

Attachment B: Project Abstract and Suggested Template

Applicants must submit a Project Abstract. The abstract is a snapshot of the proposed project design as further described in the Project Narrative. The information provided in the abstract will determine if TA is needed to submit a successful grant application. The Abstract must include the following information:

1. Name of Community Project Funding/Congressionally Directed Spending Recipient: The name of the recipient specified in the Appropriation.
2. Approved Funding Level: The funding amount specified in the Appropriation.
3. Approved Project Description: The project description specified in the Appropriation.
4. Congressional Sponsor: Congressman(s) and/or Senator(s) who is the sponsor as specified in the Appropriation.
5. Project Title
6. Project Purpose and Goals
7. Project Design (Select One)
 - Direct Training and Employment Project: The project is a direct workforce training program where participants receive grant-funded employment and training services.
 - Single- or Limited-action Project: The project supports the development and/or expansion of workforce programs that serve a public benefit.
8. Project Activities: Provide specific details on key project activities that will support the project design and serve a public purpose.
9. Proposed Period of Performance Duration
10. Project Location
11. Target Population and/or Intended Public Beneficiaries:
 - For Direct Training and Employment Projects: List the target populations who will receive direct grant funded services; or
 - For Single- or Limited-action Projects: List the intended beneficiaries who are indirect recipients of the project.
12. Workforce System Partner (s), if applicable, including roles and responsibilities
13. Other Partners, if applicable, including roles and responsibilities
14. Subrecipient Activities, if applicable
15. Performance Outcome Goals, if applicable

Suggested Template: ETA Community Projects – Project Abstract

Line Item #	Required Information	Instructions
1.	Recipient Name:	Insert the name of the recipient as specified in the Appropriation.
2.	Funding Request:	Insert the funding amount as specified in the Appropriation.
3.	Project Description:	Insert the project description exactly as specified in the Appropriation.
4.	Congressional Sponsor:	Insert the name of the Congressman(s) and/or Senator(s) who is sponsoring the project as specified in the Appropriation
5.	Project Title:	
6.	Project Purpose and Goals:	Brief description of the project's purpose and goals to meet the workforce needs of workers in the community.
7.	Project Design:	<u>Select One:</u> Direct Training and Employment Project: The project is a workforce training program where participants receive direct grant-funded employment and training services. <i>Example: A program that enrolls participants into a healthcare training pathway, provides classroom instruction and clinical experience, offers case management and supportive services, and places participants into employment upon completion.</i> Single- or Limited-action Project: The project supports the development and/or expansion of workforce programs that serve a public benefit. <i>Example: A project that develops a new workforce training curriculum, establishes employer partnerships, and builds organizational capacity to launch a future training program, but does not directly enroll participants into grant-funded training during the period of performance.</i> Note: The selected project type must align with the overall project description and proposed activities outlined in the application.

Line Item #	Required Information	Instructions
8.	Project Activities:	Provide specific details on key project activities that will support the project design and serve a public purpose.
9.	Proposed Period of Performance:	24 months for Single Limited Action (capacity-building) projects or 36 months for Direct Training and Employment programs.
10.	Project Location:	Specify the regional or local service area (s) of where the project will be implemented and delivered.
11.	Target Populations or Intended Beneficiaries:	For Direct Training and Employment Projects: List the target populations who will receive direct grant funded services. For Single- or Limited-action Projects: List the intended beneficiaries who are the indirect recipients of the project.
12.	Linkages to the Workforce System Partners (if applicable):	List of workforce system partners and a brief description of their roles and responsibilities.
13.	Other partners (if applicable):	List of other partners and a brief description of their roles and responsibilities.
14.	Subrecipients Activities (if applicable)	Specify the main activities for each subrecipient. If not applicable, mark N/A.
15.	Performance Target Goals :	List of performance measures and target goals that will be accomplished by the project. • Qualitative Goals • Quantitative Goals <i>See Attachment G for guidance.</i>