



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



WIOA Indian and Native American Program

Applying for PY 2025 WIOA Funds Through Grants.Gov



April 23, 2025

- ▶ This session is being recorded
- ▶ All lines have been muted to minimize background noise
- ▶ Please leave your camera off to reduce connection issues
- ▶ Questions will be taken at the end of the training

You can use the chat box to enter questions throughout the session and the presenters will address them during the Q&A

Today's Presenters

- ▶ Duane Hall - Lead Federal Project Officer, Division of Indian and Native American Programs (DINAP), Office of Workforce Investment (OWI), US Department of Labor (DOL), Employment and Training Administration (ETA)





Today's Objectives

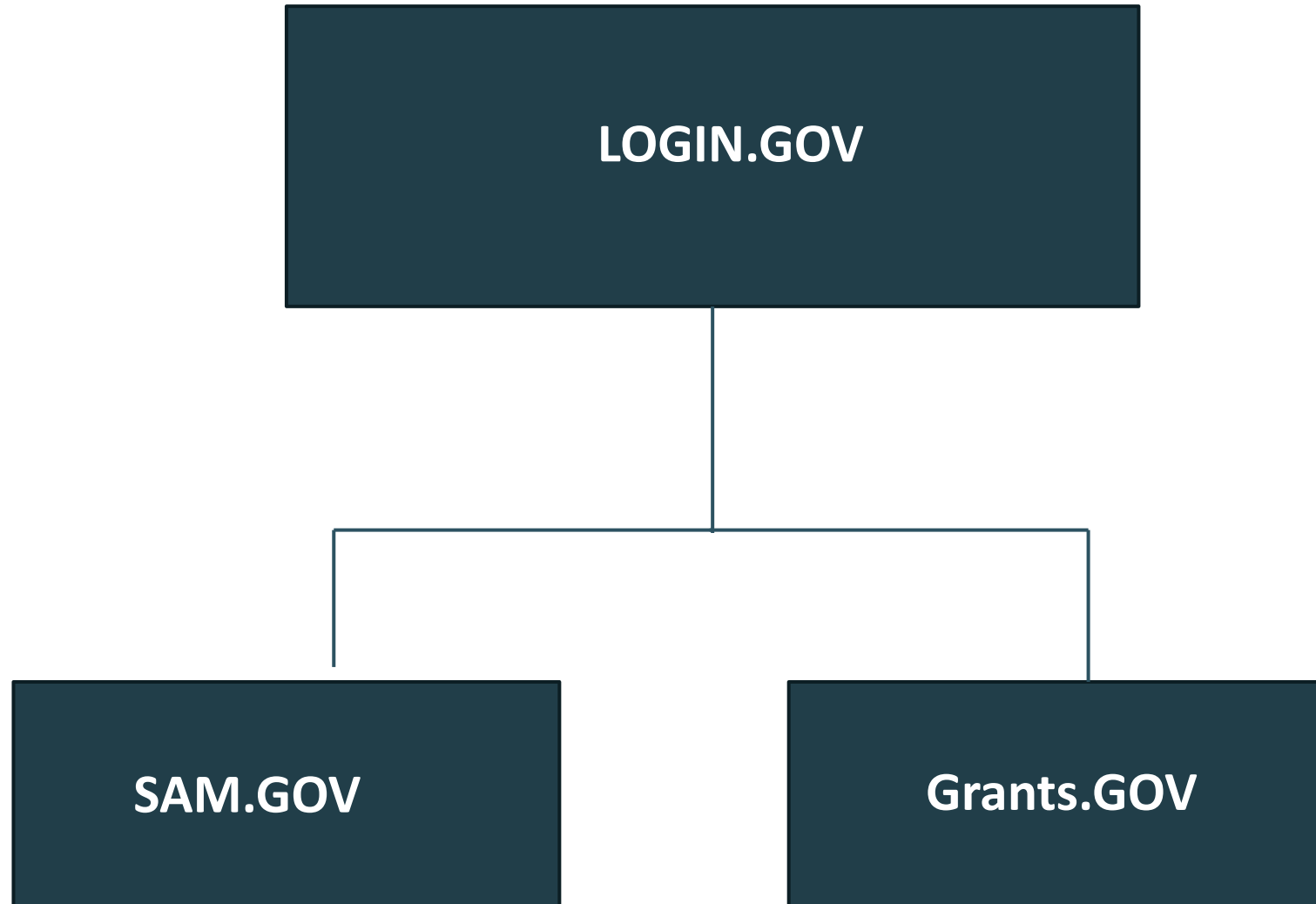
- ✓ Understanding Login.gov and how it is related to accessing the System for Award Management (SAM.gov) and grants.gov
- ✓ Finding Your Organization's Unique Entity Identifier (UEI) and Point of Contact (POC) in SAM
- ✓ Logging into Grants.Gov and User Roles
- ✓ Submitting Your Application Through Grants.Gov
 - ▶ SF-424
 - ▶ SF-424A
 - ▶ Budget Narrative
 - ▶ Negotiated Indirect Cost Rate Agreement (if applicable)
 - ▶ Request for an Administrative Cost Increase
- ✓ Strategies for budgeting until you receive PY 2024 funding
- ✓ Q & A

Applications must be submitted through grants.gov

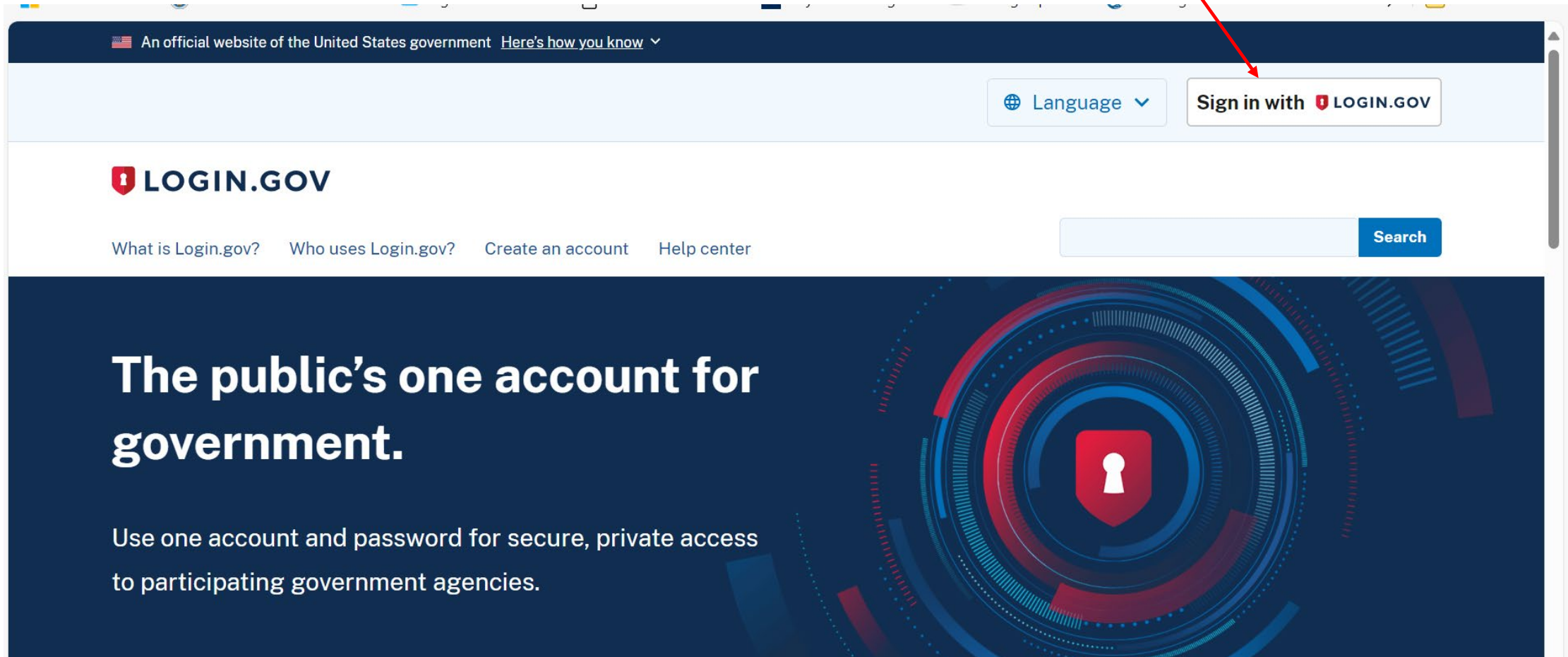
Hardcopy submissions by mail, hand
delivery, or overnight delivery
WILL NOT BE ACCEPTED



