

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION PY 2017 Funding Allocations
	CORRESPONDENCE SYMBOL OWI/DINAP
	DATE March 10, 2017

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 23-16

TO: ALL SECTION 166 INDIAN AND NATIVE AMERICAN (INA) GRANTEES

FROM: BYRON ZUIDEMA 
Deputy Assistant Secretary

SUBJECT: Program Year (PY) 2017 Estimated Funding Allotments and Instructions for the Indian and Native American Section 166 Programs

- Purpose.** To provide INA grantees with Planning Estimates for the Workforce Innovation and Opportunity Act (WIOA), Section 166, Indian and Native American (INA) Program, Comprehensive Services (CS) and Supplemental Youth Services (SYS) for PY 2017.
- References.**

 - Further Continuing and Security Assistance Appropriations Act, 2017 (Pub. L. 114-254), located at: <https://www.congress.gov/114/plaws/publ254/PLAW-114publ254.pdf>
 - Consolidated Appropriations Act, 2016 (Pub. L. 114-113)
 - Section 166 of the Workforce Innovation and Opportunity Act (WIOA), located at: <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
 - Workforce Innovation and Opportunity Act; Department of Labor Only, Final Rule, located at: <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>
 - Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule, located at: <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15977.pdf>
 - Training and Employment Guidance Letter (TEGL) No. 24-15, June 6, 2016, *PY 2016 Funding Allotments and Instructions for the Indian and Native American Section 166 Programs* located at: https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6213
 - Training and Employment Guidance Letter (TEGL) 15-14, December 19, 2014, *Implementation of the New Uniform Guidance Regulations*, located at: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5740
- Background.** As of the issuance of this TEGL, Congress has not enacted a full-year appropriation for fiscal year (FY 2017) for federal employment and training programs. Instead, the Further Continuing and Security Appropriations Act, 2017 (2017 Act) will fund the government through April 28, 2017. While there is uncertainty as to the appropriation that will ultimately be enacted, funding amounts are being provided to INA grantees for planning purposes in order to submit an application through Grants.gov. Accordingly, the Employment and Training Administration (ETA) is issuing the attached estimated funding allotments for PY 2017.

RESCISSIONS None	EXPIRATION DATE Continuing
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For the INA CS program, the 2017 Act provides a continuation of FY 2016 funding of \$50 million with a 0.1901 percent reduction. Therefore, assuming a full-year continuing resolution, the funding estimate for PY 2017 for the CS program year, which begins July 1, 2017, is \$49,904,950. Of this amount, one percent (\$499,050) will be set-aside for technical assistance and \$497,000 will be set-aside to award grants to entities that have experience and expertise in developing and implementing programs for unique populations in Alaska and Hawaii pursuant to WIOA, Section 166(k). This leaves \$48,908,900 to be allocated to INA grantees.

For the INA SYS program, the 2017 Act provides \$869,275,636 after reductions for State Youth Activities. The INA SYS program receives 1.5 percent of the State Youth Activities amount. Therefore, the funding estimate for the SYS program year, which begins April 1, 2017, is \$13,039,135.

4. **Required Documents For PY 2017 Funding.** PY 2017 funds will be added to the existing grant through a grant modification; however, to receive PY 2017 funds, INA grantees must submit the documents listed below through Grants.gov. Instructions for submitting documents via Grants.gov are provided in Attachment III. Grantees receiving both SYS and CS funds must submit a separate set of documents for each set of funds, with the exception of indirect cost rate agreements/cost allocation plans. **Note:** Federally recognized tribes that participate in Public Law 102-477 will have their PY 2017 WIOA funds transferred to the Department of Interior (DOI), Bureau of Indian Affairs, Office of Indian Services, Division of Workforce Development. These tribes are not required to submit the documents below to ETA but should instead follow DOI's requirements for receiving funds.
 - A. *Standard Form (SF) 424, Application for Federal Assistance:* The SF-424 will be submitted/uploaded through Grants.gov. **Note:** Grantees receiving both SYS and CS funds must submit separate SF-424s for each set of funds.
 - B. *SF-424A Budget Information Form:* The SF-424A will be submitted/uploaded through Grants.gov. **Note:** Grantees receiving both SYS and CS funds must submit separate SF-424As for each set of funds.
 - C. *Budget Narrative:* The budget narrative will be submitted/uploaded as an attachment through Grants.gov. Instructions for completing the budget narrative are provided in Attachment I. **Note:** Grantees receiving both SYS and CS funds must submit separate budget narratives for each set of funds.
 - D. *Indirect Cost Rate Agreement or Cost Allocation Plan (if applicable):* Grantees that use an Indirect Cost Rate Agreement (ICRA) or Cost Allocation Plan (CAP) must submit a current or recent copy of the ICRA or CAP as part of this application. **Note:** If indirect charges are included on line 6.j of the SF-424A, an ICRA or CAP must be submitted unless the grantee elects to charge a de minimis rate. ICRAs or CAPs will be submitted/uploaded as an attachment through Grants.gov. Unlike the SF-424, SF-424A, and Budget Narrative, the ICRA/CAP only needs to be submitted once even if the grantee receives both CS and SYS funding.

