

Additional Submission Instructions

1. **Introduction.** Recognizing that submission of documentation for TAA Program TaOA funds for FY 2019 through www.grants.gov is the same procedure the Department instructed grantees to follow to apply for FY 2018 TaOA funds, the following is provided to augment the instructions available on the www.grants.gov website.

In the event you encounter a problem with your submission via the www.grants.gov website and do not find a resolution in any of the other resources, call the www.grants.gov support center for assistance at 1-800-518-4726 or 606-545-5035 to speak to a customer support representative or email support@grants.gov. The www.grants.gov contact center is open 24 hours a day, seven days a week; however, it is closed on federal holidays. *Note: The links in the sections below require Internet Explorer version of IE11 or higher, Chrome, or Firefox. Please use one of these browsers to access the information available on the link.*

2. **Timely SF-424 Submissions.** The deadline for submitting SF-424s via www.grants.gov for TAA TaOA funding is **30 calendar days** from the issue date of this guidance. States are strongly advised to initiate the application submission and validation process via www.grants.gov as soon as possible and to plan for time to resolve technical problems. Since it is the state's responsibility to ensure a timely submission of their SF-424, states are encouraged to allot time for submission (two business days) and, if applicable, additional time to address errors and receive validation upon resubmission (an additional two business days for each ensuing submission). Only applications that have been successfully submitted in www.grants.gov by the deadline, which is **30 calendar days** from the issue date of this guidance, and subsequently successfully validated by www.grants.gov, will be considered timely. *Please note validation in www.grants.gov, does not mean the state's application has been accepted as complete or has been accepted for review. Rather, www.grants.gov only verifies the submission of certain parts of the application.*

3. **How to Submit an Application.** Applicants can apply on www.grants.gov using Workspace, <https://www.grants.gov/web/grants/applicants/workspace-overview.html>. Workspace is a shared online environment that allows organizations or individuals to apply for federal grants by enabling simultaneous access and edit of different forms within a single application. To access complete instructions on how to apply for opportunities, see <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>. To apply for FY 2019 TaOA grant funds once you have logged into Workspace, select Search Grants at: <https://www.grants.gov/web/grants/search-grants.html>, and enter **ETA-TEGL-NO-13-18** in the Opportunity Number field of the Basic Search Criteria box. Be careful to use the specific syntax: **ETA-TEGL-NO-13-18**.

4. **Important Information.**
 - Completing your grant application requires you to enter your organization's Authorized Organizational Representative (AOR) Username and Password. If you do not have the AOR's Username and Password, [please register as a new user](https://apply07.grants.gov/apply/register.faces) (<https://apply07.grants.gov/apply/register.faces>). *Note, if you already have a www.grants.gov account and know or can retrieve your AOR's logon information*

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using the Forgot Username or Password function, you do not need to register another account to apply for FY 2019 TaOA grant funds.

- When you submit your application via www.grants.gov, an electronic time stamp is generated within the system when the application is successfully received by www.grants.gov. Grants.gov will send the applicant AOR an email acknowledgement of receipt and a tracking number, e.g., (GRANTXXXXXXXX), with the successful transmission of the application, serving as proof of their timely submission. During this process, the applicant will receive two email messages to provide the status of the application's progress through the system.
 - The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by www.grants.gov.
 - The second email will indicate that the application has either been successfully validated or has been rejected due to errors.
- Each applicant must be registered in the [System for Award Management \(SAM\)](http://www.sam.gov), <https://www.sam.gov/SAM/pages/public/index.jsf>, (*access requires Internet Explorer version of IE11 or higher, Chrome, or Firefox*). SAM.gov is an official government website that allows you to: 1) register to do business with the U.S. government; 2) update or renew your entity registration; check status of an entity registration; or search for entity registration and exclusion records. Applicants must have an active registration in SAM to complete the SF-424. If the applicant's registration in SAM is expired, www.grants.gov will reject 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 may prevent a state's application from being considered. The Department will attempt to open the document, but will not take any additional measures in the event of problems with opening it (i.e., conversions of any kind).
- The Department strongly advises applicants to use the various tools and documents, including Frequently Asked Questions that are available on the "Applicant Resources" page at: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>.
- To receive updated information about critical issues, new tips for users and other time sensitive updates as information is available, you may subscribe to www.grants.gov updates at: <https://www.grants.gov/web/grants/manage-subscriptions.html>.