

## **Appendix VII – Submission Requirements and Financial Reporting for Outlying Areas WIOA Title I Grant Consolidation**

**1. Submission Requirements.** Under the Further Consolidated Appropriations Act, 2024, an outlying area may choose to consolidate WIOA title I funding for Program Year (PY) 2024. To apply for a consolidated award, an outlying area must submit an electronically signed copy of an SF- 424, Application for Federal Assistance, through Grants.gov for a single WIOA grant award under the Funding Opportunity Number listed below. Outlying areas that do not choose to consolidate funds must follow the same submission requirements as identified in Appendix VI for states.

- **ETA-TEGL-12-23-OA** [CFDA 17.290]

Attachment K provides the total PY (April/July) and FY (October) amounts available under a consolidated grant application for any outlying area requesting a consolidated grant. The electronically submitted SF-424 through Grants.gov constitutes an official signed document and reflects the amount for the consolidation of WIOA title I funding streams for an outlying area. The closing date for receipt of the SF-424 is 30 days from the issue of this TEGL.

For outlying areas whose consolidated grant application is approved, the PY 2024 WIOA Youth funds will be awarded during the period of availability beginning April 2024. The PY 2024 “base” allotment of WIOA Adult and Dislocated Worker funds will be awarded during the period of availability beginning July 2024. The FY 2025 “advance” allotment of WIOA Adult and Dislocated Worker funds will be awarded in the period of availability starting October 2024. *A copy of the executed PY 2024 WIOA Agreement will be available upon award of funds.*

In addition, Guam and Virgin Islands must submit an electronically signed SF-424, Application for Federal Assistance, through Grants.gov for **each** Wagner-Peyser Act Employment Service (ES) program under Funding Opportunity Numbers:

- **ETA-TEGL-12-23-ES** [CFDA 17.207]
- **ETA-TEGL-12-23-WIG** [CFDA 17.207]

*Guam and Virgin Islands must follow the instructions in this TEGL to receive Workforce Information Grants to States (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 for all WIGS grantees.*

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the amount for **each** ES program and WIGS. The closing date for receipt of **each** ES program SF-424 is 30 days from the issue date of this TEGL.

ETA will award the ES program and WIGS funds in July 2024. *A copy of the executed PY 2024 ES Agreement will be available upon award of funds.*

**2. Grants.gov Submission Process.** Outlying areas must submit the SF-424, Application for Federal Assistance, through Grants.gov. Outlying areas needing to register with Grants.gov may do so here: <https://www.grants.gov/register>. Registration is a one-time process, and outlying areas that already have a Grants.gov account do not need to register again. To submit the required SF-424s, outlying areas 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 the combined WIOA funding stream (i.e. “ETA-TEGL”). Guam and Virgin Islands will also enter in the Funding Opportunity Number for each of the two Wagner-Peyser funding streams.
- 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 WIOA Adult, Dislocated Worker, and Youth Outlying Areas Consolidated Grants and the Wagner-Peyser Act Employment Service grants (Guam and Virgin Islands), the Estimated Funding section of the SF-424 (item #18) must reflect the exact amount of the designated outlying area 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. Also, Item #15 of the SF-424 must indicate the amount of Indirect Costs claimed by the recipient. Example: “*Indirect Costs for this award are estimated at \$19,000.*” (A dollar amount must be inserted even if it is \$0).

This submission process can be complicated and time-consuming. As such, the Department strongly encourages outlying areas to initiate the process as soon as possible, in order to allow time to resolve unanticipated technical problems.

As of April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov. To learn more about this identifier called the Unique Entity Identifier (UEI), or the Entity ID, please visit the U.S. General Service Administration (GSA), Unique Entity Identifier Update webpage.

