

# **FAA Office of NextGen (ANG)**

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**Aviation Workforce Development (AWD)  
Pre-Application Technical Assistance Webinar  
Notice of Funding Opportunities  
22-FAA-AWD-AP and 22-FAA-AWD-AM**

**Grants Management Branch, ANG-A19**

**May 11, 2022**



## Aviation Workforce Development (AWD) Presented by:

Jazzmin Gayle, AWD Grant Officer, Grant  
Management Branch, ANG-A19

Email: [AWD-Grants@faa.gov](mailto:AWD-Grants@faa.gov)

# Agenda

- Program Overview
- Award Information
- Eligibility
- Application and Submission
- Application Review
- Review and Selection Process
- Award Administration
- Federal Awarding Contacts
- Other Information
- Questions

# Legislative Authorization

**Legislative Authorization:** Congress authorized the Aviation Workforce Development (AWD) Grant Program in the FAA Reauthorization Act of 2018, Sec. 625 (Public Law No: 115-254).

- The Authorizing Legislation, the Secretary may exercise discretion in selecting awards to ensure the grantees selected will allow participation from a diverse collection of public and private schools in rural, urban and suburban schools.
- The Authorizing Legislation does not require cost share or matching contributions for this Program.

# Section I: Purpose

## Aircraft Pilots Program Description:

- The Program is to provide grants to support the education of future aircraft pilots and the development of the aircraft pilot workforce by preparing high school students to fill the United States aviation industry's anticipated demand for aircraft pilots, aerospace engineers, or unmanned aircraft systems operators, and support the related professional development of teachers.

## Aviation Maintenance Technical Workers Program Description:

- The goal of the program is to provide grants to support the education and recruitment of aviation maintenance technical workers and the development of the aviation maintenance workforce.

# Section I: Eligible Projects

## Aircraft Pilots:

- Create and deliver curriculum\* designed to provide high school students with meaningful aviation education that is designed to prepare the students to become aircraft pilots, aerospace engineers, or unmanned aircraft systems operators, or;
- Support the professional development of teachers using the above curriculum

\*Proposed projects may utilize an applicants existing training curriculum as well, provided such curriculum is consistent with the eligibility requirements set forth herein.

## Aviation Maintenance Technical Workers:

- Establish new educational programs that teach technical skills used in aviation maintenance, including purchasing equipment or to improve existing programs
- Enhance aviation maintenance technical education or aviation maintenance industry workforce
- Establish scholarships or apprenticeships for individuals pursuing employment in the aviation maintenance industry
- Support outreach about careers in the aviation maintenance industry to: primary, secondary and post-secondary school students, communities under-represented in the industry
- Support transition to careers in aviation maintenance; including members of the Armed Forces
- Support educational opportunities related to aviation maintenance in economically disadvantaged geographic areas

# Section II: Award Information

## Summary of Funding:

- Anticipated annual available for FY 2022 is **\$5,000,000**
- Estimated number of awards is **10**
- Estimated award range **\$25,000** to **\$500,000** (ceiling)
- Applications with below \$25,000 and above \$500,000 will be considered **ineligible**
- Matching or cost sharing is not required

## Project Duration:

- Period of Performance is **12 months**
- Applications with period of performance **exceeding 12 months** will be considered **ineligible**

## Key Dates:

- Application Due date is **June 10, 2022**
- Questions accepted: [AWD-Grants@faa.gov](mailto:AWD-Grants@faa.gov)

# Section III: Eligibility

## Aircraft Pilots:

- Accredited Higher Education Institution (20 U.S.C. 1001)
- Secondary school or high school (20 U.S.C. 7801)
- State or local government entity
- Air Carriers (sec. 40102, title 49) or labor unions representing aircrafts pilots
- Flight School that provides flight training (part 61, title 14) or holds a pilot school certificate (part, 141, title 14)
- An organization representing aircraft users, aircraft owners, or aircraft pilots.

## Aviation Maintenance Technical Workers:

- Accredited Higher Education Institution (20 U.S.C. 1001), Secondary school or high school (20 U.S.C. 7801)
- State or local government entity
- A holder of a certificate issued under part 21, 121, 135, or 145 of title 14, Code of Federal Regulations or a labor organization representing aviation maintenance workers



# Section III: Eligibility Continued

## Aircraft Pilots and Aviation Maintenance Technical Workers:

- Use E-Verify to confirm employment eligibility.
- Proof of Eligibility-Must provide copies of accreditations and certifications, and statement to which eligibility category one is applying under and how they qualify.
- Each partner must submit a letter of commitment, a signed agreement, and responsibilities. If an applicant submits a proposal without a letter of commitment and agreement from each partner, the proposal will be **ineligible**.

