

Attachment D: Project Narrative Guidance

A. Community Project Workforce Program

Community Project recipients must design their project to align with the Congressionally approved description included in Division B Consolidated Appropriations Act, 2026 and provided in this TEGL as [Appendix I Eligible Applicants](#). The Department recommends that the application clearly articulate a project purpose, utilize a significant amount of the funding for direct employment and training services to individuals, propose a program or services to address the project goals, have measurable outcomes, demonstrate evidence of a linkage with the State or local workforce system, and include activities/costs that are allowable per WIOA and the Federal Uniform Guidance.

The Project Narrative is a comprehensive framework and description of the proposed project. It should provide a detailed description of the community issue or problem that the project will address. The Project Narrative must demonstrate the organization's capacity to implement the grant project in accordance with the provisions of this TEGL.

The Project Narrative is limited to 10 double-spaced, 8.5 x 11-inch pages using 12-point text font and 1-inch margins. Applicants must number the Project Narrative beginning with page number "1". The number of pages for the Project Narrative section does not include the other required attachments specified in Appendix IV this TEGL. **The information provided in the Project Abstract ([Attachment B](#)) should be a summary of the Project Narrative.** Applicants should also use the same section headers outlined below for each section of the Project Narrative.

1. Project Purpose and Statement of Need

- a. Provide a statement that the program design aligns with the project description authorized by Congress. Projects must utilize grant funding for direct employment and training services to individuals or for the development of workforce programs that serve a public benefit.
- b. Provide a description of the statement of need, workforce challenges and opportunities in the community where your project will be implemented. Applicants may use measurable data and labor market information to support the statement of need.

2. Program Design and Description of Activities

- a. Specify if the program design is a Direct Training and Employment Project, or a Single- or Limited-action Project, as defined below:
 - a. Direct Training and Employment Project: The project supports a workforce training program where participants receive grant-funded employment and training services.
 - b. Single- or Limited-action Project: The project supports the development and/or expansion of workforce training program where the public will benefit from the project.

- b. Provide a detailed description of the project's key activities and costs that are allowable per WIOA and Uniform Guidance.
 - a. Direct Training and Employment Project: Describe the grant-funded training activities, employment services, and supportive services that will be provided to the target population. These activities may be, but are not limited to, the types of training, target industries and occupations for which training will be provided, and any program completion outcomes such as credentials earned and employment outcomes.
 - b. Single- or Limited-action Project: Describe the grant-funded activities that will support the development and/or expansion of a workforce training program. These activities may be, but are not limited to, capacity-building projects, designing a training program and developing curriculum, establishing sector strategies, or other related activities where the public will benefit directly from this project.
- c. Describe any additional activities and/or services that support the project's program design to achieve the overall goals and objectives of this project.

3. Target Geographic Service Area

- a. Indicate if the project has a regional or local scope for the delivery of services.
- b. Specify the geographic area where the project will be implemented, and where services will be provided.

4. Target Population (s) or Intended Public Beneficiary

- a. Provide a description of the target population (for Direct Training and Employment Projects) or the intended public beneficiary (for Single- or Limited-action Projects) that addresses the employment and training needs of workers with significant barriers to employment. These individuals may be the target populations listed in the Appropriations, such as Dislocated Workers, Other Adults and Youth, as defined in WIOA.
 - a. Eligible Dislocated Workers are defined as workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations.
 - b. Eligible Youth is defined as: 1) Out-of-School Youth who is not attending any school (as defined under State law; and is not younger than age 16 or older than age 24 at the time of enrollment; and 2) In-School Youth who is attending school (as defined by State law), including secondary and postsecondary school, and not younger than age 14 or older than 21 at time of enrollment. Further eligibility requirements apply for both target populations.
- c. Eligible Other Adults are individuals with significant barriers to employment, such as:
 - Individuals with barriers to employment, including those defined under WIOA (e.g., low-income individuals, basic skills deficient, individuals with disabilities)
 - Ex-offenders, including formerly incarcerated or reentering citizens
 - Veterans and transitioning service members, including military spouses
 - Individuals experiencing homelessness or housing instability
 - Public assistance recipients, including TANF and SNAP participants