Before submitting, outlying areas must also ensure their registration with the System for Award Management (SAM) is current. (SAM replaced the Central Contractor Registry.) Instructions for registering with SAM can be found at <https://sam.gov/content/entity-registration>. 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, outlying areas 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, outlying areas may call 800-

518-4726 to speak to a Customer Support Representative, or contact the email address found in [https://gditshared.servicenow.com/hhs\\_grants](https://gditshared.servicenow.com/hhs_grants). The Contact Center is open 24 hours a day, seven days a week, but closes on federal holidays.

Outlying areas should e-mail all submission questions to Janice Sheelor, Grants Management Specialist, at [Sheelor.Janice@dol.gov](mailto:Sheelor.Janice@dol.gov). The email must reference the specific Funding Opportunity Number, and include a contact name, email address, and phone number.

- 3. Separate Grants.** For all states and outlying areas receiving WIOA and Wagner-Peyser formula grants, ETA has determined that it is necessary to de-couple programs that were previously awarded under a single grant prior to PY 2023 and execute them as separate awards as part of an ongoing effort to improve data quality and fulfill reporting requirements to USASpending.gov. Prior to PY 2023, the annual allotments for the three separate WIOA programs were distributed under a single grant award using the “AA” program identifier. Similarly, while the Wagner-Peyser ES Program grant and the Workforce Information Grants were distributed under a single grant award using the “ES” program identifier. Starting in PY 2023, ETA will award a separate grant to states and outlying areas for each WIOA and ES program unless an outlying area submits a consolidated grant application and is approved.

For the WIOA Adult, Dislocated Worker, and Youth Outlying Areas Consolidated Grant, this will result in a grant award as follows:

- PY 2024 WIOA Adult, Dislocated Worker, and Youth Outlying Areas Consolidated Grants and FY 2025 Advance funding under program identifier “AO.”

For the Employment Service programs for Guam and Virgin Islands, this will result in two separate grant awards as follows:

- Wagner-Peyser ES Program: PY 2024 ES funding under program identifier “WP.”
- Workforce Information Grants to States (WIGS): PY 2024 WIGS funding under program identifier “WG.”

- 4. Reporting.** For the WIOA formula programs consolidated grant, outlying areas are required to submit two ETA 9130 Basic quarterly financial status reports each quarter. One will cover funds received for the periods beginning in April and July (see Attachment K Totals Column for PY Apr/July). A separate report is required for the funds received for the period beginning in October (see Attachment K Totals Column for FY October). The WIOA quarterly financial reports cover financial data, in one report, for the sum of statewide Youth, statewide Adult, statewide Dislocated Worker, statewide Rapid Response (Dislocated Worker activities), local Youth, local Adult, and local Dislocated Worker activities. For many outlying areas, there may not be a distinction between “statewide” and “local” activities. The Department also requires Guam and Virgin Islands to submit the designated financial reports each quarter for the ES program funds and the WIGS funds. ETA will provide future guidance regarding any modified performance reporting requirements.

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

## **5. Grant Award Descriptions.**

### **WIOA Adult, Dislocated Worker, and Youth Outlying Areas Consolidated Grants**

**Purpose:** The purpose of the WIOA Adult, Dislocated Worker, and Youth Outlying Areas Consolidated Grants is to serve individuals and help employers meet their workforce needs. This program enables workers to obtain good jobs by providing them with career services like job search assistance, training opportunities, and services to enter or re-enter the workforce. This program also can deliver comprehensive youth services that focus on assisting out-of-school youth and in-school youth, with one or more barriers to employment, prepare for employment and postsecondary education opportunities; attain educational and/or skills training credentials; and secure employment with career/promotional opportunities.

**Activities to be performed:** WIOA specifies that most WIOA services provided for the Adult, Dislocated Worker, and Youth programs, are delivered through the American Job Center network, also known as one-stop career centers. Outlying areas receiving a consolidated grant may use funds interchangeably between Adult, Youth, and Dislocated Worker programs.

