

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION PY 2023 Funding Allocations
	CORRESPONDENCE SYMBOL OWI-DINAP
	DATE March 27, 2023

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 13-22

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

FROM: BRENT PARTON /s/
Acting Assistant Secretary

SUBJECT: Program Year (PY) 2023 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 2023 for the Workforce Innovation and Opportunity Act (WIOA), Section 166 programs.
2. **Action Requested.** Grantees must follow the requirements in this guidance to receive PY 2023 funding. Applications and all documents must be submitted through the Grants.gov website at www.grants.gov. We will not accept applications through the mail, email, or fax. For Federally recognized tribes that participate in Public Law 102-477, the Employment and Training Administration (ETA) will transfer PY 2023 WIOA funds to the Department of Interior (DOI), Bureau of Indian Affairs, Office of Indian Services, Division of Workforce Development. We do not require these “477” tribes to submit the documents requested in this TEG. Instead, these tribes should follow DOI’s requirements for receiving funds.
3. **Summary and Background.**
 - a. Summary - The Employment and Training Administration (ETA) is issuing this TEG to:
 - Notify INA grantees of PY 2023 grant allocations;
 - Grant funding submission requirements;
 - Process for requesting an increase in the administrative cost limit.
 - b. Background – On December 29, 2022, the President signed the Consolidated Appropriations Act, 2023, (Public Law 117-328; H.R.2617). This Act provides \$60 million for INA programs under Section 166 of the WIOA. Of this amount, \$68,000 will be deducted for program integrity initiatives and \$599,320 will be set-aside for technical assistance pursuant to 20 CFR 684.270(e) of the WIOA Final Rule. Therefore, the total amount available for the INA CSP is \$59,332,680. This amount will be allocated to INA grantees using the formula at 20 CFR 684.270(b).

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The Act also provides \$948,130,000 for grants to states for WIOA Youth activities. After reductions authorized by the Act¹ \$943,575,800 is available for Youth Activities. 1½ percent of this amount is reserved for the WIOA Section 166 SYSP. Accordingly, \$14,153,637 is available for PY 2023 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 SYSP funds to INA grantees using the formula in the WIOA regulations at 20 CFR 684.440.

4. **Submission Requirements.** Grantees must use the funding allotment amounts in Attachment I of this TEGL when submitting the SF 424, 424A, and Budget Narrative. Grantees that have an indirect cost rate must also submit a copy of their negotiated indirect cost rate agreement (NICRA) or cost allocation plan (if applicable). Grantees receiving both CSP and SYSP funds must submit a separate SF 424, 424A, and Budget Narrative for each set of funds. In addition, grantees that would like to request an administrative cost limit above 15 percent but not more than 20 percent must submit such a request with the application. See section below for additional information on submitting a request for an increase in the administrative cost limit.

Grantees must submit application packages for CSP and SYSP allotments by April 26, 2023.

Request for an Administrative Cost Rate Above 15 Percent. Administrative costs are defined in the WIOA regulations at 20 CFR 683.215. The grant terms and conditions limit administrative costs for INA grants to 15 percent. However, ETA will approve administrative cost rates more than 15 percent, but not greater than 20 percent, when the grantee submits acceptable justification. Grantees must describe the conditions that exist within its organizations that require an administrative cost rate above 15 percent. Such conditions may include;

- 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 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 the grantee’s current 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.
- b. **Grants.gov Submission Process.** Grantees must submit the documents described in section 4 above through Grants.gov. Grantees must also submit any requests for an administrative cost rate increase described in section a above through www.grants.gov.

¹Division H, Title I, secs. 106(b) and 107 of the Consolidated Appropriations Act allows the Secretary of Labor to set aside up to 0.5 percent of each discretionary appropriation for activities related to program integrity and 0.75 percent of most operating funds for evaluations. In addition, WIOA 127(a)(1) states if the amount appropriated under section 136(a) exceeds \$925,000,000, the Secretary shall reserve 4 percent of the excess amount to provide youth workforce investment activities under section 167 (relating to migrant and seasonal farmworkers).

To submit documents through Grants.gov, an individual in your organization must be registered as an Authorized Organization Representative (AOR) with Grants.gov.

Follow the steps below to submit the required documents for PY 2023 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 username and password.

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 “TEGL-ETA-13-22.” Skip to the Opportunity Package ID and go down to the Application Filing Name field and enter an application filing name and click on Create Workspace. Note: The Applicant Filing name can be any name you wish to use, and it will become the name for the 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 the CSP application “PY 2023 WIOA Adult Application” and the Workspace for your SYSP application “PY 2023 WIOA Youth Application.”

Step 5: Click on the links in the Application Package Forms and complete all 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 must reflect the exact amount of the allotment in Attachment I. Additionally, Item #11 of the SF-424 must include the Assistance Listing #17.265 for Native American Employment and Training.

Submission requirements stipulate that all applicants for Federal grant funding opportunities must have a Unique Entity ID (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, and must supply their UEI number on the SF-424.

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: www.sam.gov and clicking on the Search Records tab. Then enter your organization’s UEI and click on the Search button. For assistance with SAM registration, please call the SAM federal help desk at: (866) 606-8220.

- 5. Additional Information.** In years prior, ETA has provided SYSP funding and CSP funding on the same grant number for those grantees serving youth. In PY 2023, this funding will now be awarded under separate grant numbers. This change results from ETA’s transition to a new grant processing system, (Grant Solutions).

The implementation of this new system, as well as the associated transition to the Payment Management System for financial reporting on April 3, 2023, is explained in [Training and Employment Notice 16-22](#). Please reference this document for additional information. The grant agreement provided in the grant award will include new instructions for financial reporting.

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

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

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

Kawehi Brandow (415) 625-7988
brandow.fredricka.y@dol.gov

Kayla Hilario (202) 693-2835
hilario.kayla.o@dol.gov

Carl Duncan (202) 693-3384
duncan.carl.l@dol.gov

Jolene Aguilar (202) 693-6331
aguilar.jolene.c@dol.gov

7. **References.**

- Consolidated Appropriations Act, 2023, Public Law 117-328, text available at: [bills-117hr2617enr.pdf \(congress.gov\)](https://www.congress.gov/bills/117/hr2617/enr/pdf)
- Section 166 of the WIOA, located at: <https://www.congress.gov/113/plaws/publ128/PLAW-113publ128.pdf>
- WIOA; Department of Labor Only, Final Rule, located at: <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>
- TEGL 15–14, December 19, 2014, *Implementation of the New Uniform Guidance Regulations*, located at: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5740
- Training and Employment Notice (TEN)16-22, January 18, 2023 16-22, *The Employment and Training Administration is Implementing GrantSolutions for Grant Award Processing and the Payment Management System for Financial Reporting*, located at: <https://www.dol.gov/agencies/eta/advisories/ten-16-22>

8. **Attachment.** Attachment I: PY 2023 INA Adult and Youth Allocations