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| <b>EMPLOYMENT AND TRAINING ADMINISTRATION</b><br><b>ADVISORY SYSTEM</b><br><b>U.S. DEPARTMENT OF LABOR</b><br><b>Washington, D.C. 20210</b> | <b>CLASSIFICATION</b><br>WIOA/Wagner-Peyser |
|   | <b>CORRESPONDENCE SYMBOL</b><br>OWI         |
|   | <b>DATE</b><br>November 2, 2018             |

**ADVISORY:** TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 16-17, CHANGE 1

**TO:** STATE WORKFORCE AGENCIES  
ALL STATE WORKFORCE LIAISONS

**FROM:** MOLLY E. CONWAY   
Acting Assistant Secretary

**SUBJECT:** Revised Fiscal Year (FY) 2019 Advance Funding Levels Available October 2018 for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) Program Allotments

1. **Purpose.** This guidance provides states with revised allotment levels for WIOA Adult and DW FY 2019 funds, which became available to states in October 2018. This Change 1 to Training and Employment Guidance Letter (TEGL) 16-17 restores the set-aside for evaluations to the funding available to states in October 2018.

2. **Action Requested.** The Department of Labor (DOL) is requesting that each state and outlying area submit an SF-424 form for each grant program (Adult and DW) to the Employment and Training Administration (ETA) via [www.grants.gov](http://www.grants.gov) within 30 calendar days from the issue date on this TEGL.

3. **Summary and Background.**

- a. Summary – This Change 1 to TEGL 16-17 informs states that the FY 2019 “advance” funding for PY 2018 is adjusted to restore the set-aside for evaluations for the Adult and DW programs. Division H, Title I, sec. 107 of the Consolidated Appropriations Act, 2018, allows the Secretary of Labor (Secretary) to set aside a portion of the Adult and DW grant funds for evaluations. The Department has decreased the amount of funds it plans to set aside for this purpose and has restored the remaining funding to the State allotments. The base portion (available July 1, 2018) of PY 2018 funding for Adult and DW activities was not impacted by this restoration. Also, the WIOA Youth Activities funds (available April 1, 2018) were not affected.

The attached tables notify states/outlying areas of the amount of revised funding they will receive.

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>RESCISSIONS</b><br>None | <b>EXPIRATION DATE</b><br>Continuing |
|----------------------------|--------------------------------------|

*Note: States have until June 30, 2019, to obligate 80 percent of their total restored PY 2018 DW allotment. As provided in 20 CFR 683.135, if a state does not obligate 80 percent of their total restored PY 2018 DW allotment, the Department will recapture the excess unobligated funds up to the 80 percent threshold from PY 2019 funds. Specifically, any recaptured funds would be deobligated from FY 2020 "advance" funds during PY 2019.*

b. Background – TEGL 16-17, issued on May 21, 2018, announced Program Year (PY) 2018 WIOA state allotments.

4. **Notice of Award (NOA).** The Department will issue NOAs reflecting the restoration of funds to the Adult and Dislocated Worker programs. In order to receive the funding, states and outlying areas must submit an SF-424, Application for Federal Assistance (Office of Management and Budget Control No. 4040-0004) for each program (Adult and DW) that reflects the restoration amounts prescribed in the "10/1/2018 (FY 2019)" column of the "Revised PY 2018 Allotment with Restoration" section in Attachments I and II.

5. **SF-424 Submission Process.**

In an effort to achieve greater efficiency and as part of the Department's on-going effort to streamline the grant award process, grantees are required to submit the SF-424 through Grants.gov at [www.grants.gov](http://www.grants.gov).

Applicants that need to register with Grants.gov may do so here:

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Registration is a one-time process, and applicants who already have a Grants.gov account do not need to register again.