Hierarchy of Logins to Government Accounts / Applications



Verify Grants.Gov Is Linked to LOGIN.GOV



Sign in to LOGIN.GOV



 You are now signed out.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

hall.duane@dol.gov

Password

.....

☐ Show password

[Sign in](#)

Click on “Your Connected Accounts” to See Which Accounts Are Connected to LOGIN.GOV

Account Name	Connected Date	Action
FSAFEDS	Connected January 6, 2024 at 4:31 PM	Disconnect
SSA	Connected July 18, 2023 at 8:13 AM	Disconnect
Grants.Gov	Connected July 7, 2022 at 8:15 AM	Disconnect
GrantSolutions	Connected January 7, 2022 at 3:39 PM	Disconnect
ETA BPMS	Connected December 9, 2021 at 5:26 PM	Disconnect
SAM	Connected March 13, 2021 at 8:11 AM	Disconnect
sam.gov	Connected March 11, 2021 at 7:36 AM	Disconnect
USAJOBS	Connected March 2, 2018 at 8:30 PM	Disconnect

SAM.GOV Website Located At: www.sam.gov

You cannot search for your organization's UEI or POC without first signing in

Sign In

Home Search Data Bank Data Services Help



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

Federal Hierarchy

Departments and Subtiers

Assistance Listings

Entity Information

Entities, Disaster Response Registry,
Exclusions, and Responsibility/
Qualification (was fapiis.gov)

Entity Reporting

SCR and Bio-Preferred Reporting

Are you searching for Federal Acquisition Supply
Chain Security Act (FASCSA) orders?

[View FASCSA Orders](#)

**Register Your Entity or Get a Unique
Entity ID**

Register your entity or get a Unique Entity ID to get
started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

Already know what you want to find?

Select Domain...

e.g. 1606N020Q02



Announcements

Have Questions about SAM.gov?

SAM.GOV Login Page





sam.gov is using Login.gov to
allow you to sign in to your
account safely and securely.

Sign in

Create an account

Sign in for existing users

i SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).

Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Click on Search From The SAM.GOV Home Page

Once you are logged into SAM.GOV, you can search for your organization's UEI and POC.

The screenshot shows the SAM.GOV home page. At the top, the SAM.GOV logo is on the left, and navigation links for Requests, Notifications, Workspace, and Sign Out are on the right. Below the logo, a navigation bar contains links for Home, Search, Data Bank, Data Services, and Help. The 'Search' link is circled in red, and a red arrow points from the text box above to it. The main content area is titled 'Workspace' and includes a user profile for Duane Hall (hall.duane@dol.gov, LABOR, DEPARTMENT OF). Below the profile are sections for Pending Requests and Notifications, both showing 'No available' items. A horizontal bar contains links for Federal Assistance, Reference Services, and Request A Role. The 'Federal Assistance' section is expanded, showing a list of assistance listings with a 'See All' button. The listings are categorized by status: Published (23), Draft (5), Draft Review (0), Pending - OMB (0), Rejected (0), and Archived (13).

Workspace

Pending Requests
No available requests

Notifications
No available notifications

Federal Assistance **Reference Services** **Request A Role**

Federal Assistance

Assistance Listings [See All](#)

Status	Count
Published	23
Draft	5
Draft Review	0
Pending - OMB	0
Rejected	0
Archived	13

Log Into SAM to Find the Unique Entity Identifier (UEI) and POC

An official website of the United States government [Here's how you know](#) ▾

 **SAM**.GOV®

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Search

Search Results **Saved Searches** **Actions** ⋮

Select Domain
All Domains

- All Domains
- Contract Opportunities
- Assistance Listings
- Entity Information**
- Federal Hierarchy
- Wage Determinations

 **Select Criteria**
Choose your filters and run your report to begin.

Step 1: Click on Select Domain

Step 2: Click on Entity Information

Select a Keyword Search and Enter Your Organization's Name



Select Domain
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words

☐ All Words

☒ Exact Phrase

Entity

Showing 1 - 25 of 1,351,350 results

Sort by

PRN Associates, Incorporated			Responsibility / Qualification
Unique Entity ID S69ZMP9NM5U9	CAGE / NCAGE 3BXG8	City / State Indianapolis, IN	
MCDANIEL FARMS INC			Responsibility / Qualification
Unique Entity ID EK28CNM2ZYW8	CAGE / NCAGE 7L4B1	City / State SARGENT, NE	
CLF CONSULTANTS LLC			Responsibility / Qualification
Unique Entity ID R3A5K3ABANN1	CAGE / NCAGE 84PJ8	City / State CHICAGO, IL	
Special Communications, LLC			Responsibility / Qualification
Unique Entity ID JXZVBZ8FZJL6	CAGE / NCAGE 1QQG2	City / State VIRGINIA BEACH, VA	
JOURMIK LLC			Responsibility / Qualification
Unique Entity ID ZYPETGFPAIXN9	CAGE / NCAGE 93S35	City / State FAIR LAWN, NJ	
ORRS' ENVIRONMENTAL, LLC			Responsibility / Qualification
Unique Entity ID M1LHWD15KHJ6	CAGE / NCAGE 301F8	City / State HUNTSVILLE, AL	
XPER, Inc.			Responsibility / Qualification
Unique Entity ID JLT8EL48J8Y5	CAGE / NCAGE 1SC69	City / State Butler, PA	
INQEM LLC			Responsibility / Qualification
Unique Entity ID DSKJXLYK4945	CAGE / NCAGE 9CAQ4	City / State MIAMI, FL	
TACTICAL VISION TECHNOLOGIES, LLC			Responsibility / Qualification
Unique Entity ID JXZVBZ8FZJL6	CAGE / NCAGE 7YUR7	City / State MONTGOMERY, NY	

Search Results for Data Processing Solutions Which Provides the (UEI)

An official website of the United States government [Here's how you know](#) ▾

Requests | Notifications | Workspace | Sign Out

Home Search Data Bank Data Services Help

Search e.g. 1606N020Q02 

Search Results **Saved Searches** **Actions** ⋮

Select Domain **Entity Information** 

All Entity Information

Entities

Disaster Response Registry

Exclusions

Showing 1 - 25 of 859,254 results

Data Processing Solutions, Inc. ● Active Registration

DUNS	Unique Entity ID	CAGE Code	Physical Address	Entity
064875875		(blank)	9160 Red Branch Rd Ste W1, Columbia, MD 21045 USA	Expiration Date Nov 18, 2022
	SAM Unique Entity ID EWLHPZZ1J5U8			Purpose of Registration All Awards

Nicholasville, City Of ● Active Registration

DUNS	Unique Entity ID	CAGE Code	Physical Address	Entity
064869852		8FBK2	517 North Main St, Nicholasville, KY 40356 USA	Expiration Date Dec 7, 2022
	SAM Unique Entity ID			Purpose of Registration

Tribes Often Have Separate UEI's for Different Departments So be Sure to Select the Correct UEI.

