

Application Requirements, Review Process, and Award Notices

I. TEGL No. 08-25

Assistance Listing Number: 17.285

II. Availability of Funds and Award Information

The Department anticipates the availability of approximately \$85 million to award 53 grants. Awards made under this TEGL are subject to the availability of Federal funds. The Department reserves the right to change this amount depending on the quantity and quality of applications submitted.

III. Application Submission Requirements

- **Unique Entity Identifier and System for Award Management**

All applicants for Federal grant funding must have a Unique Entity Identifier and be registered in the System for Award Management.

- **Submission Instructions**

Applicants must electronically submit their application through [Grants.gov](https://www.grants.gov) by 11:59 p.m. Eastern Time on May 26, 2026. ETA will not review applications received after 11:59 p.m. Eastern Time on the closing date. ETA will not accept applications sent by hardcopy (mail or hand delivery), e-mail, telegram, or facsimile (FAX). For a complete statement of this application requirement, see the [2026 Application Guide](#), Section V. C Submission Instructions.

- **Intergovernmental Review**

This funding opportunity TEGL is not subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.”

IV. Application Content and Format

ETA will consider only one application from each state or territory that is submitted by a State Agency. If an organization submits multiple applications, only the most recently received application that meets the deadline will be considered. If the most recent application is disqualified for any reason, ETA will not replace it with an earlier application.

Applications submitted in response to this solicitation must consist of four separate and distinct parts:

- A. SF-424, “Application for Federal Assistance;”
- B. Project Budget, composed of the SF-424A and Budget Narrative;

- C. Project Narrative (see **Attachment II Application Requirements - Project Narrative**); and
- D. Attachments to the Project Narrative.

The applicant must make sure that the funding amount requested is consistent across all parts and sub-parts of the application. The applicant must submit the application in one package. Documents received separately will be tracked separately and will not be attached to the application for review.

A. SF-424, Application for Federal Assistance

You must complete the SF-424, “Application for Federal Assistance.”

For a complete description of this application requirement, see the [2026 Application Guide](#), Section IV A SF-424 Application for Federal Assistance.

B. Project Budget, Composed of the SF-424A and Budget Narrative

Applicants must complete the SF-424A Budget Information Form and a Budget Narrative. The Budget and Budget Narrative do not count against the page limit requirements for the Project Narrative.

The Budget Narrative should also include a section that describes how the required leveraged funds will be achieved to support grant activities. Grantees may have up to 90 days to solidify their strategy of meeting the leveraged funds requirement post award. Please refer to Attachment II A.3 for information about a required commitment for leveraged resources.

Leveraged resources are all resources, including cash and in-kind, in excess of the award and associated cost sharing (e.g., in-kind contributions that support administrative staff not funded by the grant). Leveraged funds may include personnel, fringe benefits, travel, equipment, supplies, and other costs that help carry out the grant program. Applicants are encouraged to leverage resources to increase stakeholder investment in the project and broaden the impact of the project itself.

Applicants must ensure that the project narrative, budget narrative, and SF-424A align and reflect the 36-month POP to implement their grant program. States may expend grant funds sooner than the 36-month POP, without penalty. States should not propose a SAEF4 budget that includes potential funds from future rounds of SAEF, as these will have different goals, objectives and allowable activities. Once awarded, grantees are expected to operate their grant concurrently with any SAEF3 funds.

For a complete description of this application requirement, see the [2026 Application Guide](#), Section IV B Project Budget, Composed of the SF-424A and Budget Narrative.

C. Project Narrative

To demonstrate the organization's ability to achieve the program goals described in **Attachment I** of this funding TEGL and implement this grant, a Project Narrative is required with your application. The project narrative should be a brief, high-level summary of the proposed project design and must be responsive to the requirements described in **Attachment II**. The narrative is limited to no more than 10 pages and must meet the following formatting requirements:

- double-spaced
- single-sided
- page size of 8.5 x 11-inches
- 1-inch page margins
- Times New Roman 12-point font
- includes the section headers listed in the Attachment II Application Requirements: Project Narrative of this TEGL.

