

Appendix IV: Application Submission

Applicants must submit an application, which includes a funding request for the amount specified in the Explanatory Statement for Division B Consolidated Appropriations Act, 2026, as listed in [Appendix I](#). If your organization is receiving funding for more than one Community Project, please submit a separate application package for each project for which funding is requested. Please do not include materials that are not requested or required, such as resumés or general letters of support (such as those from elected officials).

A. Required Documents

To achieve greater efficiency and streamline the grant award process, ETA requires applicants to submit the following items through [Grants.gov](#).² Please note that ETA will **not accept** an application package submitted via other electronic mediums (such as e-mail or fax) or via paper copy.

The application must include each of the following required documents:

1) SF-424, “Application for Federal Assistance”

The SF-424 (available at [SF-424 Family | Grants.gov](#))³ must clearly identify the applicant entity and must be submitted by an individual with authority to enter into a grant agreement. The applicant entity must be the organization specified in the Explanatory Statement for Division B Consolidated Appropriations Act, 2026 Community Project Funding/Congressional Directed Spending Table.

The individual signing the SF-424 must include their email address that has the same domain as the contact listed in the organization’s Sam.gov record. Upon the issuance of the award, the individual “signing” the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at the above link). The Department communicates exclusively with the individuals named as the Authorized Representative and Point of Contact on the SF-424. We recommend that those roles be filled by two different individuals to facilitate backup.

Item 18 should only reflect federal Community Project grant funds. For Item 19, select “c: Program is not covered by E.O. 12372.” Applicants do not need to submit the SF-424B with the application.

2) Project Budget

- The SF-424A “Budget Information Form” (available at [SF-424 Family | Grants.gov](#))⁴; and,
- Budget Narrative: The Budget Narrative must provide a concise description of costs associated with each line item on the SF-424A. See [Attachment A](#) for the structure and content requirements of the Budget Narrative.

² <https://www.grants.gov/>

³ <https://grants.gov/forms-repository/sf-424-family>

⁴ <https://grants.gov/forms-repository/sf-424-family>

Note that the SF-424, SF-424A, and Budget Narrative must include the entire federal grant amount specified in the Consolidated Appropriations Act, 2026. The SF-424a should reflect the grant amount throughout the entire period of performance (in a multi-year project). **Do not include any match or leveraged resources on the SF-424 and SF-424A.** There is no Match Requirement. Leveraged resources, if any, may only be described separately from federal grant funds in the Budget Narrative.

Applicants should list the same federal grant amount on the SF-424, SF-424A, and Budget Narrative. This amount must not differ from the amount listed for the applicant organization in the table found in [Appendix I](#).

When submitting in Grants.gov, the Budget Narrative must be uploaded as an attachment to the application package and labeled “Budget Narrative.”

3) Project Abstract

This attachment must summarize the proposed project, including, but not limited to, the scope of the project and proposed outcomes. The Abstract is limited to two double-spaced, single-sided, 8.5 x 11-inch pages using Section 508 compliant typeface, such as Helvetica, Verdana, Arial, Calibri, Franklin Gothic Book, 12-point text font and 1-inch margins. This is included as an attachment and does not count against the page limitation of the project narrative. See [Attachment B](#) for a list of the required contents of the Abstract and a suggested abstract template.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “Abstract.”

4) Project Narrative

The Project Narrative is a comprehensive framework of the grant’s workforce training program. It provides a comprehensive framework and description of all aspects of the proposed project. Applicants must integrate the project description in the Explanatory Statement for Division B Consolidated Appropriations Act, 2026, and provided as [Appendix I](#). Recipients must also demonstrate the organization’s ability to implement the project TEGL. The project narrative must be consistent with and align to the scope, objectives, and activities as described in the application’s Project Abstract.

The Project Narrative is limited to 10 double-spaced, single-sided, 8.5 x 11-inch pages using Section 508 compliant typeface, such as Helvetica, Verdana, Arial, Calibri, Franklin Gothic Book, 12-point text font and 1-inch margins. You must number the Project Narrative beginning with page number 1. See [Attachment D](#) for details on the structure and content requirements for the Project Narrative.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “Project Narrative.”

5) Work Plan

The Work Plan describes the project’s goals, key milestones, and deliverables throughout the proposed period of performance. This is included as an attachment and does not count against the page limitation of the project narrative. See [Attachment E](#) for a

suggested template and more information.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “Work Plan.”