To submit the required application package, applicants must:

- a. Select the *SEARCH GRANTS* tab on the Grants.gov homepage.
- b. Under the Section, *BASIC SEARCH CRITERIA*, enter the Funding Opportunity Number: TEGL 16-17.
- c. Select the link to the applicable Opportunity Number provided in the search results.
- d. Select the *PACKAGE* tab.
- e. Under the *ACTIONS* column, select *APPLY*.

Submission requirements stipulate that all applicants for Federal grant and funding opportunities must have a Data Universal Numbering System (D-U-N-S®) number and must supply their D-U-N-S® number on the SF-424.

Before submitting their application, applicants must also ensure their registration with the System for Award Management (SAM) is current. Applicants may find instructions for registering with SAM at <https://www.sam.gov/portal/SAM/#1>. An awardee must maintain an active SAM registration with current information at all times that it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, entities must review and update the registration at least every 12



months from the date of initial registration. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting the application submission.

Submitting the SF-424 through [www.grants.gov](http://www.grants.gov) constitutes an electronically signed SF-424, Application for Federal Assistance. This submission process may at times be complicated and time-consuming. As such, the Department strongly encourages applicants to initiate the process as soon as possible, in order to allow time to resolve unanticipated technical problems.

For technical issues encountered during application submission, applicants may call 800-518-4726 or 606-545-5035 to speak to a Customer Support Representative, or email [support@grants.gov](mailto:support@grants.gov). The Contact Center is open 24 hours a day, seven days a week, but closes on federal holidays. **Attachment III** provides more detailed instructions for submitting an application through [www.grants.gov](http://www.grants.gov).

6. **Inquiries.** Please direct questions regarding these allotments to the appropriate ETA Regional Office. Information on allotments and planning requirements may also be found on the ETA Web site at <http://www.doleta.gov>.

7. **References.**

- Consolidated Appropriations Act, 2018 (Pub. L. 115-141);
- Bipartisan Budget Act of 2018 (Pub L. 115-123);
- Balanced Budget and Emergency Deficit Control Act of 1985, as amended (Title II of Pub. L. 99-177);
- Budget Control Act of 2011 (Pub. L. 112-25);
- TEGL 16-17, *Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2018; Final PY 2018 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and the Allotments of Workforce Information Grants to States for PY 2018* dated May 21, 2018;
- TEGL 14-17, *Updated Disadvantaged Youth and Adult Data for use in Program Year (PY) 2018 and future Workforce Innovation and Opportunity Act (WIOA) Youth and Adult Within-State Allocation Formulas;*
- Workforce Innovation and Opportunity Act (Pub. L. 113-128);
- Wagner-Peyser Act, as amended (29 U.S.C. 49 et seq.);
- Workforce Investment Act of 1998 (Pub. L. 105-220);
- Job Training Partnership Act (JTPA) (Pub. L. 97-300), as amended by the Job Training Reform Amendments of 1992 (Pub. L. 102-367);
- Compact of Free Association Amendments of 2003 (Pub. L. 108-188);
- TEGL 5-06, *Implementing the Salary and Bonus Limitations in Public Law 109-234;*
- TEGL 2-16, *Revised ETA-9130 Financial Report, Instructions, and Additional Guidance;* and
- *Local Area Unemployment Statistics (LAUS) Technical Memorandum No. S-17-18, Program Year 2018 Areas of Substantial Unemployment under the Workforce Innovation and Opportunity Act, dated August 7, 2017.*

**8. Attachments.**

**I. WIOA Adult Program Revised FY 2019 Advance Allotments**

**II. WIOA Dislocated Worker Program Revised FY 2019 Advance Allotments**

**III. Additional Submission Instructions**

U. S. Department of Labor  
Employment and Training Administration  
WIOA Adult Program Revised FY 2019 Advance Allotments  
Based on the Restoration of the Evaluations Set Aside