Select Domain
All Domains

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words

☐ All Words

☒ Exact Phrase

e.g. 1606N020Q02

"Comanche Nation"

Federal Organizations

Enter Code or Name

Status

☒ Active

☐ Inactive

Showing 1 - 9 of 9 results

Sort by

Date Modified/Updated

COMANCHE NATION CHILD CARE CENTER ● Active Registration			Entity
Unique Entity ID DPMEN29LNYS7	CAGE Code 6WYR9	Physical Address 405 E EVANS, APACHE, OK 73006 USA	Expiration Date May 7, 2025
Purpose of Registration All Awards			
COMANCHE NATION CONSTRUCTION, LLC ● Active Registration			Entity
Unique Entity ID NZ6ALLJLGJ38	CAGE Code 5FT49	Physical Address 1003 SW C AVE STW A, LAWTON, OK 73501 USA	Expiration Date Apr 1, 2025
Purpose of Registration All Awards			
COMANCHE NATION ● Active Registration			Entity
Unique Entity ID YKM4BJKJJTE5	CAGE Code 3TFW8	Physical Address 584 NW BINGO RD, LAWTON, OK 73507 USA	Expiration Date Jul 24, 2024
Purpose of Registration All Awards			
COMANCHE NATION ENTERPRISES INC ● Active Registration			Entity
Unique Entity ID LLPVBTUM1J93	CAGE Code 9NSG7	Physical Address 1003 SW C AVE STE C, LAWTON, OK 73501 USA	Expiration Date Jan 23, 2025
Purpose of Registration All Awards			
COMANCHE NATION HOUSING AUTHORITY ● Active Registration			Entity
Unique Entity ID C7KGN4D5ZKS5	CAGE Code 384Y0	Physical Address 1918 E GORE BLVD, LAWTON, OK 73501 USA	Expiration Date Nov 21, 2024
Purpose of Registration Federal Assistance Awards			

EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

WorkforceGPS
Navigate to Success

16

Points of Contact (POC) and Active Registration

An official website of the United States government [Here's how you know](#) ▾

 **SAM.gov**

Home Search Data Bank Data Services Help

Requests Notifications Workspace Sign Out

Download Follow

Entity Registration

- Core Data
- Business Information
- Entity Types
- Financial Information
- Points of Contact
- Assertions
- Reps and Certs

DATA PROCESSING SOLUTIONS, INC.

DUNS Unique Entity ID
064875875

SAM Unique Entity ID
EWLHPZZ1J5U8

CAGE/NCAGE
1C8G6

Physical Address
**9160 Red Branch RD STE W1
Columbia, Maryland
21045-2002, United States**

Mailing Address
**9160 Red Branch RD. STE W-1
Usa
Columbia, Maryland
21045-2002, United States**

Registration Status: **Active**

Expiration Date: **Nov 18, 2025**

Purpose of Registration
All Awards

Click here to find your Electronic Business Point of Contact (E-BIZ POC)

Make sure your SAM registration is active. Also check the expiration date and be sure to renew the registration before the expiration date.

Points of Contact (POC) and Active Registration (Continued)

POINTS OF CONTACT



Electronic Business

Primary Point of Contact

BRIAN USHER, VICE PRESIDENT

Address
9160 Red Branch Road
Suite W1
Columbia, Maryland 21045
United States

In grants.gov, these individuals can submit the grant application for you or they can assign that role to you by logging into grants.gov and clicking on “Manage Applications”. To learn more about how the POC can assign roles, click [here](#).

Alternate Point of Contact

DORIS DODGE

Address
9160 Red Branch Road
Suite W1
Columbia, Maryland 21045
United States

Here's what we know so far

- ▶ We verified the LOGIN.GOV account is connected to SAM.GOV and Grants.GOV accounts.
- ▶ We know how to search for your organization in SAM.GOV
- ▶ We know how to find the UEI for your organization and the Point of Contact (POC).

Sign into Grants.Gov (www.grants.gov)



 An official website of the United States government [Here's how you know](#) ▾



GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

Help | **Register** | Login

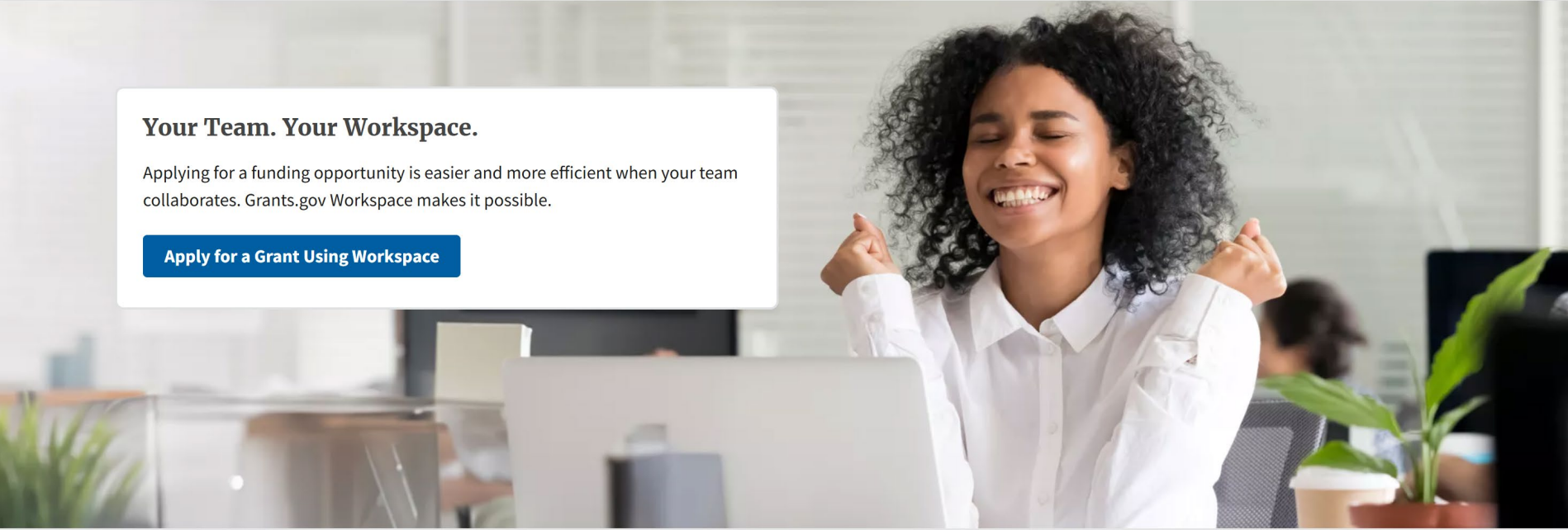
Search site content 

Home | Learn Grants ▾ | Search Grants | Applicants ▾ | Grantors ▾ | System-To-System ▾ | Forms ▾ | Connect ▾ | Support ▾

Your Team. Your Workspace.