5. **Action Requested.** Grantees must submit the documents listed below via Grants.gov in order to receive PY 2017 funding. The due date for the submission of documents will be 45 days from the posted date on Grants.gov.

- **SF-424:** see section 4.A above.
- **SF-424A:** see section 4.B above.
- **Budget Narrative:** see section 4.C above.
- **ICRA or CAP:** see section 4.D above.

6. **Inquiries.** Please direct questions to your designated Federal Project Officer below.

Duane Hall (972) 850-4637
Craig Lewis (202) 693-3384
Guy Suetopka (415) 625-7988

Andrea Brown (202) 693-3736
Jennifer Whitmore (415) 625-7970
Maria Mendoza (202) 693-3695

7. **Attachments.**

- Attachment I: Instructions for Completing the Budget Narrative
- Attachment II: PY 2017 INA Adult and Youth Allocations
- Attachment III: Instructions for Completing an Application and Submitting Documents on Grants.gov.

Instructions for Completing the Budget Narrative

Use the following guidance below when writing the budget narrative.

IMPORTANT: If a total amount for each item listed below is included in the narrative, please be sure the amount in the narrative matches the corresponding line items on the SF-424-A (line items 6.a through 6.j).

Personnel – List all staff positions by title (both current and proposed). Provide 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 program year.

Fringe Benefits – Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.

Travel – Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips and other costs for each type of travel.

Equipment – Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than 1 year (see 2 CFR 200.33 for the definition of Equipment). List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are considered supplies.

Supplies – Supplies include all tangible personal property other than “equipment” (see 2 CFR 200.94 for the definition of Supplies). The detailed budget should identify categories of supplies (e.g. office supplies). List the quantity and unit cost per item.

Contractual – Identify each proposed contract and specify its purpose and estimated cost. If applicable, identify any sub-recipient agreements, including purpose and estimated costs.

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. We do not consider this as construction and the costs must be shown on other appropriate lines such as Contractual.

Other – List each item in sufficient detail for us to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere here.

Indirect Charges – If indirect costs are included in the budget, then include the approved indirect cost rate with a copy of the negotiated Indirect Cost Rate Agreement (ICRA). If your organization uses an indirect cost rate then a negotiated ICRA must be in place no later than 90 days after the grant award for approval of indirect charges. The following link contains DOL specific information:

<http://www.dol.gov/oasam/boc/dcd/index.htm>.

**U.S. Department of Labor
Employment and Training Administration
WIOA Section 166 Adult and Youth Funding for Native Americans
PY 2017 Funding Estimates**

Total Adult Funding	\$49,904,950
Set Aside for Technical Assistance and Training	- \$499,050
Set Aside for AK and HI (WIOA, Sec. 166(k))	- \$497,000
Amount Available for Allotment	\$48,908,900