| State                       | Initial PY 2018 Allotment |                      |                      | Evaluations Restoration to FY 2019 funds | Revised PY 2018 Allotment with Restoration |                      |                      |
|-----------------------------|---------------------------|----------------------|----------------------|--|--|----------------------|----------------------|
|                             | Total                     | 7/1/2018 (PY 2018)   | 10/1/2018 (FY 2019)  |  | Total                                      | 7/1/2018 (PY 2018)   | 10/1/2018 (FY 2019)  |
| <b>Total</b>                | <b>\$842,630,000</b>      | <b>\$133,656,000</b> | <b>\$708,974,000</b> | <b>\$890,000</b>                         | <b>\$843,420,000</b>                       | <b>\$133,656,000</b> | <b>\$709,864,000</b> |
| Alabama                     | 16,327,908                | 2,588,264            | 13,739,644           | 17,248                                   | 16,345,156                                 | 2,588,264            | 13,756,892           |
| Alaska                      | 3,040,398                 | 481,957              | 2,558,441            | 3,211                                    | 3,043,609                                  | 481,957              | 2,561,652            |
| Arizona                     | 20,986,794                | 3,326,781            | 17,660,013           | 22,169                                   | 21,008,963                                 | 3,326,781            | 17,682,182           |
| Arkansas                    | 6,270,928                 | 994,054              | 5,276,874            | 6,624                                    | 6,277,552                                  | 994,054              | 5,283,498            |
| California                  | 117,884,993               | 18,686,870           | 99,198,123           | 124,526                                  | 118,009,519                                | 18,686,870           | 99,322,649           |
| Colorado                    | 8,702,463                 | 1,379,495            | 7,322,968            | 9,192                                    | 8,711,655                                  | 1,379,495            | 7,332,160            |
| Connecticut                 | 9,369,933                 | 1,485,301            | 7,884,632            | 9,898                                    | 9,379,831                                  | 1,485,301            | 7,894,530            |
| Delaware                    | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| District of Columbia        | 2,986,342                 | 473,388              | 2,512,954            | 3,154                                    | 2,989,496                                  | 473,388              | 2,516,108            |
| Florida                     | 51,443,034                | 8,154,637            | 43,288,397           | 54,341                                   | 51,497,375                                 | 8,154,637            | 43,342,738           |
| Georgia                     | 24,685,866                | 3,913,149            | 20,772,717           | 26,077                                   | 24,711,943                                 | 3,913,149            | 20,798,794           |
| Hawaii                      | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| Idaho                       | 2,294,967                 | 363,793              | 1,931,174            | 2,425                                    | 2,297,392                                  | 363,793              | 1,933,599            |
| Illinois                    | 40,226,996                | 6,376,695            | 33,850,301           | 42,493                                   | 40,269,489                                 | 6,376,695            | 33,892,794           |
| Indiana                     | 12,986,088                | 2,058,526            | 10,927,562           | 13,717                                   | 12,999,805                                 | 2,058,526            | 10,941,279           |
| Iowa                        | 3,393,197                 | 537,882              | 2,855,315            | 3,585                                    | 3,396,782                                  | 537,882              | 2,858,900            |
| Kansas                      | 4,357,065                 | 690,672              | 3,666,393            | 4,603                                    | 4,361,668                                  | 690,672              | 3,670,996            |
| Kentucky                    | 13,740,037                | 2,178,040            | 11,561,997           | 14,514                                   | 13,754,551                                 | 2,178,040            | 11,576,511           |
| Louisiana                   | 16,647,287                | 2,638,891            | 14,008,396           | 17,586                                   | 16,664,873                                 | 2,638,891            | 14,025,982           |
| Maine                       | 2,445,449                 | 387,647              | 2,057,802            | 2,584                                    | 2,448,033                                  | 387,647              | 2,060,386            |
| Maryland                    | 11,611,741                | 1,840,668            | 9,771,073            | 12,266                                   | 11,624,007                                 | 1,840,668            | 9,783,339            |
| Massachusetts               | 11,674,227                | 1,850,573            | 9,823,654            | 12,332                                   | 11,686,559                                 | 1,850,573            | 9,835,986            |
| Michigan                    | 26,127,450                | 4,141,666            | 21,985,784           | 27,599                                   | 26,155,049                                 | 4,141,666            | 22,013,383           |
| Minnesota                   | 8,472,215                 | 1,342,997            | 7,129,218            | 8,949                                    | 8,481,164                                  | 1,342,997            | 7,138,167            |
| Mississippi                 | 9,681,200                 | 1,534,643            | 8,146,557            | 10,226                                   | 9,691,426                                  | 1,534,643            | 8,156,783            |
| Missouri                    | 13,103,150                | 2,077,083            | 11,026,067           | 13,841                                   | 13,116,991                                 | 2,077,083            | 11,039,908           |
