

CHECKLIST

U.S. Department of Labor (DOL)

Items to Consider or Collect Before You Submit Your DOL Award Application

Review your Funding Opportunity Announcement (FOA). Confirm Eligibility and Access to Systems.

- ☐ I read the **FOA** carefully (*take note of the number, title, and due date*).
- ☐ I identified the **type of award**: Grant or Cooperative Agreement.
- ☐ I noted the **maximum (ceiling)** and **minimum (floor) funding levels** for which my application may apply as specified in the FOA.
- ☐ I registered at [Grants.gov](https://grants.gov).
- ☐ I registered for a **SAM.gov** account and/or logged in to **confirm it is active** (*award recipients are required to maintain an active SAM registration with current information during the entire period in which it has an active Federal award, or an application is under consideration*).
- ☐ I obtained a **Unique Entity Identifier Number (UEI)** by applying on <https://sam.gov>.
- ☐ I identified **key dates in the FOA**, including the Date of Application Closing (*check to see if there are multiple closing dates for multiple rounds of submission*), the Deadline for Technical Questions related to the FOA, the Award Notice, and Award Period of Performance.
- ☐ I confirmed that my organization meets the **eligibility requirements** listed in the FOA to which I intend to apply.
- ☐ I confirmed that my organization, the **geographic area proposed to serve**, and the **work we perform** falls within the **eligibility criteria** and **allowable activities** listed in the FOA.
- ☐ I determined if there is a requirement for a **match** or **leveraged resources**. I am ready to meet this requirement and prepared to list the sources of funding with the Letter(s) of Commitment and/or resources that will be leveraged.
- ☐ As required in the FOA, my organization has the necessary **partners** to **assist** with the project.
- ☐ I reviewed the **evaluation criteria** listed in the FOA that will be used to score the proposal.
- ☐ If I identified **capacity issues** that would affect ability to meet DOL requirements, I have plans to address deficiencies and be ready at the time the award decision is made.
- ☐ I understand the **reporting requirements** expected if selected for an award such as Quarterly Financial Reports, Program Narrative Reports, and Performance Reports.

SF 424, SF 424A, Budget Narrative

- ☐ I completed the **SF-424 – Application for Federal Assistance** and included my organization's UEI number. I use a physical address, not a P.O. Box. (*This serves as a cover page for the application*).
- ☐ I ensured the **following sections** of the **SF-424A Budget Information Form** are complete: **A – Budget Summary, B – Budget Categories, C – Non-Federal Resources** (*if applicable, to demonstrate match requirements*).
- ☐ I attached a **Budget Narrative** that provides a description of costs associated with each line

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item on the SF-424A. I verified that amounts for each Object Class Category are the same on the SF-424 and Budget Narrative. *(Each category includes the total estimated cost for the period of performance. Please note, that the SF-424 and the Budget Narrative amounts must align and represent the total requested for the period of performance).*

- ☐ I identified **Match** and/or **Leveraged Resources to support** grant activities, if applicable, in the Budget Narrative.
- ☐ All costs budgeted and included in my narrative are **necessary, reasonable, allocable, and allowable**, in accordance with Federal guidelines and cost limitations specified in the FOA. *(Your budget may be based on historical data and other analysis, when available).*

Project Narrative

- ☐ My **Project Narrative** addresses those categories listed in Section IV of the FOA (e.g., Statement of Need, Expected Outputs and Outcomes, Project Design, Organizational/Administrative/Fiscal Capacity, Past Performance, Programmatic Capacity, and Other Qualifying or Bonus Factors).
- ☐ My application demonstrates that the goals, milestones, outputs, and outcomes are **reasonable** and **attainable**, and **support** the project objectives. The need is based on authoritative data from the Bureau of Labor Statistics: <https://www.bls.gov/bls/topicsaz.htm> and Census Bureau: www.census.gov/about/index.html.
- ☐ The Project Narrative demonstrates my **capability** to implement the grant project in accordance with the provisions of this Announcement and within the specified period of performance.
- ☐ The narrative provides a **comprehensive framework** and **description** of all aspects of the proposed project. It is succinct, self-explanatory, and well-organized so that reviewers can understand the proposed project.
- ☐ The narrative makes a strong and compelling case for the **need**.
- ☐ I explained how **program data** will be gathered, by whom and how project **performance** will be **evaluated**.

FOA Attachments (if applicable, may not be required for all)

- ☐ I checked to see if the FOA requires **additional attachments** *(FOAs might require additional attachments other than those listed above to be considered complete. Before you submit your application, make sure you review the FOA and any solicitation guidance for additional requirements, including application components, and amendments).*

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- ☐ I included a copy of the **Cost Allocation Plan (CAP)** or **Negotiated Indirect Cost Rate Agreement (NICRA)** as supplied by my Federal cognizant agency for indirect costs (*if applicable*).
- ☐ If required by the FOA: I obtained the required number of **Letter(s) of Commitment** or **MOU(s)** from **Partners**, such as one-stop partners in the local American Job Center (AJC) Network – <https://www.careeronestop.org/LocalHelp/service-locator.aspx>.
- ☐ I included the requested **Financial System Risk Assessment** form.
- ☐ I have included the Payment Management System – Employer Identification Number that my organization already has to receive funding if awarded.

Before You Submit, Verify the Following

- ☐ I ensured the application is responsive to the **FOA** and any **FOA changes** before submission.
- ☐ I verified that the funding amount requested is **consistent** across all the narrative and budget forms, budget narrative contained in the application.
- ☐ The application follows all directions and contains all information **required** by the FOA.
- ☐ All proposed costs and activities are **allowable** to the program.
- ☐ The application demonstrates that the proposed goals, milestones, outputs, and outcomes are **reasonable** and **attainable**, sufficiently **challenging**, and **support** the project.
- ☐ The application thoroughly **addresses all evaluation criteria specified in Section IV of the FOA**.
- ☐ The application demonstrates an understanding of **internal controls** and **risk management**.
- ☐ Key employees are committed and familiar with the regulatory (including program, administrative, and financial) and grant management requirements to ensure **compliance** and **effective administration** of the Federal award.
- ☐ Staff expected to administer the project are familiar with elements of the grant application, prepared to maintain a **high ethical value** and have the qualifications and skills to effectively manage the project and meet outcomes.
- ☐ **Congratulations!** You are ready to apply for a DOL grant. It is recommended that you submit your application electronically **three (3) days** before the due date to allow for corrections or unforeseen circumstances. Hard copies delivered or mailed are not accepted.

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