

# Instructions for the Submission of National Dislocated Worker Grant Applications and Modifications

## HOW TO SUBMIT A DWG FUNDING REQUEST FOR A NEW GRANT PROJECT

### 1. Applicants must apply through Grants.gov by accessing the applicable DWG funding opportunity (one of two):

- a) Training and Employment Guidance Letter (TEGL) No. 12-19, *National Dislocated Worker Grant Program Guidance*, found at this link: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=325616>. The posting pertains to both Disaster Recovery and Employment Recovery DWGs.

Applicants requesting DWG funding for the COVID-19 response will apply under TEGL No. 12-19. Applicants must submit an SF-424 (Request for Federal Assistance) and are encouraged to submit the required information via the suggested form, *COVID-19 DWG – Project Summary for New Grant Request*, attached to the posting.

- b) TEGL No. 4-18, *Disaster Recovery National Dislocated Worker Grants to Address the Opioid Crisis*, found at this link: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=308985>.

### 2. Applicant Completes a Draft Application Package

The applicant emails the appropriate ETA regional office, attaching a complete draft application for review. Suggested application forms are attached to the Grants.gov postings for both TEGL No. 12-19 and TEGL No. 4-18.

### 3. Federal Project Officer (FPO) Reviews the Draft Application Package

The assigned FPO reviews the application and either:

- a) returns the package to the applicant for required revisions and DWG applicant makes revisions, as applicable; or,
- b) sends an email to the applicant with concurrence on the submitted draft DWG application.

### 4. Applicant Submits Application Package via Grants.gov

After receiving FPO concurrence on the draft application package, the applicant formally submits the application package via Grants.gov.

### 5. National Office Receives and Reviews the Application

The National Office assesses the application against the requirements of TEGL No. 12-19 or TEGL No. 4-18, as appropriate. An assigned grants management specialist works through the assigned FPO to address questions and concerns regarding the application. The grants management specialist may email any required revisions to the FPO using the DWG mailbox ([DOL-ETA-DWG@dol.gov](mailto:DOL-ETA-DWG@dol.gov)), who then forwards the request to the applicant. The

National Office may suggest a teleconference with the FPO and applicant to address the revisions as well.

**6. Funding Decision**

The Department makes a funding determination within 45 days of receiving a complete application, with the execution of approved funding occurring by day 55.

**7. Questions Regarding Grants.gov Process?**

Questions, concerns, and suggestions regarding DWG application procedures may be emailed to [DOL-ETA-DWG@dol.gov](mailto:DOL-ETA-DWG@dol.gov).

**HOW TO SUBMIT A MODIFICATION REQUEST SEEKING INCREMENTAL OR SUPPLEMENTAL FUNDING**

1. The grant recipient completes the suggested modification forms referenced in the tables below that pertain to the type(s) of changes the grant recipient is seeking. The package must also include a cover letter requesting the modification, which is printed on organizational letterhead and signed by the Authorized Representative.
2. The grant recipient emails the complete modification package to the assigned FPO for their review. The FPO may request revisions.
3. The grant recipient attaches to an email the complete modification package that received FPO concurrence, and transmits it to the DWG mailbox ([DOL-ETA-DWG@dol.gov](mailto:DOL-ETA-DWG@dol.gov)) for National Office review. The FPO must be copied on this email.
4. The assigned grants management specialist in the National Office begins the application review. If revisions are required to meet funding requirements, the grants management specialist in the National Office will email the request to the FPO using the DWG mailbox ([DOL-ETA-DWG@dol.gov](mailto:DOL-ETA-DWG@dol.gov)). The FPO then forwards the revision request to the grant recipient.
5. Grant recipients respond to revision requests as soon as possible by emailing the revised modification request to the FPO for concurrence. Once concurrence is received, the grant recipient then forwards the revised modification request to the DWG mailbox ([DOL-ETA-DWG@dol.gov](mailto:DOL-ETA-DWG@dol.gov)), copying the FPO.
6. The Department makes a funding determination within 45 days of receiving a complete application, with the execution of approved funding occurring by day 55.

**HOW TO SUBMIT A DWG MODIFICATION REQUEST (NON-FINANCIAL)**

1. To modify a grant project, the grant recipient may complete suggested modification forms, which are posted with the DWG funding opportunities on Grants.gov. Please see the table below regarding the suggested forms applicable to specific modification types. The package must also include a cover letter requesting the modification,

which must be printed on organizational letterhead and be signed by the Authorized Representative. The forms and cover letter must be emailed to the assigned FPO in the applicable regional office.