| Montana                     | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| Nebraska                    | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| Nevada                      | 9,036,927                 | 1,432,514            | 7,604,413            | 9,546                                    | 9,046,473                                  | 1,432,514            | 7,613,959            |
| New Hampshire               | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| New Jersey                  | 20,187,420                | 3,200,065            | 16,987,355           | 21,325                                   | 20,208,745                                 | 3,200,065            | 17,008,680           |
| New Mexico                  | 8,901,122                 | 1,410,986            | 7,490,136            | 9,403                                    | 8,910,525                                  | 1,410,986            | 7,499,539            |
| New York                    | 49,370,737                | 7,826,141            | 41,544,596           | 52,152                                   | 49,422,889                                 | 7,826,141            | 41,596,748           |
| North Carolina              | 26,346,674                | 4,176,417            | 22,170,257           | 27,831                                   | 26,374,505                                 | 4,176,417            | 22,198,088           |
| North Dakota                | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| Ohio                        | 33,780,803                | 5,354,859            | 28,425,944           | 35,684                                   | 33,816,487                                 | 5,354,859            | 28,461,628           |
| Oklahoma                    | 9,074,610                 | 1,438,487            | 7,636,123            | 9,587                                    | 9,084,197                                  | 1,438,487            | 7,645,710            |
| Oregon                      | 9,188,900                 | 1,456,604            | 7,732,296            | 9,707                                    | 9,198,607                                  | 1,456,604            | 7,742,003            |
| Pennsylvania                | 36,348,863                | 5,761,942            | 30,586,921           | 38,396                                   | 36,387,259                                 | 5,761,942            | 30,625,317           |
| Puerto Rico                 | 27,814,371                | 4,409,073            | 23,405,298           | 29,381                                   | 27,843,752                                 | 4,409,073            | 23,434,679           |
| Rhode Island                | 2,873,156                 | 455,446              | 2,417,710            | 3,035                                    | 2,876,191                                  | 455,446              | 2,420,745            |
| South Carolina              | 12,570,393                | 1,992,631            | 10,577,762           | 13,278                                   | 12,583,671                                 | 1,992,631            | 10,591,040           |
| South Dakota                | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| Tennessee                   | 17,019,935                | 2,697,963            | 14,321,972           | 17,979                                   | 17,037,914                                 | 2,697,963            | 14,339,951           |
| Texas                       | 71,907,136                | 11,398,561           | 60,508,575           | 75,958                                   | 71,983,094                                 | 11,398,561           | 60,584,533           |
| Utah                        | 2,867,024                 | 454,474              | 2,412,550            | 3,029                                    | 2,870,053                                  | 454,474              | 2,415,579            |
| Vermont                     | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| Virginia                    | 12,272,091                | 1,945,345            | 10,326,746           | 12,963                                   | 12,285,054                                 | 1,945,345            | 10,339,709           |
| Washington                  | 18,013,252                | 2,855,421            | 15,157,831           | 19,028                                   | 18,032,280                                 | 2,855,421            | 15,176,859           |
| West Virginia               | 5,809,726                 | 920,945              | 4,888,781            | 6,137                                    | 5,815,863                                  | 920,945              | 4,894,918            |
| Wisconsin                   | 9,671,276                 | 1,533,069            | 8,138,207            | 10,216                                   | 9,681,492                                  | 1,533,069            | 8,148,423            |
| Wyoming                     | 2,101,059                 | 333,055              | 1,768,004            | 2,220                                    | 2,103,279                                  | 333,055              | 1,770,224            |
| <b>State Total</b>          | <b>840,423,676</b>        | <b>133,222,110</b>   | <b>707,201,566</b>   | <b>887,775</b>                           | <b>841,311,450</b>                         | <b>133,222,110</b>   | <b>708,089,340</b>   |
| American Samoa              | 224,709                   | 35,620               | 189,089              | 247                                      | 224,956                                    | 35,620               | 189,336              |
| Guam                        | 762,731                   | 120,906              | 641,825              | 835                                      | 763,566                                    | 120,906              | 642,660              |
| Northern Marianas           | 416,727                   | 66,059               | 350,668              | 456                                      | 417,183                                    | 66,059               | 351,124              |
| Palau                       | 75,000                    | 11,889               | 63,111               | 0  | 75,000                                     | 11,889               | 63,111               |
| Virgin Islands              | 627,158                   | 99,416               | 527,742              | 687                                      | 627,845                                    | 99,416               | 528,429              |
| <b>Outlying Areas Total</b> | <b>2,108,326</b>          | <b>333,890</b>       | <b>1,774,436</b>     | <b>2,225</b>                             | <b>2,108,560</b>                           | <b>333,890</b>       | <b>1,774,660</b>     |