Applying for a funding opportunity is easier and more efficient when your team collaborates. Grants.gov Workspace makes it possible.

[Apply for a Grant Using Workspace](#)

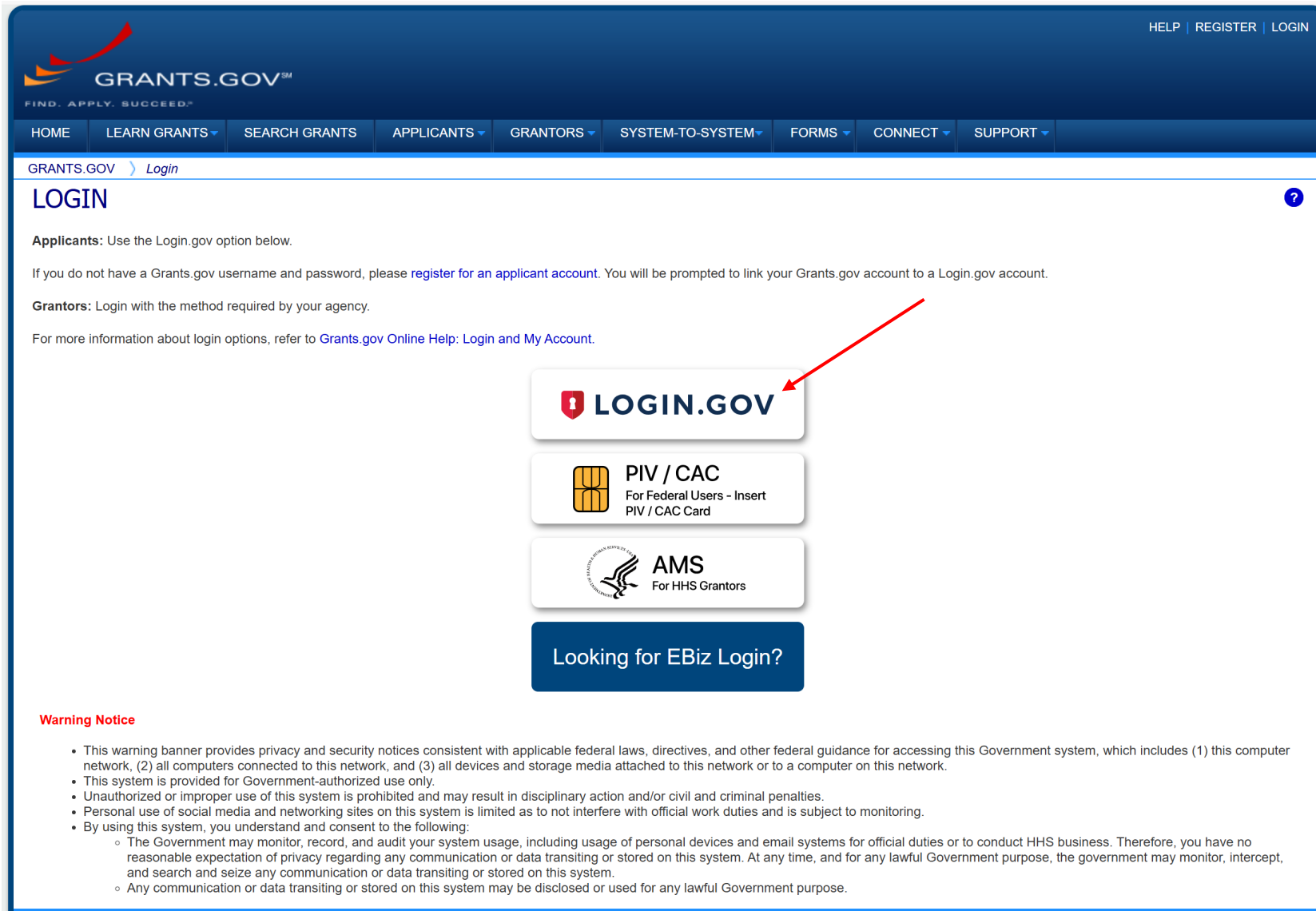


i Informative status

Reminder: Federal agencies do not publish personal financial assistance opportunities on Grants.gov. Federal funding opportunities published on Grants.gov are for organizations and entities supporting the development and management of



Use the Login.Gov Account That Is Connected to Grants.Gov



The screenshot shows the Grants.Gov website's login interface. At the top, there's a navigation bar with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this is a sub-header with 'GRANTS.GOV > Login'. The main heading is 'LOGIN'. Instructions for Applicants and Grantors are provided, along with a link to the Grants.gov Online Help. Four login options are presented: LOGIN.GOV (highlighted with a red arrow), PIV / CAC (For Federal Users), AMS (For HHS Grantors), and a button for 'Looking for EBiz Login?'. A 'Warning Notice' section at the bottom contains a list of legal disclaimers and consent statements.

HELPS | REGISTER | LOGIN

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Login

LOGIN

Applicants: Use the Login.gov option below.

If you do not have a Grants.gov username and password, please [register for an applicant account](#). You will be prompted to link your Grants.gov account to a Login.gov account.

Grantors: Login with the method required by your agency.

For more information about login options, refer to [Grants.gov Online Help: Login and My Account](#).

 **LOGIN.GOV**

 **PIV / CAC**
For Federal Users - Insert
PIV / CAC Card

 **AMS**
For HHS Grantors

Looking for EBiz Login?

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Use the Login.Gov Account That Is Connected to Grants.Gov



Grants.Gov is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

halld2301@att.net

Password

.....

☐ Show password

[Sign in](#)

[Sign in with your government employee ID](#)

How to Connect Your Grants.Gov Profile With Your Organization

The screenshot shows the Grants.Gov website interface. At the top, there's a navigation bar with links like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The 'APPLICANTS' tab is selected. Below this, the breadcrumb trail reads 'GRANTS.GOV > Applicants > My Account'. The main heading is 'MY ACCOUNT'. On the right, there's a 'Manage Subscriptions »' button. Under 'Account Details', the username is 'halld2301' and the current profile is 'My Applicant Profile(s)'. A row of buttons includes 'CHANGE ACCOUNT DETAILS', 'CHANGE EMAIL ADDRESS', 'CHANGE PASSWORD', and 'MANAGE PROFILES'. The 'MANAGE PROFILES' button is highlighted. Below this, the 'Profile Details' section shows an 'Add Profile' button. A table titled 'My Applicant Profile(s):' lists a profile for 'Duane Hall' with a 'UEI' field circled in red. The 'Actions' column for this profile has links for 'Edit | Delete'. Red annotations include 'Step 1' pointing to the 'MY ACCOUNT' link in the top navigation, and 'Step 2' pointing to the 'Add Profile' button. Two text boxes provide instructions: one for Step 1 and another for Step 2.

Step 1

To connect your profile with your organization, click on my account and then click on Add Profile.

Step 2

If you don't see your organizations UEI, click on edit and add the UEI to your profile.

