

Appendix VII: National Program Office Requirements

A. Pre-Award Technical Assistance

The Community Project Grants National Program Office, led by the Office of Regional Management (ORM), will work with the Office of Grants Management (OGM), and the Regional Offices (RO) to provide technical assistance (TA) to Community Project recipients. To support recipients in submitting quality and timely applications, TA may be delivered through webinars, webcasts, conference calls, emails, and other materials and resources. Recipients are required to participate in and attend all technical assistance activities, webinars, and other required briefings, as designated by the ETA.

B. Abstract Review Technical Assistance Opportunity

All recipients are invited, but not required, to submit their application's Project Abstract (see Attachment B) prior to officially submitting the complete application. Employment and Training Administration (ETA) staff will review the abstract and provide feedback or initiate TA for recipients who require or request support on the development of the project narrative, and related attachments, as required by this TEGL.

While not required, ETA strongly encourages applicants, particularly those that are new to ETA or have limited experience managing Federal grants—to submit a brief project abstract in advance of a full application. Submitting a project abstract provides an opportunity for applicants to receive early feedback on proposed project design, alignment with program priorities, and overall feasibility. This process can help strengthen the quality and competitiveness of a subsequent full application. Project abstracts should concisely describe the proposed project, including the target population, planned activities, anticipated outcomes, and key partnerships. Applicants choosing to submit an abstract should do so by the date specified below in this announcement. The submission and review of a pre-application project abstract is voluntary. The project abstract is, however, required as part of the complete application.

To request TA, recipients may submit the abstract to the Community Projects Program Office, CPGrants.ProgramOffice@dol.gov, no later than **September 30, 2026**. This TA opportunity is only to address the project design proposed in the Project Abstract. Technical assistance provided at this stage will be delivered primarily through written feedback via email. Additional and more comprehensive technical assistance may be provided, as appropriate, after the full application has been submitted.

Questions that do not relate to the project design must be sent via email to the Office of Grants Management (OGM) at Community.Projects.ETA@dol.gov. The full applications, including the abstract and other required documents, must be submitted in [Grants.gov](https://www.grants.gov/).¹⁵

C. Post-Award Technical Assistance

After the grant is awarded, grant recipients **are required to participate** in all ETA training activities related to grant recipient orientation, financial management and reporting, performance reporting, product dissemination, and other technical assistance training as appropriate during the grant period. These sessions may occur via conference calls and virtual events such as webinars and in-person meetings.

¹⁵ <https://www.grants.gov/>

D. ETA Evaluation

As a condition of the grant award, grant recipients are required to participate in an evaluation, if undertaken by the Department. The evaluation may include an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services or program services that are not enhanced). We may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor on participants, employers, and funding, (2) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits, (3) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants, and (4) follow evaluation procedures as specified by the evaluation contractor under the direction of the Department.