09/20/18



U. S. Department of Labor  
Employment and Training Administration  
WIOA Dislocated Worker Program Revised FY 2019 Advance Allotments  
Based on the Restoration of the Evaluations Set Aside

| State                       | Initial PY 2018 Allotment |                      |                        | Evaluations Restoration to FY 2019 funds | Revised PY 2018 Allotment with Restoration |                      |                        |
|-----------------------------|---------------------------|----------------------|------------------------|--|--|----------------------|------------------------|
|                             | Total                     | 7/1/2018 (PY 2018)   | 10/1/2018 (FY 2019)    |  | Total                                      | 7/1/2018 (PY 2018)   | 10/1/2018 (FY 2019)    |
| <b>Total</b>                | <b>\$1,257,214,000</b>    | <b>\$201,719,000</b> | <b>\$1,055,495,000</b> | <b>\$1,154,000</b>                       | <b>\$1,258,368,000</b>                     | <b>\$201,719,000</b> | <b>\$1,056,649,000</b> |
| Alabama                     | 19,335,341                | 3,371,551            | 15,963,790             | 20,040                                   | 19,355,381                                 | 3,371,551            | 15,983,830             |
| Alaska                      | 4,914,486                 | 856,951              | 4,057,535              | 5,093                                    | 4,919,579                                  | 856,951              | 4,062,628              |
| Arizona                     | 23,243,426                | 4,053,014            | 19,190,412             | 24,090                                   | 23,267,516                                 | 4,053,014            | 19,214,502             |
| Arkansas                    | 6,402,024                 | 1,116,337            | 5,285,687              | 6,636                                    | 6,408,660                                  | 1,116,337            | 5,292,323              |
| California                  | 154,748,352               | 26,983,853           | 127,764,499            | 160,388                                  | 154,908,740                                | 26,983,853           | 127,924,887            |
| Colorado                    | 10,170,702                | 1,773,490            | 8,397,212              | 10,541                                   | 10,181,243                                 | 1,773,490            | 8,407,753              |
| Connecticut                 | 14,663,263                | 2,556,869            | 12,106,394             | 15,198                                   | 14,678,461                                 | 2,556,869            | 12,121,592             |
| Delaware                    | 2,460,357                 | 429,019              | 2,031,338              | 2,551                                    | 2,462,908                                  | 429,019              | 2,033,889              |
| District of Columbia        | 6,483,476                 | 1,130,540            | 5,352,936              | 6,720                                    | 6,490,196                                  | 1,130,540            | 5,359,656              |
| Florida                     | 53,690,026                | 9,362,063            | 44,327,963             | 55,646                                   | 53,745,672                                 | 9,362,063            | 44,383,609             |
| Georgia                     | 40,436,884                | 7,051,079            | 33,385,805             | 41,910                                   | 40,478,794                                 | 7,051,079            | 33,427,715             |
| Hawaii                      | 1,620,164                 | 282,512              | 1,337,652              | 1,679                                    | 1,621,843                                  | 282,512              | 1,339,331              |
| Idaho                       | 1,968,746                 | 343,295              | 1,625,451              | 2,040                                    | 1,970,786                                  | 343,295              | 1,627,491              |
| Illinois                    | 62,900,780                | 10,968,164           | 51,932,616             | 65,193                                   | 62,965,973                                 | 10,968,164           | 51,997,809             |
| Indiana                     | 14,082,228                | 2,455,553            | 11,626,675             | 14,595                                   | 14,096,823                                 | 2,455,553            | 11,641,270             |
| Iowa                        | 4,142,800                 | 722,390              | 3,420,410              | 4,293                                    | 4,147,093                                  | 722,390              | 3,424,703              |
| Kansas                      | 4,670,889                 | 814,474              | 3,856,415              | 4,842                                    | 4,675,731                                  | 814,474              | 3,861,257              |