MY ACCOUNT

Account Details:

Username: halld2301

Current Profile: My Applicant Profile(s)

CHANGE ACCOUNT DETAILS | CHANGE EMAIL ADDRESS | CHANGE PASSWORD | **MANAGE PROFILES**

Profile Details:

Add Profile

My Applicant Profile(s):

Profile Name ▲	UEI	Type	Job Title	Role(s)	Actions
Duane Hall	---	Individual Applicant	Federal Project Officer	---	Edit Delete

Connecting Your Profile With Your Organization

GRANTS.GOV > Applicants

MY ACCOUNT [Manage Subscriptions »](#)

Account Details:

Username: halld2301 Current Profile: My Applicant Profile(s)

[CHANGE ACCOUNT DETAILS](#) [CH...](#)

Profile Details:

My Applicant Profile(s):

Profile Name ▲
Duane Hall

[Add Profile](#)

[Edit | Delete](#)

[Frequently Asked Questions](#)

Add Profile

Please select Add Profile option:

☒ New Profile ☐ From Existing Account

Please select Profile Type, enter required information, and click Save:

***Profile Type:** ☒ Organization Applicant

UEI:

*Required for Organization Applicant

***Profile Name:**

***Job Title:**

[Save](#) [Cancel](#)

CONNECT WITH US: [Blog](#) [Twitter](#)

HEALTH & HUMAN SERVICES: [HHS.gov](#) | [E...](#)

COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#)

You and Your Organization's POC Will Receive An Email



From: do_not_reply@grants.gov <do_not_reply@grants.gov>
Sent: Thursday, June 13, 2024 2:42 PM
To: ceo@texasnativehealth.org <ceo@texasnativehealth.org>
Cc: halld2301@att.net <halld2301@att.net>
Subject: Does Duane H Hall need system privileges in Grants.gov? Action may be required

Dear Organization Representative,

The following user associated their account to your organization with the Unique Entity Identifier (UEI) MLZJKND AE8J3:

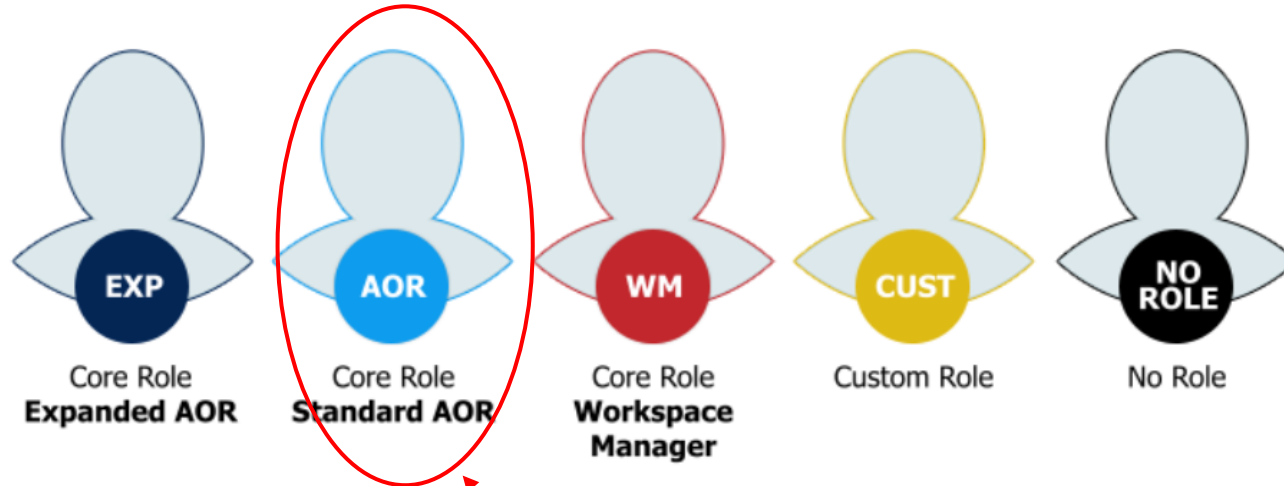
Name: Duane H Hall
Username: halld2301
Job Title: Please Delete Once Testing is Done
Email: halld2301@att.net
Primary Phone Number: 2143155202

To provide authorization for this user to access features in Grants.gov, such as submitting grant applications and managing Workspaces, log in to Grants.gov and select Manage Applicants > Manage Roles.

Who in my organization is authorized to submit documents through grants.gov?

- Only an Authorized Organization Representative (AOR) can submit an application through grants.gov
- If you are logged into grants.gov but the application button is greyed out, then you are not an AOR. You can request that your Electronic Business Point of Contact (EBIZ POC) to make you an AOR (See instructions located [here](#)).
- An explanation of the user roles (Workspace Roles) can be found on the grants.gov website located at: [Workspace-Roles | Grants.gov](#)
- If you have issues logging into grants.gov or completing your Workspace application, contact grants.gov at 1-800-518-4726

Roles in Grants.Gov



Core Roles



Your organization's POC can change your role to an AOR. See instructions on how your organization's POC can change your role located [here](#).

Users assigned a core role have a specified list of privileges inside Grants.gov. The Expanded AOR role comes with the most privileges, some of which are administrative. The Standard AOR role allows the user to submit the final application, among other things. The Workspace Manager role, meanwhile, is the most basic core role in Grants.gov. It is the minimum role required to create a workspace and begin work on an application.

The Table Below Lists the Privileges Associated With Each Role

Privilege (Click for Details)	Type	EXP	AOR	WM
Manage Organization	Expanded	✓		
View Organization	Standard		✓	
Manage Applicants (All Roles)	Expanded	✓		
Manage Applicants (Basic Workspace Roles)	Standard		✓	
Manage Certificates	Expanded	✓		
Create Workspace	Basic	✓	✓	✓
Own Workspace	Basic	✓	✓	✓
Manage Participants for Organization Workspaces	Expanded	✓		
Manage Participants for My Workspaces	Standard		✓	
Participant Activities for Organization Workspaces	Expanded	✓		
Submit Applications for Organization Workspaces	Expanded	✓		
Submit Applications for My Workspaces	Standard		✓	
Check Application Status for Organization	Expanded	✓		



Knowledge Check on Registering With Grants.Gov

We Learned How To:

- ▶ Register with Grants.Gov.
- ▶ Connect our profile with our organization using the UEI.
- ▶ Have the Organization's POC change our role in Grants.Gov.