6) Project Organizational Chart

The Project Organizational Chart is a visualization of the key staff and partners that have a direct role in managing and implementing the project. This is included as an attachment and does not count against the page limitation of the project narrative. See [Attachment F](#) for an example organizational chart and more information.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “Organizational Chart.”

7) Performance Measures and Target Outcome Goals

Applicants are required to propose performance measures and target outcome goals. See [Appendix VIII](#) and [Attachment G](#) for more information on WIOA Performance Reporting Guidelines, including a sample template that may be used to describe the proposed performance measures and target outcome goals. This is included as an attachment and does not count against the page limitation of the project narrative.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “Performance Goals.”

8) Letters of Commitment, if applicable

Submit signed and dated Letters of Commitment or Memoranda of Understanding between the applicant and partner organizations and/or sub-recipients that propose to provide services to support the program model and lead to the identified outcomes. See [Attachment H](#) for details. These are included as attachments and do not count against the page limitation of the project narrative.

When submitting in Grants.gov, these letters must be uploaded as an attachment to the application package and labeled “Letters of Commitment.”

9) Financial System Risk Assessment

All applicants are requested to submit Funding Opportunity Announcement Financial System Risk Assessment Information. See [Attachment I](#) for a sample template and additional instructions.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “FSRA.”

10) Request for equipment prior approval, if applicable

Only applicants approved by Congress to use grant funds to purchase equipment (as specified in the description of the project’s purpose as specified in the Explanatory Statement for Division B Further Consolidated Appropriations Act, 2026 and Appendix

I: Eligible Applicants) are invited to submit the requisite prior approval request for equipment as part of their application package. See [Appendix III](#).

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “EPAR” as applicable.

11) Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan (CAP), if applicable

Applicants that have a federally approved NICRA or CAP and are charging indirect costs must submit the approved current agreement as part of the application.

When submitting in Grants.gov, this document must be uploaded as an attachment to the application package and labeled “NICRA” or “CAP” as applicable.

Save all files with descriptive file names as specified of 50 characters or less and only use standard characters in file names: A-Z, a-z, 0-9, and underscore (_). File names may not include special characters (e.g. &, -, *, %, /, #), periods (.), blank spaces, or accent marks, and must be unique (e.g. no other Attachment may have the same file name). You may use an underscore (example: My_Attached_File.pdf) to separate a file name.

B. Grants.gov Submission Process

Applicants must submit the application package through www.Grants.gov. Submission via other electronic mediums will not be accepted, nor will hard copy submissions. This submission process may at times be complicated and time-consuming. As such, the Department strongly encourages applicants to initiate the process as soon as possible, well before the final day, to allow time to resolve unanticipated technical problems. Applicants needing to register with Grants.gov may do so at [Register | Grants.gov](#).⁵ Registration is a one-time process, and applicants that already have a Grants.gov account do not need to register again. Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For a complete Workspace overview, refer to [Workspace-Overview | Grants.gov](#).⁶

For technical issues encountered during application submission, applicants 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.

C. Requirement for Unique Entity Identified (UEI) Number

All applicants for federal grant funding must have a Unique Entity Identifier (UEI) on the SF-424. If your entity is registered with the System for Award Management (SAM), your UEI has already been assigned and is viewable under your entity record. Organizations that are not registered with SAM can obtain more information about obtaining a UEI at SAM.gov.⁷ Grant recipients authorized to make sub-awards must meet these requirements related to UEI numbers:

⁵ <https://grants.gov/register>

⁶ <https://grants.gov/applicants/workspace-overview/>

⁷ <https://sam.gov/>

- Grant recipients must notify potential sub-awardees that no entity may receive a sub-award from the recipient unless the entity has provided its UEI number to the lead applicant; and
- Grant recipients may not make a sub-award to an entity unless the entity has provided its UEI number to the applicant. (See, Appendix A to 2 CFR Part 25.)

D. Requirement for Registration with SAM

Recipients must register with SAM before submitting an application. Find instructions for registering with SAM at [SAM.gov](http://sam.gov).⁸

A recipient must always maintain an active SAM registration with current information during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the recipient is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete. For purposes of this paragraph, the recipient is the entity that meets the eligibility criteria and has the legal authority to apply and to receive the award. If an applicant has not fully complied with these requirements by the time the Grant Officer is ready to make a federal award, the Grant Officer may determine that the applicant is not qualified to receive a federal award.

⁸ <http://www.sam.gov/>