# Section IV: Application and Submission

## Application Forms

- Grants.gov under the NOFO number and Assistance Listing Number.
- Electronic Applications must be submitted through Grants.gov
- Information for registering and submitting applications through Grants.gov is found in Appendix I
- Required documents are listed in Appendix II

## Content and Form of Application Submission

- Applicant must complete and submit all required application package forms (Appendix II), and submit them directly online at Grants.gov
- See access instructions for current (SF-424) other forms to create grant application packages in Grants.gov at <https://www.Grants.gov/web/grants/forms.html>

## File Type and Format

- Attachments must be a PDF file
- Page length maximum is 10 pages not including Budget and Budget Narrative and other attachments.
- Narratives must be written in English using US Dollars, double spaced, Times New Roman 12 Point Font with 1-inch margins, and page numbers in lower right corner.
- Narrative must include cover letter signed by authorizing official

# Section IV: Application and Submission Information

## Mandatory:

- Application for Financial Assistance Form, SF-424
- Project Abstract Summary Form
- Project Narrative (See Appendix III for a sample outline)
- Funding Request

# Section IV: Application and Submission Information – Grants.gov Package

## **Mandatory Forms:**

- SF-424 Application for Federal Assistance Form
- Project Narrative Attachment Form
- SF-424A Budget Form
- Budget Narrative Attachment Form
- SF-424B Assurances for Non-Construction Programs
- Project Abstract Summary Form
- Project Site Locations Form
- Key Contacts Form
- SF-LLL Lobbying Form
- Attachments Form

## **Attachments Form:**

1. Accreditation/Certification (Proof of Eligibility)
2. Letter of Commitment and Agreement, if applicable
3. Cost Policy Statement
4. Indirect Cost Rate Agreement, if applicable
5. SF-3881 ACH Vendor Payment Enrollment
6. Audit and/or Financial Statements (most recent within the last 2 years)
7. Other

# Section IV: Application and Submission

## Budget:

- **SF 424 A Budget Form – 12 month budget**
- **Budget justification narrative- two (2) page limit**
- Cost Policy Statement
- Indirect Cost Rate Proposal

## Funding Restrictions:

- Pre-Award Costs - not allowable
- Construction and Research - not allowable
- Administrative Cost Cap - 10%
- Indirect Costs - Full entity approved indirect cost rate or 10% de min rate
- Field trips - allowable, minimal and reasonable
- Equipment - allowable, not heavy equipment
- Lobbying and litigation - not allowable
- Unallowable costs in accordance with 2 CFR 200

# Section V: Review Criteria

## Aircraft Pilots:

1. **Project Plan- (Up to 30 Points)** Planned activities, objectives, performance goals and measures, roles and responsibilities by lead entity and each team member. May use applicant's existing training curriculum provided curriculum is consistent with eligibility requirements. Specify potential plans to sustain the program.
2. **Applicant Resources- (Up to 25 Points)** Sufficient facilities, human and fiscal resources to provide student and teacher/instructor recruitment, academic and career counseling, public outreach activities to achieve goals. Examples of past activities and programs will be evaluated.
3. **Project Approach and Outcomes- (Up to 25 Points)** Education and development of high school students preparing them to be aircraft pilots, aerospace engineers or unmanned aircraft system operators; and/or professional development of teachers in the U.S. and its territories. Projected number of students, trainees, and other individuals to participate in Program. Benefits and outcomes of the proposed project mapped to Program goal. Strength of proposed partnerships and collaborative strategies in the fulfillment of Program goals. Outreach and recruitment plans to target a diverse collection of public and private schools in rural, suburban, and urban areas.
4. **Project Administration – (Up to 20 Points)** Control administrative expenses and a well-organized description of how project activities will be monitored, assessed, and documented to determine the extent to which performance goals and metrics will be achieved. How success will be measured and monitored. Identify method of tracking. How applicant will self-evaluate lead's performance on project and how success will be determined.