- English language learners (ELLs) or individuals with limited English proficiency
- Rural populations or individuals in geographically isolated communities
- Individuals impacted by economic disruptions, including layoffs, industry decline, or natural disasters (even if not formally classified as dislocated workers)
- Incumbent workers in need of upskilling or reskilling to retain employment or advance in their careers
- Individuals without postsecondary credentials or those needing industry-recognized credentials
- d. Capacity-Building/ Limited Action Project beneficiaries may also include:
 - Local workforce systems and partner organizations (e.g., community-based organizations, training providers)
 - Employers and industry partners (through improved workforce pipelines)
 - Communities or regions benefiting from enhanced workforce infrastructure or service delivery systems

5. Proposed Period of Performance Duration

- a. Specify the proposed duration for the project using the following guidelines:
 - a. Projects may propose 24-months or 36-months period of performance, as appropriate to the program design.
 - b. Recipients should consider a 3- to 4-month ramp up period to plan for the implementation of their projects when proposing the appropriate period of performance duration. See Attachment C for guidance.
 - c. Do not specify start and end dates for the period of performance (PoP). These will be specified in the Notice of Award when the grant is awarded.

6. Community Project Linkages to the Workforce System and Other Partnerships

- a. Applicants are strongly encouraged to develop linkages with the public workforce system to support the program design and delivery of the Community Project.
- b. Describe the project's partnership with State and local workforce development boards, workforce intermediaries, or American Job Centers and their role in the implementation and delivery of services for the project.
- c. Applicants may also partner with other organizations, such as workforce intermediaries, social service, and community-based organizations to support the project.
 - a. Describe the project's partnership with other organizations such as, but not limited to, training and service providers, and workforce, industry, and employer partners, and their role in the implementation and delivery of services for the project.
- d. Applicants must describe how they plan to manage the project with all partners and staff, including, but not limited to, how to ensure effective communications and accountability between all partners, and the quality and timely delivery of services and/or products (as applicable).
 - a. If applicable, describe how the use of contracts and/or subawards are used to

establish partnerships, as defined in Appendix VI. If partners with the workforce system or other organizations are established for this project.

- b. Applicants may indicate N/A if partnerships do not require the use of contracts or subawards.
- e. Applicants must include a Letter of Commitment or Memorandum of Understanding (MOU) from each partner. Letters and MOUs must be specific in describing their roles and commitment to the project's deliverables. Each letter and MOU must be on organizational letterhead, signed by an individual at the partner organization who has the authority to commit the organization, and be dated no earlier than six months prior to the publication of this TEG. Letters of Commitment or Memorandum of Understanding (MOUs) from each partner must be submitted as separate attachments to the Project Narrative. See [Attachment H](#) for additional guidance.

7. Performance Measures and Target Outcome Goals

- a. Describe the proposed performance measures and target outcome goals that support the effective account of the project's success. **See Appendix VIII for guidance.** Applicants may also use the suggested Template provided in [Attachment G](#).

8. Recipient Capacity

- a. Demonstrate the organization's capacity to apply effective grant management principles by describing prior or current experience in managing and administering grant programs. These may be programs that are funded by federal, state, or local agencies, philanthropic organizations, or other sources of grant funding.
- b. Provide an overview of the project work plan to manage the project, including, but not limited to, a description of the organization's process and procedures for staffing; procuring and delivering workforce services; recruiting and enrolling target participants (as applicable); implementing the program and delivering services, and supporting the quarterly reporting requirements of the grant. The work plan may also be described using [Attachment E](#).
- c. **Data Collection and Reporting Capacity:** Demonstrate the organization's ability to effectively manage performance data processes, systems, and internal controls in place to capture, manage, and track participant-level data in accordance with Federal reporting requirements. This includes the ability to collect, validate, maintain, and report accurate and complete data in a timely manner. Recipients should describe the data systems, tools, and protocols they will use to ensure data quality, including procedures for data entry, validation, monitoring, and reporting. Where applicable, Recipients should ensure their systems can capture required data elements consistent with the Participant Individual Record Layout (PIRL) and submitting required reports through designated ETA's WIPs system.