

Attachment J: Application Submission Checklist

Applicants may use the checklist below as a guide when preparing your application package to ensure that the submitted application has all the required documents. Note that this checklist is only an aid for applicants and should not be included in the application package. Applicants are strongly encouraged to use this checklist to ensure their applications contain all required items.

STEP 1: PRE-APPLICATION CHECKLIST

- ☐ **Ensure:** activities and outcomes match the grant description; document any changes for compliance.
- ☐ **Demonstrate** clear public benefit aligned to community needs and funding priorities.
- ☐ **Identify** target beneficiaries with supporting data and ensure equal access.
- ☐ **Confirm** the project location matches the application; obtain approval for any changes.
- ☐ **Specify** the program type (training, direct service, limited activity) and align it with the project plan and budget.
- ☐ **Identify partners** early and prepare MOUs/Letters of Commitment with roles, deliverables, and contact information; begin signature collection and retain records.
- ☐ **Register** and activate Payment Management and Workforce Systems; train staff as needed.
- ☐ **Put staffing and financial systems** in place, including key hires, onboarding, financial controls, and grant compliance training.

APPLICATION PACKAGE REQUIREMENTS

- ☐ **SF-424, Application for Federal Assistance:** List CFDA 17.289, Community Project Funding/Congressionally Directed Spending, and request the funding level specified for the applicant's project in the Explanatory Statement for Division B of the Consolidated Appropriations Act, 2026.
- ☐ **SF-424A:** Submit as an attachment and clearly label "**Budget Information Form.**"
- ☐ **Budget Narrative:** Submit as an attachment and clearly label "**Budget Narrative.**"
- ☐ **Equipment Prior Approval Request, if applicable:** Submit as an attachment and clearly label "**Equipment Request.**"
- ☐ **Project Abstract:** Submit as an attachment and clearly label "**Abstract.**"
- ☐ **Project Narrative:** Submit as an attachment and clearly label "**Project Narrative.**"
- ☐ **Work Plan:** Submit as an attachment and clearly label "**Work Plan.**"
- ☐ **Organizational Chart:** Submit as an attachment and clearly label "**Organizational Chart.**"
- ☐ **Proposed Performance Measures and Target Outcome Goals:** Submit as an attachment and clearly label "**Performance Goals.**"
- ☐ **Letters of Commitment or Memoranda of Understanding, if applicable:** Submit as an attachment and clearly label "**Letters of Commitment.**"
- ☐ **Current federally Negotiated Indirect Cost Rate Agreement (NICRA) or federally approved**

- Cost Allocation Plan, if applicable:** Submit as an attachment and clearly label “NICRA” or “CAP.”
- ☐ **Financial System Risk Assessment:** Submit as an attachment and clearly label “FSRA.”
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STEP 2: APPLICATION SUBMISSION

You may submit your application any time from 30 days after the TEGL is published until January 31, 2027, though early submission is recommended.

- ☐ Prepare a concise **Project Abstract** summarizing objectives, population, activities, and outcomes.
 - ☐ Ensure the **Statement of Need** addresses all required items as specified in [Attachment D](#) Project Narrative Guidance.
 - ☐ Complete **SF-424 and SF-424A** accurately, and ensure the budget matches the proposal.
 - ☐ Prepare a **Budget Narrative** that clearly justifies use of funds and aligns with the SF-424A.
 - ☐ Include all **required attachments**, such as support letters, resumes, and organizational charts.
 - ☐ ETA will review the application for **TEGL compliance**. If any parts are out of compliance, ETA will provide technical assistance so revisions can be made. Upon receipt of a compliant application, it will take approximately 45–60 days for ETA to issue your grant agreement.
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STEP 3: POST-AWARD (0–90 DAYS)

- ☐ **Respond to Conditions of Award (COAs)** by reviewing terms, addressing stipulations, submitting required documentation, and communicating as needed.
 - ☐ Revise and submit any updates required under the conditions of award.
 - ☐ Register and activate **Payment Management and Workforce Systems**; train staff.
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STEP 4: PROGRAM SETUP (0–6 MONTHS)

- ☐ **Hire staff:** Recruit, select, and onboard key personnel.
 - ☐ **Finalize partner agreements:** Execute formal agreements and clarify roles.
 - ☐ **Launch activities:** Begin core operations and inform stakeholders.
 - ☐ **Reporting & tracking:** Implement data tools and train staff.
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STEP 5: ONGOING REQUIREMENTS

- ☐ **Quarterly Financial Reports:** Submit ETA-9130 Financial Reports. Reporting quarter end dates are **March 31, June 30, September 30, and December 31**. Reports are due within **45 calendar days** after the end of each quarter. Due to the configuration of the Payment Management System (PMS), the ETA-9130 for the quarter ending **March 31** is due **May 16**.
- ☐ **Quarterly and Final Narrative Progress Reports:** Submit narrative reports on grant activities funded under this award. Reports are due within **45 calendar days** after the end of each reporting quarter. Reporting quarter end dates are **March 31, June 30, September 30, and December 31**.
- ☐ **Track outcomes:** Set benchmarks, collect and analyze data, and report progress.
- ☐ **Federal compliance:** Monitor activities, stay updated on requirements, train staff, thoroughly, and resolve issues promptly.