# Section V: Review Criteria

## Aviation Maintenance Technical Workforce:

1. **Project Plan- (Up to 30 Points)** Planned activities, objectives, performance goals and measures, roles and responsibilities by lead entity and each team member. May use applicant's existing training curriculum provided curriculum is consistent with eligibility requirements. Specify potential plans to sustain the program.
2. **Applicant Resources- (Up to 25 Points)** Sufficient facilities, human and fiscal resources to provide student and teacher/ instructor recruitment, academic and career counseling, public outreach activities to achieve goals. Examples of past activities and programs will be evaluated.
3. **Project Approach and Outcomes- (Up to 25 Points)** Education and recruitment of aviation maintenance technical workers and development of aviation maintenance workforce. Projected number of students, trainees, veterans, and other individuals impacted by the proposed project. Benefits and outcomes of the proposed project mapped to Program goal. Strength of proposed partnerships and collaborative strategies in the fulfillment of Program goals. Outreach plan that demonstrate initiatives to communicate opportunities for program participation; outreach to as many accredited higher education institution, secondary school or high schools
4. **Project Administration – (Up to 20 Points)** Control administrative expenses and a well-organized description of how project activities will be monitored, assessed, and documented to determine the extent to which performance goals and metrics will be achieved. How success will be measured and monitored. Identify method of tracking. How applicant will self-evaluate lead's performance on project and how success will be determined.

# Section VI: Review and Selection Process

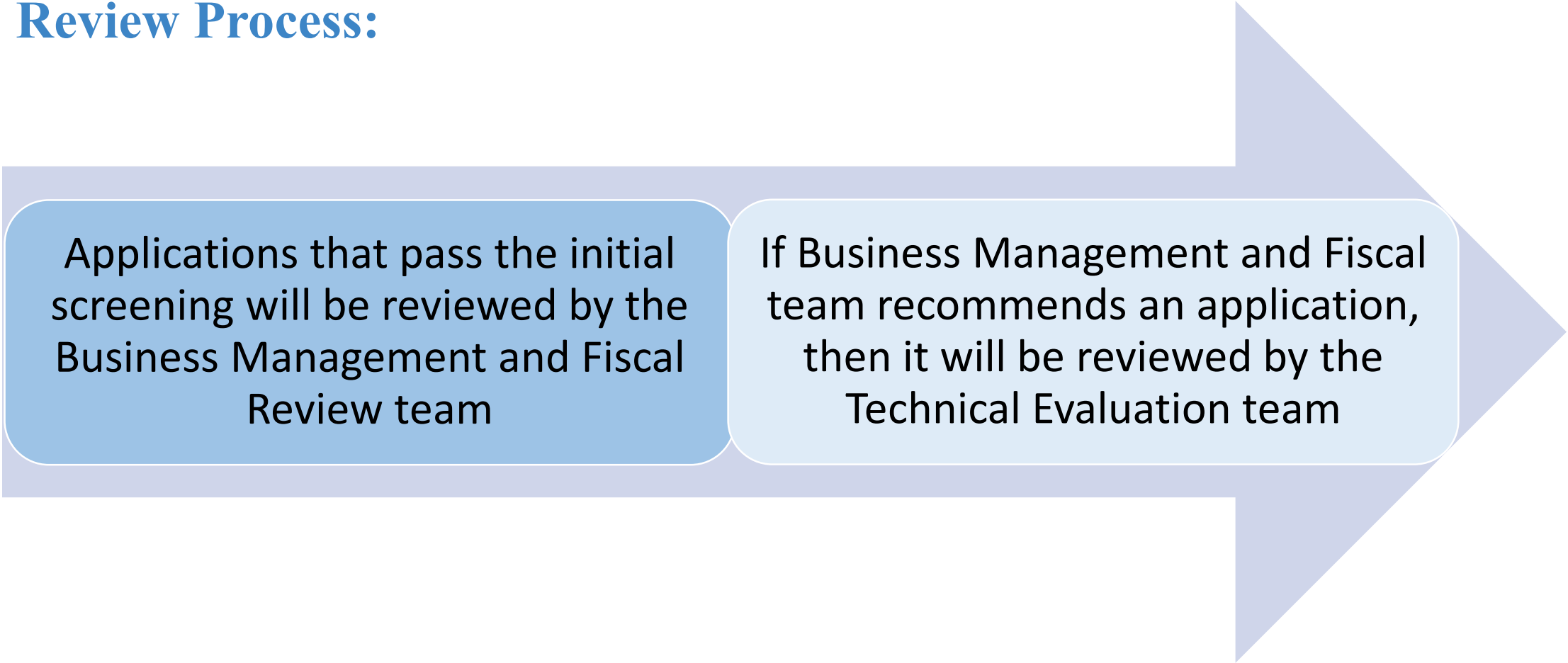
**Initial Screening:** An application will be considered **ineligible** if applicant does not meet the following requirements.