Submitting an Application for PY 2024 WIOA Funds

Application Components

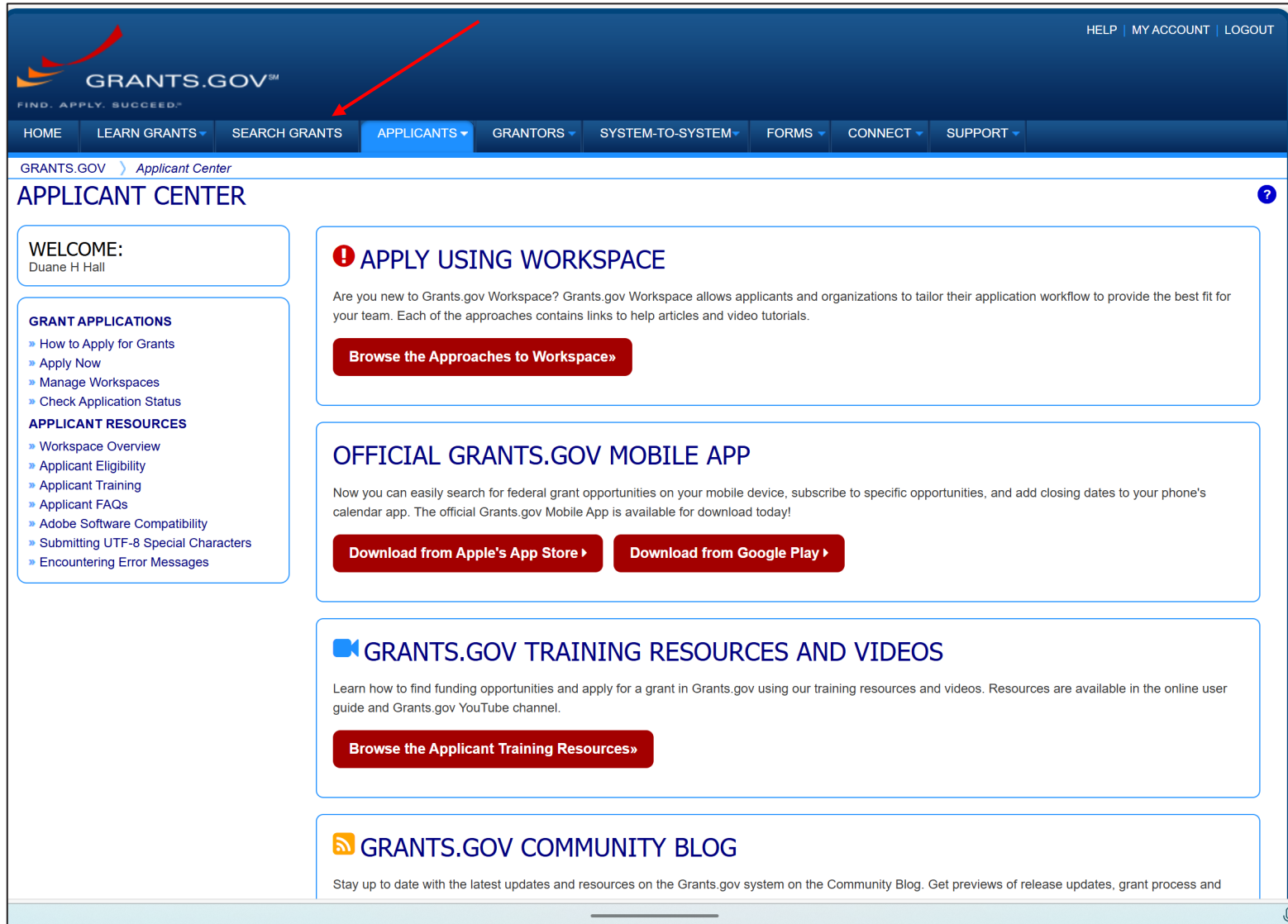
- ▶ SF-424, *Application for Federal Assistance*
- ▶ SF-424A (Budget Information Form for Non-Construction Programs)
- ▶ Budget Narrative (Budget Narrative Attachment Form)

Other Items That May Be Required

- ▶ Indirect Cost Rate Agreement (if applicable)
- ▶ Request for 20% Admin Limit (**highly recommended**)



How to Find the Application in Grants.Gov



The screenshot shows the Grants.gov Applicant Center interface. At the top, the Grants.gov logo is on the left, and links for HELP, MY ACCOUNT, and LOGOUT are on the right. Below the logo is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (highlighted with a red arrow), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled 'APPLICANT CENTER' and features several sections:

- WELCOME:** Duane H Hall
- GRANT APPLICATIONS:**
 - » How to Apply for Grants
 - » Apply Now
 - » Manage Workspaces
 - » Check Application Status
- APPLICANT RESOURCES:**
 - » Workspace Overview
 - » Applicant Eligibility
 - » Applicant Training
 - » Applicant FAQs
 - » Adobe Software Compatibility
 - » Submitting UTF-8 Special Characters
 - » Encountering Error Messages
- APPLY USING WORKSPACE:** Are you new to Grants.gov Workspace? Grants.gov Workspace allows applicants and organizations to tailor their application workflow to provide the best fit for your team. Each of the approaches contains links to help articles and video tutorials. [Browse the Approaches to Workspace»](#)
- OFFICIAL GRANTS.GOV MOBILE APP:** Now you can easily search for federal grant opportunities on your mobile device, subscribe to specific opportunities, and add closing dates to your phone's calendar app. The official Grants.gov Mobile App is available for download today! [Download from Apple's App Store ▶](#) [Download from Google Play ▶](#)
- GRANTS.GOV TRAINING RESOURCES AND VIDEOS:** Learn how to find funding opportunities and apply for a grant in Grants.gov using our training resources and videos. Resources are available in the online user guide and Grants.gov YouTube channel. [Browse the Applicant Training Resources»](#)
- GRANTS.GOV COMMUNITY BLOG:** Stay up to date with the latest updates and resources on the Grants.gov system on the Community Blog. Get previews of release updates, grant process and

Finding the PY 2024 Native American WIOA Grant Application

The easiest way to find the PY 2025 grant application is by entering the CFDA number for the Native American WIOA program which is 17.265

[Search Tips](#) [Export Results](#)

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

Search

SORT BY:

Posted Date (Descending)

Update Sort

DATE RANGE:

All Available

Update Date Range

OPPORTUNITY STATUS:

- ☒ Forecasted (0)
- ☒ Posted (2)
- ☐ Closed (1)
- ☐ Archived (9)



Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ETA-INAP-TEGL-16-23-IY	Program Year (PY) 2024 Funding Allotments and Instructions for the INA Section 166 YOUTH Programs	DOL-ETA	Posted	06/12/2024	07/12/2024
ETA-INAP-TEGL-16-23-IA	Program Year (PY) 2024 Funding Allotments and Instructions for the INA Section 166 ADULT Programs	DOL-ETA	Posted	06/12/2024	07/12/2024

Finding the Native American WIOA Grant Application (Continued)



[Help](#) | [Register](#) | [My Account](#) | [Logout](#)

Search site content



[Home](#) [Learn Grants](#) [Search Grants](#) [Applicants](#) [Grantors](#) [System-To-System](#) [Forms](#) [Connect](#) [Support](#)

SEARCH GRANTS



Alternatively, you can enter the Opportunity Number which will be provided in the Allotment TEGl. There will be two Opportunity Numbers, one for the adult application and one for the youth application. The Opportunity Number used below is the PY 2024 number which is being used as an example.

[Search Tips](#) [Export Results](#)

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

ETA-INAP-TEGL-16-23-IA

CFDA:

Search

SORT BY:

Posted Date (Descending)



Update Sort

DATE RANGE:

All Available



Update Date Range

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ETA-INAP-TEGL-16-23-IA	Program Year (PY) 2024 Funding Allotments and Instructions for the INA Section 166 ADULT Programs	DOL-ETA	Posted	06/12/2024	07/12/2024

OPPORTUNITY STATUS:

☒ Forecasted (0)

☒ Posted (1)



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BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

ETA-INAP-TEGL-16-23-IA

CFDA:

Search

SORT BY:

Posted Date (Descending)



Update Sort

DATE RANGE:

All Available



Update Date Range

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ETA-INAP-TEGL-16-23-IA	Program Year (PY) 2024 Funding Allotments and Instructions for the INA Section 166 ADULT Programs	DOL-ETA	Posted	06/12/2024	07/12/2024

OPPORTUNITY STATUS:

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VIEW GRANT OPPORTUNITY

ETA-INAP-TEGL-16-23-IA

Program Year (PY) 2024 Funding Allotments and Instructions for the INA Section 166 ADULT Programs

Department of Labor

Employment and Training Administration

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

General Information

Document Type: Grants Notice

Version: Synopsis 3

**Funding Opportunity
Number:** ETA-INAP-TEGL-16-23-IA

Posted Date: Jun 12, 2024

Last Updated Date: Jun 12, 2024

Funding Opportunity Title: Program Year (PY) 2024 Funding Allotments and Instructions for

Apply

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Click on the Apply button.