State	Grantee Name	Grant Type	Adult Amount	Youth Amount
AL	Inter-Tribal Council of Alabama		\$261,106	\$4,795
AL	Poarch Band of Creek Indians		\$83,709	\$0
AK	Aleutian-Pribilof Islands Assn., Inc.	477	\$25,365	\$11,358
AK	Association of Village Council Presidents	477	\$363,954	\$155,474
AK	Bristol Bay Native Association	477	\$104,857	\$45,431
AK	Central Council of Tlingit and Haida Indian Tribes	477	\$171,371	\$64,360
AK	Chugachmiut	477	\$24,714	\$5,553
AK	Cook Inlet Tribal Council, Inc.	477	\$392,417	\$138,311
AK	Copper River Native Association	477	\$16,605	\$8,834
AK	Kawerak Incorporated	477	\$136,507	\$56,789
AK	Kenaitze Indian Tribe		\$39,221	\$21,453
AK	Kodiak Area Native Association	477	\$25,774	\$8,834
AK	Maniilaq Association	477	\$102,242	\$49,217
AK	Metlakatla Indian Community	477	\$16,535	\$5,048
AK	Orutsarmuit Native Council	477	\$46,835	\$15,143
AK	Tanana Chiefs Conference	477	\$256,984	\$107,267
AZ	American Indian Association of Tucson		\$306,516	\$0
AZ	Colorado River Indian Tribes		\$56,124	\$30,288
AZ	Gila River Indian Community		\$462,649	\$199,390
AZ	Hopi Tribal Council		\$197,023	\$111,053
AZ	Hualapai Tribe		\$29,521	\$18,930
AZ	Inter-Tribal Council of Arizona, Incorporated		\$72,281	\$36,092
AZ	Native Americans for Community Action, Inc.		\$179,160	\$0
AZ	Navajo Nation		\$5,525,686	\$2,894,949
AZ	Pascua Yaqui Tribe		\$91,092	\$51,741
AZ	Phoenix Indian Center, Inc.		\$1,114,059	\$0
AZ	Quechan Indian Tribe		\$30,456	\$16,406
AZ	Salt River Pima-Maricopa Indian Community		\$76,739	\$49,217
AZ	San Carlos Apache Tribe		\$349,390	\$209,487
AZ	Tohono O odham Nation	477	\$335,989	\$210,748
AZ	White Mountain Apache Tribe		\$411,567	\$251,131
AR	American Indian Center of Arkansas, Inc.		\$288,883	\$0
CA	California Indian Manpower Consortium		\$3,019,957	\$104,996
CA	Northern California Indian Development Council, Inc.		\$271,377	\$58,303
CA	Southern California American Indian Resource Center, Inc.		\$304,766	\$0
CA	Southern California Indian Center, Inc.		\$1,489,017	\$0

State	Grantee Name	Grant Type	Adult Amount	Youth Amount
CA	Tule River Tribal Council		\$111,125	\$7,572
CA	United Indian Nations, Inc.		\$399,947	\$0
CA	Ya-Ka-Ama Indian Education and Development, Inc.		\$56,757	\$0
CO	Denver Indian Center, Inc.		\$563,386	\$0
CO	Southern Ute Indian Tribe		\$33,946	\$10,096
CO	Ute Mountain Ute Tribe		\$78,234	\$21,453
FL	Florida Governors Council on Indian Affairs, Inc.		\$1,035,192	\$0
FL	Miccosukee Tribe of Indians		\$107,790	\$5,300
HI	Alu Like, Inc.		\$1,193,154	\$1,764,227
ID	Nez Perce Tribe	477	\$62,162	\$14,639
ID	Shoshone-Bannock Tribes, Inc.	477	\$161,478	\$54,265
IN	American Indian Center of Indiana, Inc.		\$213,159	\$0
KS	United Tribes of Kansas and Southeast Nebraska, Inc.		\$180,823	\$9,843
LA	Inter-Tribal Council of Louisiana, Inc.		\$438,397	\$3,786
ME	Penobscot Indian Nation		\$169,883	\$23,725
MA	Mashpee-Wampanoag Indian Tribal Council, Inc.		\$52,276	\$0
MA	North American Indian Center of Boston, Inc.		\$189,258	\$0
MI	Grand Traverse Band of Ottawa and Chippewa Indians	477	\$27,936	\$0
MI	Inter-Tribal Council of Michigan, Inc.		\$83,816	\$27,764
MI	Little Traverse Bay Band of Odawa Indians		\$123,761	\$0
MI	Michigan Indian Employment and Training Services, Inc.		\$269,292	\$0
MI	North American Indian Association of Detroit, Inc.		\$124,072	\$0
MI	Pokagon Band of Potawatomi Indians		\$54,036	\$0
MI	Sault Ste. Marie Tribe of Chippewa Indians		\$148,689	\$18,425
MI	South Eastern Michigan Indians, Inc.		\$66,380	\$0
MN	American Indian Opportunities, Inc.		\$231,900	\$0
MN	Bois Forte Reservation Tribal Council		\$17,730	\$8,582
MN	Fond Du Lac Reservation		\$172,989	\$17,163
MN	Leech Lake Band of Ojibwe		\$133,425	\$50,226
MN	Mille Lacs Band of Ojibwe Indians	477	\$48,031	\$22,463
MN	Minneapolis American Indian Center		\$307,813	\$0
MN	Red Lake Nation	477	\$193,351	\$79,504
MN	White Earth Reservation Tribal Council	477	\$104,985	\$51,741
MS	Mississippi Band of Choctaw Indians		\$261,505	\$64,108
MO	American Indian Council		\$642,902	\$8,834
MT	Assiniboine and Sioux Tribes	477	\$237,943	\$129,982
MT	Blackfeet Tribal Business Council	477	\$250,489	\$119,887
MT	Business Committee of The Chippewa Cree Tribe		\$122,985	\$36,597
MT	Confederated Salish & Kootenai Tribes	477	\$246,192	\$131,245
MT	Crow Tribe of Indians		\$143,353	\$83,037
MT	Fort Belknap Community Council	477	\$106,328	\$47,955
MT	Montana United Indian Association		\$298,870	\$0
MT	Northern Cheyenne Tribe		\$186,339	\$93,385
NE	Indian Center, Inc.		\$246,507	\$0

