Department of Labor (DOL) Employment and Training Administration (ETA) FY2023 Community Projects

Frequently Asked Questions (FAQ)

1. If my funding has been guaranteed by Congress, why do I still need to apply for and submit an application?

    - Funds have been set aside for organizations that have been sponsored by Congress to receive a Community Projects (CP) grant, as specified in the Explanatory Statement for Division H of the Appropriations Act of 2023. To access these funds, organizations must go through DOL/ETA's standard application process before receiving a signed grant agreement.

2. What steps need to be taken to receive our CP/Congressionally Directed funds?

    - For the selected organizations to receive funds, they must first submit an application that aligns with requirements specified in the Training and Employment Guidance Letter (TEGL) 19-22. TEGL-19-22 is available at TEGL 19-22 | U.S. Department of Labor (dol.gov).

3. Will there be specific training related to completing the application?

    - Training resources are located on the FY23 CP WorkforceGPS page. Recipients are strongly encouraged to review all the training materials posted. Additional guidance will be posted to this page as it becomes available.

4. Can my organization revise our proposal that was submitted to my congressional sponsor?

    - The application must reflect the program description in Appendix 1 of TEGL-19-22 as well as the proposal submitted to and approved by your Congressional sponsor. We recommend that you discuss any potential changes to the project's scope of work with your congressional sponsor. Any changes that deviate from the program design described in Appendix 1 will not be approved.

5. Once I submit my application, how long until I receive my funds?

    - After the application is submitted, it will be reviewed by ETA staff and technical assistance (TA) will be offered if deemed necessary. The review,

approval, and award process takes approximately 45 to 60 days if no TA is needed. If TA is required, it may take longer.

6. When can I submit my organization's application?

   - Applications can be submitted via Grants.gov starting on August 1, 2023. The deadline to submit the application package is January 31st, 2024. We strongly encourage recipients to not wait until this deadline.

7. My organization has used a DUNS number in the past, what is a UEI and how does the change impact me?

   - If your entity is registered with SAM.gov, your organization has already been assigned a Unique Entity Identifier (UEI), viewable under your entity record. All organizations should check their SAM.gov record to ensure their registration is active. Organizations that are not registered with SAM.gov can learn how to obtain a UEI at https://www.sam.gov. This registration process can take many weeks and you should start this process immediately.

8. Can ETA staff help me establish a Sam.gov account?

   - ETA staff is unable to assist in obtaining a Sam.gov account and UEI. Having these is a federal requirement to obtain federal assistance. The process can be lengthy, so we encourage organizations to begin the Sam.gov registration process as soon as possible. If there are any issues that require resolution or if TA is needed, organizations will need to work directly with the Sam.gov help desk as ETA is unable to assist. The Sam.gov help desk can be reached at 866-606-8220 and https://www.fsd.gov/gsafsd_sp.

9. I do not have Workspace privileges in Grants.gov because the Apply button is grayed out for me.

   - Your issue is most likely dealing with the permissions or role your profile has been assigned. You will need to contact Grants.gov customer support directly to help change/update your profile. They will be able to help you with any Grants.gov specific questions you may have. Their contact information for questions is 1-800-518-4726 to speak to a Customer Support Representative or email support@grants.gov. Additional support links can be found at https://www.grants.gov/web/grants/support.html.

10. Can I mail our application to DOL/ETA or submit our application via email?

- No, ETA only accept applications submitted via Grants.gov.

11. What is the Period of Performance (PoP) for this grant?

    - The PoP is the time during which project activities may be conducted and allowable expenses incurred. The PoP has a start and end date, which will be specified on the Notice of Award page (page 1) of the issued grant agreement. Please see TEGL-19-22, Attachment B.2 for additional information on proposing the length of the PoP.

12. Will my organization be reimbursed for money spent on our Community Project during this planning and application period?

    - Activities conducted outside the PoP cannot count towards outcomes and expenses incurred outside the PoP cannot be paid for with CP grant funds.

13. When can my organization start serving participants?

    - The signed grant agreement will indicate the PoP start date, at which point work can begin and participants can be served.

14. Can my organization purchase equipment with grant funds?

    - Equipment is defined in the Uniform Guidance at 2 CFR 200.1 “Equipment” is *tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000*).

      Equipment may only be purchased after receiving prior approval from the Grant Officer. Receipt of the grant agreement and approval of a budget does not constitute the prior approval required for an equipment purchase. If your organization is pre-approved by Congress to purchase equipment with grant funds (see project description in Appendix 1 of TEGL-19-22), then you are invited but not required to submit this request as part of your application package, see TEGL-19-22, Appendix III and Appendix IV.A.9 for instructions. All other prior approval requests must be submitted post-award (after the start of the PoP). Your assigned Federal Project Officer (FPO) will provide the technical assistance necessary to make the request.

15. If choosing a multi-year period of performance, are the funds awarded between those years or are they awarded all at once?

- Once the grant is awarded, the entire grant sum will be made available to a grantee in a Payment Management System (PMS) account. This is not a reimbursement grant so funds can be accessed and drawndown in advance of allowable incurred expenditures. 2 CFR Part 200.305(b) in the Uniform Guidance explains that the time between when funds are drawn down and the expense is incurred must be minimized. This grant is not retroactive so any expenses incurred prior to the PoP start date may not be charged to the grant.

16. Where do I find a fillable form in MS Excel for the Abstract?

- There is no fillable form for the abstract. A suggested template is shown in Attachment E of TEGL-19-22. It does not have to be submitted in Excel as the components of the application can be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. While you are not required to follow the suggested template, you must include all the information specified in TEGL-19-22, Attachment E.

17. Is the Abstract submitted on Grants.gov or somewhere else?

- If submitting the abstract for review in advance of the application, please email it to cpgrants.programoffice@dol.gov. Please remember that the Abstract is also a required component of the official application so it must also be uploaded in the application package per the instructions in TEGL-19-22, Appendix IV.A.