2. The FPO reviews the modification request and may provide technical assistance regarding requested revisions.
3. The Regional Office attaches the complete modification package that received FPO concurrence to a requisition created in the Acquisition Management System (AMS). The requisition must be routed to Lynn Fraga in the National Office for final approval.
4. Once the requisition is received in the National Office, a grants management specialist will review. If revisions are required prior to the execution of the modification, the grants management specialist in the National Office will email the request to the FPO using the DWG mailbox ([DOL-ETA-DWG@dol.gov](mailto:DOL-ETA-DWG@dol.gov)). The FPO then forwards the revision request to the grant recipient.
5. Grant recipients respond to revision requests as soon as possible by emailing the revised modification to the FPO for concurrence. Once concurrence is received, the grant recipient then forwards the correspondence to the DWG mailbox ([DOL-ETA-DWG@dol.gov](mailto:DOL-ETA-DWG@dol.gov)), with a cc to the FPO.
6. Modifications are generally processed in 30 business days from the receipt of an approvable and complete modification.

### **HOW TO SUBMIT A MODIFICATION REQUEST FOR DWGs INITIALLY SUBMITTED THROUGH THE DWG APPLICATION SYSTEM, CURRENTLY BEING PHASED OUT**

1. DWGs that had initial applications submitted through the DWG Application System (e-System) will continue to be managed in that system.
2. Modification request submissions for grants whose initial application came through the e-System must also be submitted through the e-System. This modification process will continue until the grant expires.
3. This includes modification requests seeking incremental or supplemental funding. The grant recipient selects the necessary modification requests for a particular DWG and the e-System generates the appropriate documents to complete.
4. Technical assistance for the e-System may be obtained by contacting Vruti Vira at [vira.vruti@dol.gov](mailto:vira.vruti@dol.gov).

*See next page for suggested application forms.*

**SUGGESTED APPLICATION DOCUMENTS FOR DWG FUNDING REQUESTS**

<b>COVID-19 Emergency Application</b>	<b>Disaster Recovery: New Grant Request via an Emergency Application</b>	<b>Disaster Recovery: New Grant Request via a Full (NOT Emergency) Application</b>	<b>Employment Recovery: New Grant Request</b>	<b>Incremental or Supplemental Funding Requests for Both Disaster and Employment Recovery DWGs</b>
SF-424	SF-424	SF-424	SF-424	SF-424
COVID-19 DWG – Suggested Project Summary for New Grant Request -or- COVID-19 Employment Recovery DWG – Suggested Project Summary for New Grant Request”	Disaster Recovery DWG – Suggested Project Summary for New Grant Request	SF-424A	SF-424A	SF-424A
		Budget Narrative	Budget Narrative	Budget Narrative
		Disaster Recovery DWG – Suggested Project Summary for New Grant Request	Employment Recovery DWG – Suggested Project Summary for New Grant Request	Disaster Recovery or Employment Recovery DWG – Suggested Modification Summary and Narrative
		Disaster Recovery DWG – Suggested Modification Summary and Narrative <i>(Required to collect the additional information normally submitted in Modification 1, following an emergency application.)</i>	Employment Recovery DWG – Suggested Enrollment and Expenditure Worksheet	Disaster Recovery or Employment Recovery DWG – Suggested Enrollment and Expenditure Worksheet
		Disaster Recovery DWG – Suggested Enrollment and Expenditure Worksheet	Employment Recovery DWG – Suggested Employer Data Worksheet	Employment Recovery DWG – Suggested Employer Data Worksheet <i>(if an Employment Recovery DWG and updates required)</i>
		Disaster Recovery DWG – Suggested Project Operator Worksite Information	Employment Recovery DWG – Suggested Project Operator Information	

**SUGGESTED DOCUMENTS FOR NON-FINANCIAL MODIFICATION REQUESTS**

<b>Budget Realignment</b>	<b>Period of Performance Extension Request</b>	<b>Disaster Recovery: Full Application</b>	<b>Statement of Work</b>	<b>Equipment Request</b>	<b>Responding to Terms and Conditions</b>
Cover Letter Summarizing Modification Request, Signed by Authorized Representative	Cover Letter Summarizing Modification Request, Signed by Authorized Representative	Cover Letter Summarizing Modification Request, Signed by Authorized Representative	Cover Letter Summarizing Modification Request, Signed by Authorized Representative	Cover Letter Summarizing Modification Request, Signed by Authorized Representative	Cover Letter Summarizing Modification Request, Signed by Authorized Representative
Disaster Recovery or Employment Recovery DWG – Suggested Modification Summary and Narrative	Disaster Recovery or Employment Recovery DWG – Suggested Modification Summary and Narrative	Disaster Recovery DWG – Suggested Modification Summary and Narrative	Disaster Recovery or Employment Recovery DWG – Suggested Modification Summary and Narrative	Disaster Recovery or Employment Recovery DWG – Suggested Modification Summary and Narrative	Disaster Recovery or Employment Recovery DWG – Suggested Modification Summary and Narrative
SF-424A		SF-424		SF-424A	Required forms for modifications responding to special conditions will vary, depending on the components to be addressed.  Please consult with your FPO regarding modification request requirements.
Budget Narrative		SF-424A		Budget Narrative	
		Budget Narrative			
		Disaster Recovery DWG – Suggested Enrollment and Expenditure Worksheet			
		Disaster Recovery DWG – Suggested Project Operator Worksite Information			