

Appendix V: Application Review and Award

ETA intends to fund awards for any recipient: (i) who adequately demonstrates their ability to achieve grant goals through a clear, detailed, and reasonable project narrative, and (ii) whose budget and budget narrative are sufficient to support the activities in the program narrative. This includes adequate staffing levels to support grant goals and grant management. Community Project recipients must design their project to align with the description approved by Congress as specified in the Explanatory Statement for Division B of the Consolidated Appropriations Act, 2026 Community Project Funding/Congressional Directed Spending Table and provided in this TEGL as [Appendix I](#).

A. Application Submission and Review Process

The Department will begin accepting applications 30 calendar days after the publication date of this Training and Employment Guidance Letter (TEGL) and will continue to accept applications on a rolling basis through January 31, 2027. Applications received after this date will not be reviewed or considered for funding. Applicants are strongly encouraged to submit applications as early as possible within the application window to allow sufficient time to address any technical issues that may arise.

Applicants must meet all the requirements detailed in this TEGL when submitting the application. Community Project recipients must submit their applications in [Grants.gov](#).⁹ All required elements outlined in [Appendix IV](#) of this TEGL must be submitted.

Application packages will first be screened to determine if the applicant meets the eligibility requirements specified in [Appendix I](#). To determine whether submitted applications meet requirements, applications will be reviewed by ETA National Office and Regional Office staff. ETA is responsible for the review and approval of Community Project applications to ensure they meet all required program, financial, operational, and policy requirements. Provided is an overview of the application review process:

- 1) An initial review of the application for eligibility and whether all required documents have been submitted.
- 2) Reviews of the application components as specified in [Appendix IV](#); and
- 3) If necessary, a representative from the regional office will work with the recipient to resolve concerns with the application, as determined during the review process, that will delay the grant award.
- 4) Before the grant is awarded, the Department may enter negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation.

⁹ <https://grants.gov/>

B. Application Risk Review

All applications deemed to be complete and responsive by the Grant Officer will go through a risk review process. Before making an award, ETA will review information available through any Office of Management and Budget (OMB)-designated repository of government-wide eligibility qualification or federal integrity information, such as SAM.gov, and “Do Not Pay.” Additionally, ETA will comply with the requirements of 2 CFR Part 180 (Government-wide Debarment and Suspension (Non-Procurement)). This risk evaluation may incorporate results of the evaluation of the applicant’s eligibility (application screening), or the quality of its application (technical review). If ETA determines that an entity is responsible and an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. Risk-related criteria evaluated include:

- 1) Financial stability.
- 2) Quality of management systems and ability to meet the management standards prescribed in the Uniform Guidance.
- 3) History of performance. The applicant’s record in managing awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements, and if available, the extent to which any previously awarded amounts will be expended prior to future awards.
- 4) Reports and findings from audits performed under Sub-part F – Audit Requirements of the Uniform Guidance (2 CFR Parts 200.500 – 200.520) or the reports and findings of any other available audits and monitoring reports containing findings, issues of non - compliance, or questioned costs; and
- 5) The applicant’s ability to effectively implement statutory, regulatory, or other requirements applicable to recipients.

C. Grant Award

If the grant application meets the TEGL requirements, ETA may elect to award a grant with or without discussions with the recipient. The recipient’s signature on the SF-424 is incorporated to the award by reference, constituting a binding acceptance of the grant award by the applicant.

Applications recommended for award will be funded via Notices of Award attached to a Grant Agreement issued by the Grant Officer. Grants will be awarded on a rolling basis as the above steps are completed. Grantees will receive a notification from the ETA grants management system GrantSolutions when the award is issued. This notification will include instructions on how to create user accounts and access the grant file.