- **Unique Entity Identifier (UEI)**
  - UEI are required for Grants.gov registration
  - UEI at 1-866-705-5711 or <https://tinyurl.com/yh563b3a>.
- **System for Award Management (SAM)**
  - Must be registered in SAM to register for Grants.gov
  - SAM: <https://www.sam.gov/portal/public/SAM>
- **Compliance with UEI and SAM requirements at the time of applicant submission**
  - Applicant may be determined not qualified to receive award if they haven't met UEI and SAM requirements
- **Section IV (Per 2 CFR 200.206)**
  - Meet eligibility requirements in Section III
  - Meet items specified in Section IV in format and page limitations
- **Entities debarred or suspended**
  - Automatically ineligible from participating in the Program



# Section VI: Review and Selection Process

## Review Process:



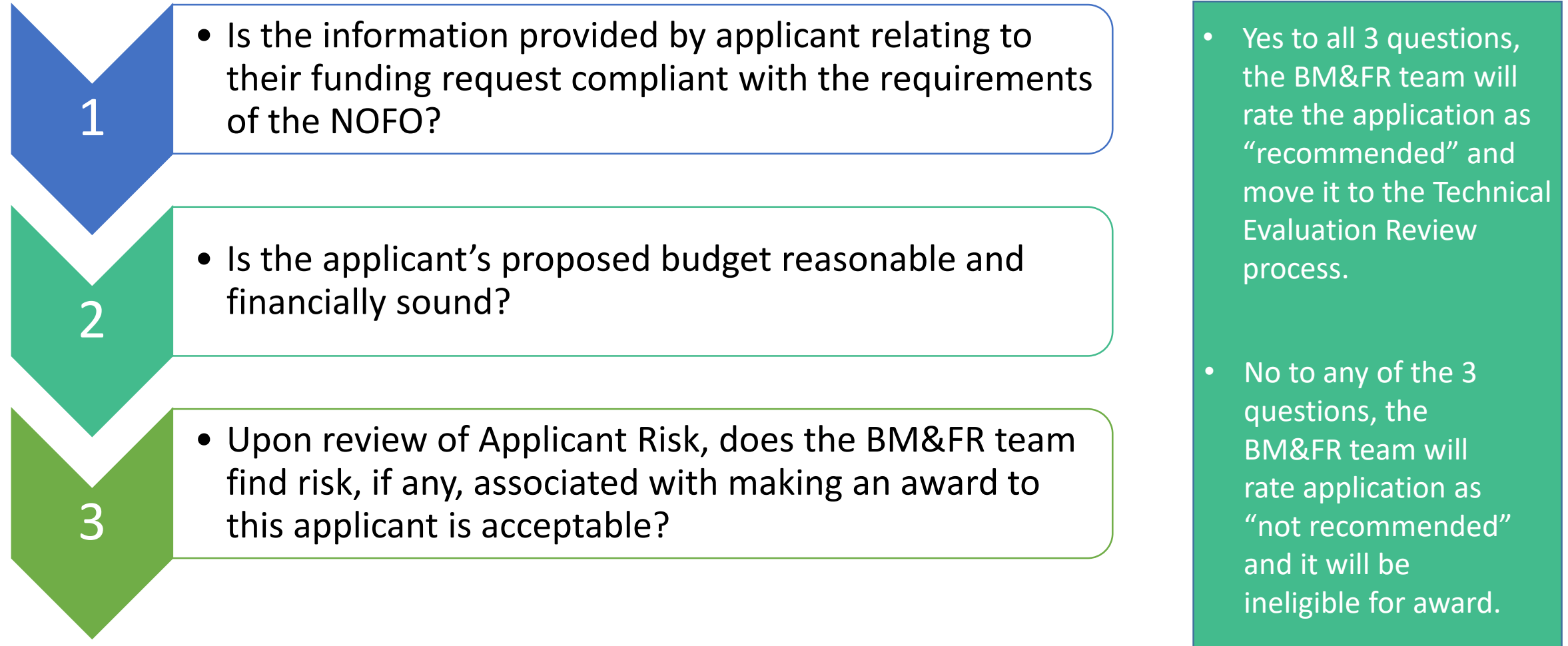
Applications that pass the initial screening will be reviewed by the Business Management and Fiscal Review team