| Kentucky                    | 17,761,938                | 3,097,193            | 14,664,745             | 18,410                                   | 17,780,348                                 | 3,097,193            | 14,683,155             |
| Louisiana                   | 20,736,157                | 3,615,815            | 17,120,342             | 21,492                                   | 20,757,649                                 | 3,615,815            | 17,141,834             |
| Maine                       | 2,682,153                 | 467,694              | 2,214,459              | 2,780                                    | 2,684,933                                  | 467,694              | 2,217,239              |
| Maryland                    | 15,334,717                | 2,673,952            | 12,660,765             | 15,894                                   | 15,350,611                                 | 2,673,952            | 12,676,659             |
| Massachusetts               | 15,877,010                | 2,768,513            | 13,108,497             | 16,455                                   | 15,893,465                                 | 2,768,513            | 13,124,952             |
| Michigan                    | 29,925,227                | 5,218,136            | 24,707,091             | 31,016                                   | 29,956,243                                 | 5,218,136            | 24,738,107             |
| Minnesota                   | 8,704,633                 | 1,517,848            | 7,186,785              | 9,021                                    | 8,713,654                                  | 1,517,848            | 7,195,806              |
| Mississippi                 | 12,774,770                | 2,227,568            | 10,547,202             | 13,240                                   | 12,788,010                                 | 2,227,568            | 10,560,442             |
| Missouri                    | 14,147,654                | 2,466,961            | 11,680,693             | 14,664                                   | 14,162,318                                 | 2,466,961            | 11,695,357             |
| Montana                     | 1,561,056                 | 272,205              | 1,288,851              | 1,618                                    | 1,562,674                                  | 272,205              | 1,290,469              |
| Nebraska                    | 2,397,862                 | 418,121              | 1,979,741              | 2,485                                    | 2,400,347                                  | 418,121              | 1,982,226              |
| Nevada                      | 13,919,978                | 2,427,261            | 11,492,717             | 14,427                                   | 13,934,405                                 | 2,427,261            | 11,507,144             |
| New Hampshire               | 1,758,303                 | 306,600              | 1,451,703              | 1,823                                    | 1,760,126                                  | 306,600              | 1,453,526              |
| New Jersey                  | 32,030,331                | 5,585,208            | 26,445,123             | 33,197                                   | 32,063,528                                 | 5,585,208            | 26,478,320             |
| New Mexico                  | 13,667,703                | 2,383,271            | 11,284,432             | 14,166                                   | 13,681,869                                 | 2,383,271            | 11,298,598             |
| New York                    | 51,523,652                | 8,984,307            | 42,539,345             | 53,401                                   | 51,577,053                                 | 8,984,307            | 42,592,746             |
| North Carolina              | 30,181,355                | 5,262,797            | 24,918,558             | 31,281                                   | 30,212,636                                 | 5,262,797            | 24,949,839             |
| North Dakota                | 812,015                   | 141,593              | 670,422                | 842                                      | 812,857                                    | 141,593              | 671,264                |
| Ohio                        | 39,677,597                | 6,918,681            | 32,758,916             | 41,123                                   | 39,718,720                                 | 6,918,681            | 32,800,039             |
| Oklahoma                    | 7,724,855                 | 1,347,002            | 6,377,853              | 8,006                                    | 7,732,861                                  | 1,347,002            | 6,385,859              |
| Oregon                      | 11,670,127                | 2,034,949            | 9,635,178              | 12,095                                   | 11,682,222                                 | 2,034,949            | 9,647,273              |
| Pennsylvania                | 53,520,091                | 9,332,431            | 44,187,660             | 55,470                                   | 53,575,561                                 | 9,332,431            | 44,243,130             |