State	Grantee Name	Grant Type	Adult Amount	Youth Amount
NE	Omaha Tribe of Nebraska		\$69,043	\$44,168
NE	Winnebago Tribe of Nebraska	477	\$39,010	\$20,191
NV	Inter-Tribal Council of Nevada, Inc.		\$246,621	\$46,188
NV	Las Vegas Indian Center, Inc.		\$166,447	\$0
NV	Reno Sparks Indian Colony	477	\$14,803	\$8,834
NV	Shoshone-Paiute Tribes	477	\$106,360	\$13,882
NM	Alamo Navajo School Board, Inc.		\$77,656	\$46,693
NM	Eight Northern Indian Pueblo Council		\$63,932	\$25,744
NM	Five Sandoval Indian Pueblos, Inc.		\$133,478	\$88,085
NM	Jicarilla Apache Tribe		\$53,814	\$26,501
NM	Mescalero Apache Tribe		\$76,374	\$58,050
NM	National Indian Youth Council		\$1,394,660	\$0
NM	Ohkay Owingeh	477	\$23,236	\$12,619
NM	Pueblo of Acoma		\$118,646	\$29,025
NM	Pueblo of Isleta		\$34,768	\$11,105
NM	Pueblo of Laguna	477	\$75,994	\$35,335
NM	Pueblo of Taos	477	\$35,477	\$17,667
NM	Pueblo of Zuni	477	\$248,395	\$122,410
NM	Ramah Navajo School Board, Inc.		\$78,501	\$29,025
NM	Santo Domingo Tribe		\$87,282	\$42,907
NY	Native American Community Services of Erie and Niagara Counties, Inc.		\$138,755	\$0
NY	Native American Cultural Center, Inc.		\$181,099	\$3,029
NY	Seneca Nation of Indians	477	\$207,328	\$30,288
NY	St. Regis Mohawk Tribe		\$121,188	\$21,453
NC	Cumberland County Association for Indian People, Inc.		\$56,646	\$0
NC	Eastern Band of Cherokee Indians		\$101,516	\$54,265
NC	Guilford Native American Association		\$68,275	\$0
NC	Haliwa - Saponi Tribe, Inc.		\$53,190	\$0
NC	Lumbee Regional Development Association, Inc.		\$1,038,932	\$0
NC	North Carolina Commission on Indian Affairs		\$259,122	\$0
ND	Spirit Lake Sioux Tribe	477	\$136,082	\$70,671
ND	Standing Rock Sioux Tribe	477	\$197,004	\$117,363
ND	Three Affiliated Tribes	477	\$164,544	\$53,002
ND	Turtle Mountain Band of Chippewa Indians		\$268,237	\$121,149
ND	United Tribes Technical College		\$209,949	\$0
OH	North American Indian Cultural Center, Inc.		\$460,078	\$0
OK	Absentee Shawnee Tribe		\$20,410	\$12,367
OK	Cherokee Nation of Oklahoma	477	\$1,182,058	\$637,545
OK	Cheyenne Arapaho Tribes of Oklahoma		\$141,546	\$98,433
OK	Chickasaw Nation	477	\$323,567	\$191,566
OK	Choctaw Nation of Oklahoma	477	\$519,718	\$275,108
OK	Citizen Potawatomi Nation	477	\$290,181	\$206,710
OK	Comanche Tribe of Oklahoma		\$138,232	\$68,146
OK	Creek Nation of Oklahoma	477	\$650,046	\$335,682