If Business Management and Fiscal team recommends an application, then it will be reviewed by the Technical Evaluation team

*FAA reserves the right to use outside expertise to perform application evaluation*

# Section VI: Review and Selection Process

## Business Management and Fiscal Review Team Questions (BM&FR):



# Section VI: Review and Selection Process

Overall Ratings Table

Overall Adjectival Rating	Definitions	Total Points
Exceeds Standards	The applicant's proposal comprehensively responds to the merit criteria and demonstrates a thorough understanding of the goals of the Program. The Applicant's response exceeds the standard requirements for a "Meets Standard" rating. There may be some weaknesses or risks, although they are mostly minor. Strengths outweigh any weaknesses or risks.	100-80
Meets Standards	The applicant's proposal adequately addresses the merit criteria and the application demonstrates an understanding of the Program goals. There may be several weaknesses and/or risks; however, the combined impact of any strengths is approximately equal to the combined impact of any weaknesses or risks.	79-61
Below Standards	The applicant's proposal does not provide sufficient information or does not respond adequately to the merit criteria, therefore, the applicant's proposal is inadequate. The proposal does not demonstrate a satisfactory understanding of the goals of the Program, contains many weaknesses or risks, and little or no strengths. Weaknesses or risks far outweigh any strengths.	60-0

# Section VI: Review and Selection Process

## Other Review Considerations

- The Grants Officer shall recommend applications for award to the selecting official, who will then make the final award decision.

## Anticipated Announcement & Federal Award Dates

- The FAA anticipates announcing grant recipients and making awards in 4th Quarter Fiscal Year 2022

# Section VI: Review and Selection Process

## Other Review Considerations:

- Extent to which the project supports the policy objectives of applicable Executive Orders
- Whether a project is located in a qualified opportunity zone designated pursuant to 26 U.S.C. § 1400Z-1
- Geographic distribution throughout the United States of the activities of the collective group of awarded proposals
- Consistent with the Department's R.O.U.T.E.S. Initiative
- For applicants with existing awards, FAA may consider award balances when making final funding decisions
- The availability of funds

# Section VII: Award Administration

## Federal Award Notices

# Section VII: Award Administration

## Administrative and National Policy Requirements:

- Must adhere to all Local, State and Federal laws and directives including National Policies identified in required form SF-424B, Assurances Non-Construction, and including those outlined in the updated Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Adhere to 2 CFR Part 200, effective November 2020
- Please see [Appendix III](#) for additional important policy statements.

# Section VII: Award Administration

## Reporting Requirements:

- Quarterly Progress Report
- Quarterly Federal Financial Reporting (FFR) SF-425 and SF425A
- Final Closeout Reports



# Section VIII – Federal Awarding Agency Contact

NOFO  
Questions  
may be  
directed to:

- The FAA Official Point of Contact
- Cynthia Nelson, Grant Program Analyst
- [AWD-Grants@faa.gov](mailto:AWD-Grants@faa.gov)

## Section IX – Other Information

- Applicants may apply to both NOFOs *FAA Aircraft Pilots Workforce Development Grant Program* and *FAA Aviation Maintenance Technical Worker Workforce Development Grant Program*, if otherwise eligible.
- Visit the FAA Workforce Development Grant Program website for more information grant opportunities:  
[http://www.faa.gov/go/awd.](http://www.faa.gov/go/awd)

The Federal Government is not obligated to make any Federal award as a result of this announcement.

# QUESTIONS?

# Closing

## Prepared by:

Management Services Office (ANG-A)

Procurement Services and Grants Management Division (ANG-A1)

Grant Management Branch (ANG-A19)

## Contact for Questions:

Jazzmin Gayle, Grant Officer, Grant Management Branch (ANG-A19)

Cynthia Nelson, Grant Program Analyst, Grant Management Branch (ANG-A19)

[AWD-Grants@faa.gov](mailto:AWD-Grants@faa.gov)