Creating a Workspace



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How to Apply for Grants
Apply Now
Manage Workspaces

APPLY NOW USING WORKSPACE ?

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number:

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name:

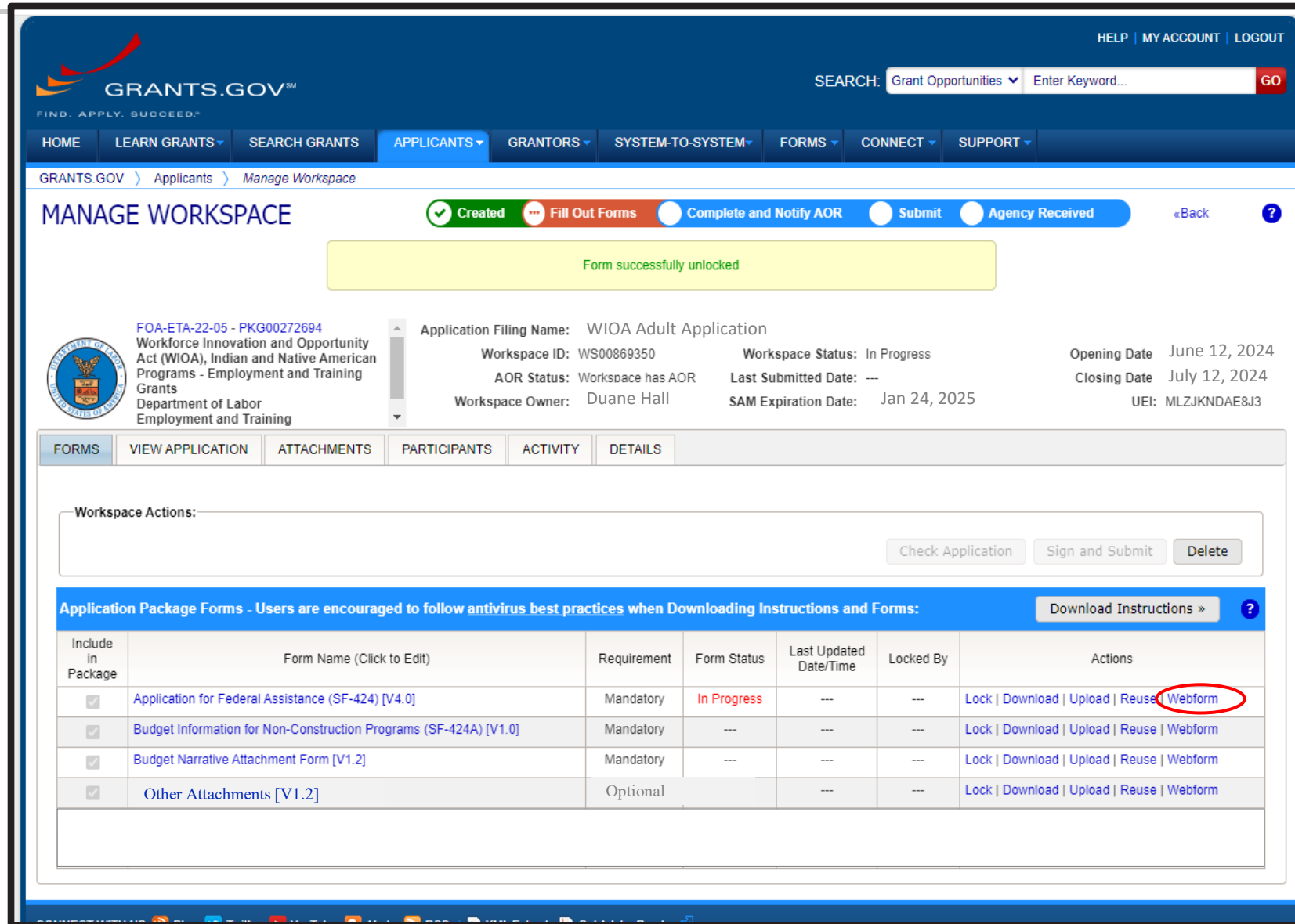
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Frequently Asked Questions

Forms submitted on grants.gov



The screenshot shows the Grants.gov 'MANAGE WORKSPACE' interface. At the top, there's a navigation bar with links like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is also present. Below the navigation bar, the breadcrumb trail reads 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE'. A progress bar shows stages: Created (checked), Fill Out Forms (active), Complete and Notify AOR, Submit, and Agency Received. A yellow box states 'Form successfully unlocked'. On the left, the agency logo and name are listed: 'FOA-ETA-22-05 - PKG00272694 Workforce Innovation and Opportunity Act (WIOA), Indian and Native American Programs - Employment and Training Grants Department of Labor Employment and Training'. To the right, application details are shown: 'Application Filing Name: WIOA Adult Application', 'Workspace ID: WS00869350', 'Workspace Status: In Progress', 'Opening Date: June 12, 2024', 'Closing Date: July 12, 2024', 'AOR Status: Workspace has AOR', 'Last Submitted Date: ---', 'Workspace Owner: Duane Hall', 'SAM Expiration Date: Jan 24, 2025', and 'UEI: MLZJKND8EJ3'. Below this is a tabbed interface with 'FORMS' selected. Under 'Workspace Actions', there are buttons for 'Check Application', 'Sign and Submit', and 'Delete'. A blue banner reads 'Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:'. Below this is a table with columns: Include in Package, Form Name (Click to Edit), Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions. The table lists four forms: 'Application for Federal Assistance (SF-424) [V4.0]', 'Budget Information for Non-Construction Programs (SF-424A) [V1.0]', 'Budget Narrative Attachment Form [V1.2]', and 'Other Attachments [V1.2]'. The 'Application for Federal Assistance' form is highlighted, and its 'Webform' link in the Actions column is circled in red.

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GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received «Back ?

Form successfully unlocked

FOA-ETA-22-05 - PKG00272694
Workforce Innovation and Opportunity Act (WIOA), Indian and Native American Programs - Employment and Training Grants
Department of Labor
Employment and Training

Application Filing Name: WIOA Adult Application
Workspace ID: WS00869350
AOR Status: Workspace has AOR
Workspace Owner: Duane Hall

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Jan 24, 2025

Opening Date: June 12, 2024
Closing Date: July 12, 2024
UEI: MLZJKND8EJ3

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
☒	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Budget Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☒	Other Attachments [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform

Completing the SF-424

OMB Number: 4040-0004

Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
* 1. Type of Submission:		
☐ Preapplication		
☒ Application		
☐ Changed/Corrected Application		
* 2. Type of Application:		* If Revision, select appropriate letter(s):
☒ New		
☐ Continuation		* Other (Specify):
☐ Revision		
* 3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
* a. Legal Name:		
* b. Employer/Taxpayer Identification Number (EIN/TIN):		* c. UEI:

SF-424 (CFDA and Funding Opportunity Announcement)

11. Catalog of Federal Domestic Assistance Number: 17.265		
CFDA Title: WIOA, Section 166, Native American Employment and Training Program		
* 12. Funding Opportunity Number: Leave blank		
* Title: 		
13. Competition Identification Number: 		
Title: 		
14. Areas Affected by Project (Cities, Counties, States, etc.): Add Attachment Delete Attachment View Attachment		
* 15. Descriptive Title of Applicant's Project: 		
Attach supporting documents as specified in agency instructions. Add Attachments Delete Attachments View Attachments		

SF-424 (Project Period and Estimated Funding)



17. Proposed Project:

* a. Start Date: 7/1/2024

* b. End Date: 6/30/2025

18. Estimated Funding (\$):

* a. Federal Enter funding amount on this line only

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

Use the funding amount from the PY 2025 Allotment TEGL

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐ Yes ☐ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

Completing the SF-424A

[View Burden Statement](#)

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006

Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ETA Section 166 CSP Adult Program	17.265	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 100,000.00
2.						
3.						
4.						
5. Totals		\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 100,000.00

These amounts must match your PY 2025 funding amounts. Only complete Row 1.