| Puerto Rico                 | 44,468,015                | 7,753,998            | 36,714,017             | 46,089                                   | 44,514,104                                 | 7,753,998            | 36,760,106             |
| Rhode Island                | 4,131,237                 | 720,374              | 3,410,863              | 4,281                                    | 4,135,518                                  | 720,374              | 3,415,144              |
| South Carolina              | 15,513,622                | 2,705,149            | 12,808,473             | 16,079                                   | 15,529,701                                 | 2,705,149            | 12,824,552             |
| South Dakota                | 1,163,056                 | 202,805              | 960,251                | 1,205                                    | 1,164,261                                  | 202,805              | 961,456                |
| Tennessee                   | 19,103,308                | 3,331,091            | 15,772,217             | 19,799                                   | 19,123,107                                 | 3,331,091            | 15,792,016             |
| Texas                       | 62,116,365                | 10,831,384           | 51,284,981             | 64,379                                   | 62,180,744                                 | 10,831,384           | 51,349,360             |
| Utah                        | 4,395,205                 | 766,403              | 3,628,802              | 4,557                                    | 4,399,762                                  | 766,403              | 3,633,359              |
| Vermont                     | 859,693                   | 149,907              | 709,786                | 891                                      | 860,584                                    | 149,907              | 710,677                |
| Virginia                    | 13,985,434                | 2,438,675            | 11,546,759             | 14,495                                   | 13,999,929                                 | 2,438,675            | 11,561,254             |
| Washington                  | 26,777,856                | 4,669,321            | 22,108,535             | 27,754                                   | 26,805,610                                 | 4,669,321            | 22,136,289             |
| West Virginia               | 7,499,981                 | 1,307,790            | 6,192,191              | 7,773                                    | 7,507,754                                  | 1,307,790            | 6,199,964              |
| Wisconsin                   | 11,769,133                | 2,052,213            | 9,716,920              | 12,198                                   | 11,781,331                                 | 2,052,213            | 9,729,118              |
| Wyoming                     | 1,098,967                 | 191,630              | 907,337                | 1,139                                    | 1,100,106                                  | 191,630              | 908,476                |
| <b>State Total</b>          | <b>1,037,205,000</b>      | <b>180,860,000</b>   | <b>856,345,000</b>     | <b>1,075,000</b>                         | <b>1,038,280,000</b>                       | <b>180,860,000</b>   | <b>857,420,000</b>     |
| American Samoa              | 335,308                   | 31,790               | 303,518                | 322                                      | 335,630                                    | 31,790               | 303,840                |
| Guam                        | 1,138,139                 | 107,907              | 1,030,232              | 1,088                                    | 1,139,227                                  | 107,907              | 1,031,320              |
| Northern Marianas           | 621,836                   | 58,956               | 562,880                | 594                                      | 622,430                                    | 58,956               | 563,474                |
| Palau                       | 111,914                   | 10,611               | 101,303                | (15)                                     | 111,899                                    | 10,611               | 101,288                |
| Virgin Islands              | 935,838                   | 88,726               | 847,112                | 896                                      | 936,734                                    | 88,726               | 848,008                |
| <b>Outlying Areas Total</b> | <b>3,143,035</b>          | <b>297,990</b>       | <b>2,845,045</b>       | <b>2,885</b>                             | <b>3,145,920</b>                           | <b>297,990</b>       | <b>2,847,930</b>       |
| <b>National Reserve</b>     | <b>218,865,965</b>        | <b>20,561,010</b>    | <b>198,304,955</b>     | <b>76,115</b>                            | <b>218,942,080</b>                         | <b>20,561,010</b>    | <b>198,381,070</b>     |