State	Grantee Name	Grant Type	Adult Amount	Youth Amount
OK	Four Tribes Consortium of Oklahoma		\$87,279	\$64,108
OK	Inter-Tribal Council of Northeast Oklahoma		\$67,007	\$25,491
OK	Kiowa Tribe of Oklahoma		\$114,940	\$85,056
OK	Osage Nation	477	\$87,715	\$49,217
OK	Otoe - Missouria Tribe		\$29,608	\$15,901
OK	Pawnee Nation of Oklahoma	477	\$28,205	\$13,882
OK	Ponca Tribe of Oklahoma		\$73,933	\$52,750
OK	Seminole Nation of Oklahoma		\$90,192	\$68,146
OK	Tonkawa Tribe of Oklahoma		\$56,431	\$26,501
OK	United Urban Indian Council, Inc.		\$329,260	\$188,033
OK	Wyandotte Nation		\$98,499	\$0
OR	Confederated Tribes of Siletz Indians	477	\$395,771	\$1,010
OR	Confederated Tribes of The Umatilla Indian Reservation	477	\$24,690	\$13,882
OR	Confederated Tribes of Warm Springs		\$115,848	\$39,121
OR	Organization of the Forgotten American, Inc.		\$268,333	\$0
PA	Council of Three Rivers American Indian Center, Inc.		\$846,668	\$0
RI	Rhode Island Indian Council, Inc.		\$1,575,701	\$8,582
SC	South Carolina Indian Development Council, Inc.		\$222,335	\$2,524
SD	Cheyenne River Sioux Tribe	477	\$203,117	\$133,768
SD	Lower Brule Sioux Tribe		\$51,075	\$18,930
SD	Oglala Sioux Tribe		\$601,853	\$392,471
SD	Rosebud Sioux Tribe (Sicangu Nation)	477	\$443,108	\$230,940
SD	Sisseton-Wahpeton Oyate	477	\$113,029	\$55,526
SD	United Sioux Tribes of South Dakota Development Corporation		\$513,092	\$12,619
SD	Yankton Sioux Tribe		\$98,173	\$50,479
TN	Native American Indian Association		\$210,073	\$0
TX	Alabama-Coushatta Indian Tribal Council		\$797,766	\$1,010
TX	Dallas Inter-Tribal Center		\$351,951	\$0
TX	Ysleta Del Sur Pueblo		\$590,675	\$16,406
UT	Indian Training and Education Center		\$323,542	\$5,553
UT	Ute Indian Tribe		\$107,593	\$56,789
VT	Abenaki Self-Help Association		\$73,587	\$0
VA	Mattaponi Pamunkey Monacan, Inc.		\$228,575	\$0
WA	American Indian Community Center		\$366,935	\$17,163
WA	Confederated Tribes and Bands of the Yakama Nation		\$183,821	\$103,228
WA	Confederated Tribes of the Colville Reservation	477	\$166,305	\$46,693
WA	Lummi Indian Business Council		\$101,604	\$25,240
WA	Makah Tribal Council	477	\$31,132	\$12,619
WA	Spokane Tribe	477	\$36,413	\$22,715
WA	The Tulalip Tribes	477	\$40,336	\$20,191
WA	United Indians of All Tribes Foundation		\$259,765	\$0
WA	Western Washington Indian Employment and Training Program		\$692,729	\$93,385
WI	Ho-Chunk Nation	477	\$159,642	\$4,543
WI	Lac Courte Oreilles Tribal Governing Board		\$77,521	\$31,549