**Expected outcomes:** Outcomes for the WIOA consolidated grants for outlying areas are to ensure that individuals can access and receive the employment and training services they are eligible for, so that they may become employed or advance in employment. For youth served, program outcomes are to provide activities that lead to the attainment of a secondary school diploma or recognized post-secondary credential and/or employment. Grantees report against performance measures for these outcomes. ETA will provide technical assistance regarding any modified performance reporting requirements.

**Intended beneficiaries:** Services provided under the WIOA Adult, Dislocated Worker, and Youth Outlying Areas Consolidated Grants are available to any individuals who would qualify for eligibility under the WIOA Title I Adult, Dislocated Worker, and Youth programs.

**Subrecipient Activities:** The grantees may subaward funds from the WIOA Adult, Dislocated Worker, and Youth Outlying Areas Consolidated Grants to provide individualized career services, training, supportive services and youth service activities including tutoring; paid and unpaid work experiences, occupational skill training, follow-up services; and comprehensive guidance and counseling, and supportive services.

### **Wagner-Peyser Act Employment Service (ES)**

**Purpose:** The purpose of the ES program is to bring together individuals looking for employment and employers looking for job seekers. The program does this by providing a variety of services, which are available to all individuals. The program provides job seekers with career services, including labor exchange services, job search assistance, workforce information, referrals to employment, and other assistance. Employers can use the ES to post job orders and obtain qualified applicants.

**Activities to be performed:** The ES is a universal access program that provides services to all individuals who need services. Allowable services include assessments of career interests,

career guidance when appropriate, job search workshops, and referral to jobs or training as appropriate. Services offered to employers include referral of job seekers to job openings; matching job requirements with applicants' experience, skills and other attributes; helping with special recruitment needs; assisting employers with hard-to-fill job orders; assisting with job restructuring; and helping employers assist laid-off workers. Training services are not provided and not allowable under ES program.

**Expected Outcomes:** The ES program outcomes are to ensure that individuals are able to access and receive the services they need to overcome barriers to employment and reenter the workforce system as quickly as possible.

**Intended beneficiaries:** This is a universal access program that is available to all individuals.

**Subrecipient Activities:** The grantees may subaward funds to conduct LMI research as well as the provision of specific services such as assessments of career interests, career guidance, job search workshops, referral to jobs or training as appropriate, and others.

### **Workforce Information Grants to States (WIGS) program**

**Purpose:** The purpose of this grant is to develop and disseminate essential state and local labor market information (LMI) for a range of customer groups: 1) job seekers; 2) businesses/employers; 3) workforce and labor market intermediaries such as employment, school, and career counselors, and case managers at American Job Centers, who help individuals find a job or make career decisions, or engage businesses seeking skilled workers; 4) program and service planners at educational institutions and community-based organizations; 5) policy makers, including state and local workforce development boards (WDBs); 6) partners, such as economic development entities and human resource professionals; and 7) other customers, including recipients of workforce development grants, researchers, commercial data providers, and the media.

**Activities to be performed:** Grantees must populate and maintain a database (the Workforce Information Database or WID), produce two types of public products (employment projections and a statewide economic analysis report), and ensure LMI staff are adequately trained. ETA also encourages grantees to produce other reports and data in addition to those required. Grantees have wide discretion in both the topics and presentation format. These reports should include accurate data, actionable information, and resources that enable data users to make informed decisions about the reemployment, work-based learning, training, and career pathways strategies that lead to rapid reemployment and worker advancement along a continuum of high-demand and higher wage jobs.

**Expected Outcomes:** By performing these duties users of LMI will have sufficient information to make informed decisions regarding employment, careers, education, and training.

**Intended Beneficiaries:** Job seekers, employers, staff in American Job Centers, state and local WDBs, national/state/local policy makers, students, academic researchers, labor market analysts, and other users of LMI.

**Subrecipient Activities:** A state may use WIGS funding to work with a subrecipient to conduct a study or research an LMI topic when a state LMI office does not have sufficient staffing or knowledge to conduct the work themselves.