09/20/18

**Attachment III:  
Additional Submission Instructions**

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The following is provided as additional instruction beyond what is already available on the [www.grants.gov](http://www.grants.gov) website. In the event you encounter a problem with [www.grants.gov](http://www.grants.gov) and do not find a resolution in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative, or email [support@grants.gov](mailto:support@grants.gov).

The process can be complicated and time-consuming. You are strongly advised to initiate the process as soon as possible and to plan for time to resolve technical problems. Note that validation does not mean that your application has been accepted as complete or has been accepted for review by the agency. Rather, Grants.gov only verifies the submission of certain parts of an application.

a. How to Register to Apply through Grants.gov

Read through the registration process carefully before registering. These steps may take as much as four weeks to complete, and this time should be factored into plans for timely electronic submission in order to avoid unexpected delays that could result in the rejection of an application.

Applicants must follow the online instructions for registration at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. We recommend that you prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will alleviate last-minute searches for required information and save time.

An application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an Agency Organizational Representative (AOR). When an application is submitted through Grants.gov, the name of the AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize the individual who is able to make legally binding commitments on behalf of your organization as the AOR; this step is often missed and it is crucial for valid submissions.

b. How to Submit an Application to DOL via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For a complete workspace overview, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

When a registered applicant submits an application with Grants.gov, an electronic time stamp is generated within the system when the application is successfully received by



Grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) with the successful transmission of the application, serving as proof of their timely submission. The applicant will receive two email messages to provide the status of the application's progress through the system.

- The first email will contain a tracking number and will confirm receipt of the application by Grants.gov.
- The second email will indicate the application has either been successfully validated or has been rejected due to errors.

Grants.gov will reject applications if the applicant's registration in SAM is expired. Only applications that have been successfully submitted by the deadline and later successfully validated will be considered. It is your sole responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated. Therefore, enough time should be allotted for submission (24-48 hours) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). It is important to note that if enough time is not allotted and a rejection notice is received after the due date and time, DOL will not consider the application.

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk that compatibility or other issues will prevent DOL from considering the application. We will attempt to open the document, but will not take any additional measures in the event of problems with opening.

We strongly advise applicants to use the various tools and documents, including FAQs, which are available on the "Applicant Resources" page at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

We encourage new prospective applicants to view the online tutorial, "Grant Applications 101: A Plain English Guide to ETA Competitive Grants," available through WorkforceGPS at: <https://strategies.workforcegps.org/resources/2014/08/11/16/32/applying-for-eta-competitive-grants-a-web-based-toolkit-for-prospective-applicants-438?p=1>.

To receive updated information about critical issues, new tips for users, and other time-sensitive updates as information is available, you may subscribe to "Grants.gov Updates" at <https://www.grants.gov/web/grants/manage-subscriptions.html>.



If you encounter a problem with Grants.gov and do not find an answer in any of the other resources,

- call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative or
- email [support@grants.gov](mailto:support@grants.gov).

The Grants.gov Contact Center is open 24 hours a day, seven days a week. However, it is closed on Federal holidays. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number.