SF-424A Continued

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	ETA Section 166 CSP Adult Program				
a. Personnel	\$ 20,000.00	\$	\$	\$	\$ 20,000.00
b. Fringe Benefits	5,000.00				5,000.00
c. Travel	2,000.00				2,000.00
d. Equipment	2,000.00				2,000.00
e. Supplies	1,000.00				1,000.00
f. Contractual	0.00				0.00
g. Construction	0.00				0.00
h. Other	65,000.00				65,000.00
i. Total Direct Charges (sum of 6a-6h)	95,000.00				\$ 95,000.00
j. Indirect Charges	5,000.00				\$ 5,000.00
k. TOTALS (sum of 6i and 6j)	\$ 100,000.00	\$	\$	\$	\$ 100,000.00
7. Program Income	\$ 0.00	\$	\$	\$	\$ 0.00

SF-424A Continued

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	ETA Section 166 CSP Adult Program	Leave Blank	Leave Blank	Leave Blank	
a. Personnel	\$ 20,000.00	\$	\$	\$	\$ 20,000.00
b. Fringe Benefits	5,000.00				5,000.00
c. Travel	2,000.00				2,000.00
d. Equipment	2,000.00				2,000.00
e. Supplies	1,000.00				1,000.00
f. Contractual	0.00				0.00
g. Construction	0.00				0.00
h. Other	65,000.00				65,000.00
i. Total Direct Charges (sum of 6a-6h)	95,000.00				\$ 95,000.00
j. Indirect Charges	5,000.00				\$ 5,000.00
k. TOTALS (sum of 6i and 6j)	\$ 100,000.00	\$	\$	\$	\$ 100,000.00
7. Program Income	\$ 0.00	\$	\$	\$	\$ 0.00

Make sure total amount equals the amount in section A above and on the SF-424

Important: If you enter Indirect Charges on line 10.j, you must attach a copy of your organization's Negotiated Indirect Cost Rate Agreement (NICRA)

SF-424A Continued

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	

Leave this section blank

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
14. Non-Federal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
15. TOTAL (sum of lines 13 and 14)	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ETA Section 166 CSP Adult Program	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks: Direct and Indirect should match lines 6.i & j in section B on the previous page.	

In this example the funding amount was divided by 4 and an equal amount was forecasted for each quarter

If you have Indirect charges, be sure to separate direct and indirect charges here.

Budget Narrative

In the budget narrative, you will provide a description of costs associated with each line item in Section B on the SF-424A. Please provide detailed information on the costs associated in Section B, line items 6.a through 6.j on the SF-424A.

Note: the budget items below describe lines 6.a – 6.j on the SF-424A

- 6.a** Personnel – List all staff positions by title (both current and proposed). Give the annual salary of each position, the percentage of each position’s time devoted to the project, the amount of each position’s salary funded by the grant and the total personnel cost for the period of performance.
- 6.b** Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
- 6.c** Travel –For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.
- 6.d** Equipment – Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$10,000 or more per unit (or if your capitalization level is less than \$10,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.1 for the definition of Equipment). List the item, quantity, and the unit cost per item. Items with a unit cost of less than \$10,000 are supplies, not “equipment.” In general, we do not permit the purchase of equipment during the last funded year of the grant.

Budget Narrative Continued

- 6.e** Supplies – Supplies include all tangible personal property other than “equipment.” The detailed budget should identify categories of supplies (e.g. office supplies, new computers etc).
- 6.f** Contractual – Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.
- 6.g** Construction – Construction costs are not allowed and this line must be left as zero. Minor alterations to adjust an existing space for grant activities (such as a classroom alteration) may be allowable. The Department does not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.
- 6.h** Other – List each item in sufficient detail for the Department to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here. (Note: this is where you would put work experience, CRT, Support Services etc.

Budget Narrative Continued

- 6.i No narrative required for 6.i. It is simply the sum of 6.a – 6.h.
 - 6.j Indirect Charges – If indirect charges are included in the budget, include the approved indirect cost rate with a copy of the Indirect Cost Rate Agreement, a description of the base used to calculate indirect costs and total cost of the base, and the total indirect charges requested.
- Important: You are not required to provide dollar amounts in your budget narrative but if you do, the amount MUST match the amounts on line 6.a through 6.j. of the SF-424A

Limit on Administrative Costs

- ▶ Part D.1 of the grant Terms and Condition limit administrative costs charged to this grant to 15% of the total grant award. However, applicants may request an administrative cost limit above 15% up to a maximum of 20%. Any amounts exceeding the administrative cost limit will be disallowed and subject to debt collection when the grant is closed out at the end of the grant award.
- ▶ Applicants seeking to charge administrative expenses in excess of 15 percent must include the request in their application and provide a written justification explaining the conditions requiring administrative costs in excess of 15 percent. You can include the request and justification as a separate attachment or include it as part of your budget narrative
- ▶ Administrative costs include both personnel and non-personnel costs and both direct and indirect costs. Administrative costs as defined in [20 CFR 683.215](#) are for the performance of administrative functions in carrying out activities under Title I of WIOA that are not related to the direct provision of workforce investment services (including services to participants and employers).
- ▶ Administrative costs do not need to be identified separately from program costs on the SF-424A Budget Information Form. However, they must be tracked through the recipient's accounting system.
- ▶ Administrative costs typically include indirect costs.



All Grantees Should Consider Requesting an Administrative Cost Increase

Applicant Support

Applicant Support Continued

- Grants.gov Technical Assistance:
 - Customer Service Support Representative: 1-800-518-4726
 - Support for SAM Registration: Call the Federal Service Desk (FSD) at (866)606-8220
 - Send an email to support@grants.gov

Application Checklist

Checklist

Did you use the same UEI as last year (you can contact your FPO to verify the UEI used in PY 2023)?

Does the amount on line 18.a of the SF-424 and line 1.e of the SF-424 match the amount in the allotment [TEGL 16-23](#)?

Did you submit a request for a 20% admin increase?

If you charge indirect costs to the WIOA grant, did you attach a copy of your Negotiated Indirect Cost Rate Agreement (NICRA)



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Applicant Support

- ▶ If you have questions in completing the application, please contact a DINAP Team member.

DINAP TEAM MEMBERS

DOL Contact	Location	Phone Number	Email
Jolene Aguilar	Albuquerque, NM	(202) 693-6331	aguilar.jolene.c@dol.gov
Kayla Olvera	San Diego, CA	(202) 694-2835	olvera.kayla.c@dol.gov
Stephanie West	Washington, DC	(202) 693-3021	West.Stephanie.M@dol.gov



Questions?

