

## Appendix VI – Submission Requirements and Reporting

**1. Submission Requirements.** To achieve greater efficiency and as part of ETA’s ongoing effort to streamline the mandatory grant award process, all states 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. As noted in Section 3.b. of this TEGL, outlying areas that want to consolidate Adult, Dislocated Worker, and Youth funds into a single grant must follow steps identified in Appendix VII. However, outlying areas that do not choose to consolidate funds must follow the steps identified herein for states.

- **ETA-TEGL-11-24-YOUTH** [CFDA 17.259]
- **ETA-TEGL-11-24-ADULT** [CFDA 17.258]
- **ETA-TEGL-11-24-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 2025 “base” allotment of WIOA Adult and Dislocated Worker funds will be awarded during the period of availability beginning July 2025. The FY 2026 “advance” allotment will be awarded in the period of availability starting October 2025. ***A copy of the executed PY 2025 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 ES program under Funding Opportunity Numbers:

- **ETA-TEGL-11-24-ES** [CFDA 17.207]
- **ETA-TEGL-11-24-WIG** [CFDA 17.207]

*States 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.*

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 2025. ***A copy of the executed PY 2025 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/register>

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. 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 states to initiate the process as soon as possible, in order to allow time to resolve unanticipated technical problems.

As of April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in and assigned by System for Award (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), UEI Update webpage.

Before submitting, states must also ensure its registration with the SAM is current. (SAM replaced the Central Contractor Registry.) States can find instructions for registering with SAM 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, 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 to speak to a Customer Support Representative or email 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.

States should e-mail all submission questions to Jenifer McEnery, Grant Officer, at [McEnery.Jenifer@dol.gov](mailto:McEnery.Jenifer@dol.gov). The email must reference the specific Funding Opportunity Number, and include a contact name, email address, and phone number.

**3. Separate Grants.** Starting in PY 2023, ETA de-coupled programs that were previously awarded under a single grant and executed them as individual awards as part of an ongoing effort to improve data quality and fulfill reporting requirements to <https://www.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, 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 began awarding a separate grant to states and outlying areas for each WIOA and ES program, except for those outlying areas that request a WIOA consolidated grant.

For PY 2025 WIOA programs, this will result in three separate grant awards as follows:

- WIOA Youth: PY 2025 Youth funding under program identifier “AY.”
- WIOA Adult: PY 2025 Adult and FY 2026 Advance Adult funding under program identifier “AT.”
- WIOA Dislocated Worker: PY 2025 Dislocated Worker and FY 2026 Advance Dislocated Worker funding under program identifier “AW.”

For the ES programs, this will result in two separate grant awards as follows:

- Wagner-Peyser ES Program: PY 2025 ES funding under program identifier “WP.”
- Workforce Information System Grants (WIGs): PY 2025 WIGs funding under program identifier “WG.”

Note that this change does not impact the submission of the ETA 9130 financial reports since grantees are required to currently submit a separate ETA 9130 for each program.

**4. 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 WIGS funds.

Please refer to published ETA guidance and instructions on the ETA Advisory publication page. See policies and directives: [www.dol.gov/agencies/eta/advisories](http://www.dol.gov/agencies/eta/advisories)