanta Ferrell, Grants Management Specialist, at Ferrell.Chanta@dol.gov. The email must reference the specific Funding Opportunity Number, and include a contact name, email address, and phone number.

- 3. Reporting.** For the WIOA formula programs, states are required to submit the seven designated WIOA quarterly financial status reports covering funds received for each of the programs (including separate reports for each of the fund year periods for the Adult and Dislocated Worker Activities programs, July 1 funds and October 1 funds). These seven

WIOA quarterly financial reports cover financial data for statewide Youth, statewide Adult, statewide Dislocated Worker, statewide Rapid Response (Dislocated Worker activities), local Youth, local Adult, and local Dislocated Worker activities. The Department also requires states to submit the designated financial reports each quarter for the ES Program funds and the Workforce Information Grant funds.

Please refer to published ETA guidance and instructions on the ETA Advisory publication page (https://wdr.doleta.gov/directives/all_advisories.cfm).