State	Grantee Name	Grant Type	Adult Amount	Youth Amount
WI	Lac Du Flambeau Band of Lake Superior Chippewa Indians, Inc.		\$38,404	\$11,358
WI	Menominee Indian Tribe of Wisconsin	477	\$89,637	\$46,693
WI	Oneida Tribe of Indians of Wisconsin		\$149,777	\$15,143
WI	Spotted Eagle, Inc.		\$197,909	\$0
WI	Stockbridge-Munsee Community	477	\$50,589	\$3,534
WI	Wisconsin Indian Consortium		\$77,656	\$24,987
WY	Eastern Shoshone Tribe	477	\$117,715	\$33,820
WY	Northern Arapahoe Business Council		\$200,152	\$75,971
Total Grantees = 176			\$48,908,900	\$13,039,135

Instructions for Submitting the SF-424, SF-424A and Indirect Cost Rate Agreement via Grants.gov

All grantees must submit an electronically signed SF-424 (Application for Federal Assistance), SF-424A (Budget Information) and an Indirect Cost Rate Agreement or Cost Allocation Plan through Grants.gov. Grantees receiving supplemental youth services funds must submit separate documents for each funding allotment (adult and youth).

An electronically submitted SF-424 through Grants.gov constitutes an official signed document and must reflect the grantee's award amount in Attachment II.

Each SF-424 (Adult and Youth) must reflect the exact amount of the grantee's allotment provided in Attachment II on line item #18 of the SF-424. Any total amounts on the SF-424A and budget narrative should also reflect the grantee's allotment provided in Attachment II. Item #11 must include the Catalog of Federal Domestic Assistance (CFDA) number for the Indian and Native American Program which is 17.265.

Note: To find the grant application package in Grants.gov, click on the "Search Grants" tab and enter the CFDA number 17.265 in the CFDA search field.

This process can be complicated and time-consuming. Therefore, the Department strongly encourages grantees to initiate the process as soon as possible and to allow for time to resolve technical problems if necessary. For grantees that have not registered with Grants.gov, the Department strongly recommends that grantees read the instructions for registering located at: <http://www.Grants.gov/web/grants/register.html>.

Grantees should read the registration process carefully before registering. These steps may take as much as 4 weeks to complete, and this time should be factored into plans for electronic submission in order to avoid unexpected delays that could result in the rejection of an application. The site also contains registration checklists to help you walk through the process. The Department strongly recommends that grantees download the "Organization Registration Checklist" at <http://www.Grants.gov/web/grants/applicants/organization-registration.html> and 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.

All applicants for Federal grant and funding opportunities are required to 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 an application for funding, grantees must register with the System for Award Management (SAM), which has replaced the Central Contractor Registry (CCR). Instructions for registering with SAM can be found at <https://www.sam.gov>.

Grantees must maintain an active SAM registration with current information at all times during which they have an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently

update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in Grants.gov rejecting your submission.

The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the D-U-N-S number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a user name and password on Grants.gov visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

After creating a user name and password on Grants.gov, a representative from your organization, who is the contact listed for SAM (referred to as the E-Biz POC), will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>.

To track AOR status visit:

<http://www.Grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Submitting through Grants.gov constitutes an electronically signed SF-424, Application for Federal Assistance. The registration and account creation with Grants.gov, with E-Biz POC approval, establishes an AOR. When you submit the SF-424 through Grants.gov, the name of your AOR on file will be inserted into the signature line. Grantees must register the individual who is able to make legally binding commitments as the AOR.

If grantees 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. The Contact Center is open 24 hours a day, 7 days a week. It is closed on federal holidays.

After troubleshooting with Grants.gov helpdesk, grantees should e-mail major issues preventing submission of required documents to Marc Purvis, Grants Management Specialist, at purvis.marc@dol.gov with a copy to your FPO. That e-mail should specifically reference the INAP TEGL's Funding Opportunity Announcement number, and it should include a contact name, email address, and phone number.