The Department will not read or consider any information or material beyond the specific page limit when reviewing the Project Narrative.

D. Attachments to the Project Narrative

In addition to the Project Narrative, the application also includes required attachments as explained below. These attachments must be clearly labeled and do not count toward the Project Narrative page limit. Any other attachments included beyond those listed below will not be reviewed in the scoring of the application.

Applicants are encouraged to name the files using the document names listed below. Do not include special characters (e.g. &, -, *, %, /, #). However, underscores (for example: My_Attached_File.pdf) to separate a file name are acceptable.

1. Required Attachments

a. Abstract

Applicants must submit a 1- to 2-page abstract summarizing the proposed project. Applicants are encouraged to use the Abstract template, available in **Attachment V**. The information provided in your abstract may be published to a public facing website as a summary of your project. The abstract must include the following:

- Applicant's State agency name
- Applicant location (State)
- Funding Amount

- Confirm the State is interested in and has sufficient capacity to receive additional funding (on top of the base funding amount) if it becomes available: Yes / No
- Cost Sharing Amount, if applicable
- Service area (the local/regional service area if other than Statewide)
- Project title
- Project purpose and key activities
- Description of the key industry(ies) and occupations targeted
- Required and/or optional partners, if applicable
- Public contact information

b. Governor’s Letter

A letter from the Governor must be included in the application to designate the Agency authorized to submit the State’s application(s). This letter must also demonstrate the State’s commitment to this grant effort. Specifically, the letter must:

- Describe specifically how the Governor or chief elected official plans to support the expansion Registered Apprenticeship programs within the State.
- Designate the State agency to be the recipient of the award(s). For states with federally recognized SAAs, the SAA must be included as a partner if the state agency applicant is not the SAA. For states that do not have a federally recognized SAA, the state must commit to work in partnership with the federal Office of Apprenticeship within the state.

2. Optional Attachments

a. Work Plan – POP 36 months

Applicants are encouraged to submit a Work Plan that describes the project goals, milestones and key deliverables that will be achieved throughout the grant’s POP and this timeframe must be reflected in the work plan. Grantees have the flexibility to spend down funds before the end of the POP and may adjust the activities proposed in the work plan during the POP.

Applicants that choose to submit a Work Plan are encouraged to use the Work Plan template, available in **Attachment VI**.

V. Application Checklist

Use the checklist below as a guide when preparing your application package to ensure your application contains all required items. Applicants should not include the checklist in the application package.

Application Requirement	Instructions	Complete?
Project Abstract	Attachment VI	
Submission requirements are met	Attachment IV	
Eligibility criteria are met	Attachment I	
Components of the application are saved in one of the specified formats and are not corrupt. (<i>We will attempt to open the document but will not take any additional measures in the event of problems with opening.</i>)	Attachment IV	
SAM Registration	Attachment IV	
SF-424 includes a Unique Entity Identifier (UEI) and line 18a. aligns with the amount specified in Attachment VII.	Attachment IV	
SF-424A Budget Information Form	Attachment IV	
Budget Narrative	Attachment IV	
Project Narrative (Parts A and B, and as applicable, Part C)	Attachment II	
Governor's Letter	Attachment IV	

VI. Other Review Criteria, Selection Process and Award Information

Prior to issuance, and annually thereafter, awards will be subject to review in accordance with the process described in Executive Order 14332, Improving Oversight of Federal Grantmaking.

The government may elect to award the grant(s) with or without discussion with the applicant. If a grant is awarded without discussion, the award will be based on the applicant's signature on the SF-424, including electronic signature via E-Authentication on <https://www.grants.gov>, which constitutes a binding offer by the applicant.

See the [2026 DOL Application Guide](#), Section VII Award Notices, and Section VIII Post-award Requirements and Administration for a complete understanding of the application requirement.