

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DPM
	DATE May 22, 2023

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 06-23

TO: STATE WORKFORCE AGENCIES

FROM: BRENT PARTON 
Acting Assistant Secretary

SUBJECT: Administrative Funding to Support States' Participation and Correspondence with Federal Partners Regarding Ongoing Coronavirus Aid, Relief, and Economic Security (CARES) Act Program Activity

1. **Purpose.** This Unemployment Insurance Program Letter (UIPL) is to inform states regarding the availability of additional funding to support states' participation and correspondence with the U.S. Department of Labor (Department), Employment and Training Administration's (ETA's) outreach efforts regarding ongoing CARES Act program activity, commonly referred to as ETA's "well-defined ask".

2. **Action Requested.** ETA requests that State Workforce Agency Administrators:

- Review the funding opportunity to determine if the state will apply for funds under this solicitation;
- Coordinate with appropriate state staff to develop an SF-424 for each applicable CARES Act unemployment compensation (UC) program under this solicitation;
- Submit each form via www.grants.gov and by e-mail to the Office of Unemployment Insurance (OUI) at eta-ui-inquiries@dol.gov, with a copy to the appropriate ETA Regional Office no later than the close of business on **June 16, 2023**. The subject line of the e-mail should include the name of the state and the title "ETA CARES Act Outreach Administrative Funding." ETA will award funding in the order the applications for funding are received and will begin submitting grants awards upon receipt of states' applications.

3. **Summary and Background.**

- a. Summary – The Department is making a total of \$3.14 million in administrative funding available to states to support participation and correspondence with ETA's outreach regarding ongoing activity related to specific CARES Act programs. This funding opportunity covers program specific costs and provides states with up to \$20,000 for costs incurred as a result of states efforts related to the Pandemic Unemployment

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Assistance (PUA) program, \$15,000 for costs incurred as a result of states efforts related to the Pandemic Emergency Unemployment Compensation (PEUC) program, \$15,000 for costs incurred as a result of states efforts related to the Federal Pandemic Unemployment Compensation (FPUC) program, and \$10,000 for costs incurred as a result of states efforts related to the Mixed Earners Unemployment Compensation (MEUC) program.

In recognition that states' efforts in support of these discussions is in addition to significant and ongoing workloads impacting state UI systems as a result of both the CARES Act programs and the continuing operation of the regular UI system, the Department has determined that additional funding is both appropriate and, in many cases, necessary for states to reasonably coordinate with Federal officials in support of this effort.

To obtain this funding, states are required to submit a SF-424 for each funding allotment (*i.e.*, one SF-424 for FPUC funding, one SF-424 for PUA funding, one SF-424 for PEUC funding, and one SF-424 for MEUC funding as appropriate). ETA encourages states to submit these forms as soon as possible, but no later than **June 16, 2023**, via www.grants.gov. Attachment I lists the amounts of funding available for each state by program. Attachment II provides additional information on completing the SF-424.

- b. Background – The CARES Act (Public Law (Pub. L.) 116-136) was enacted on March 27, 2020, and created new temporary UC programs, including PUA, FPUC, and PEUC. *See* UIPL No. 14-20. The Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act) (Pub. L. 116-260) was enacted on December 27, 2020, and amended and extended the CARES Act UC programs, as well as creating the MEUC program. *See* UIPL No. 09-21. The American Rescue Plan Act of 2021 (ARPA) (Pub. L. 117-2) was enacted on March 11, 2021, and further amended and extended the CARES Act UC programs. *See* UIPL No. 14-21. ARPA also provided a \$2 billion appropriation to the Department for purposes of strengthening the national UI system.¹

4. Funding to Support States' Participation and Correspondence with ETA's Outreach Efforts Regarding Ongoing CARES Act Program Activities.

- a. **Amount Available to States.** The Department is providing an additional \$3.14 million in administrative funding to states to support this effort. This funding opportunity is provided to cover program specific costs and includes up to \$20,000 for costs incurred as a result of states efforts related to the PUA program, up to \$15,000 for costs incurred as a result of states efforts related to the PEUC program, up to \$15,000 for costs incurred as a result of states efforts related to the FPUC program, and up to \$10,000 for costs incurred

¹ With this appropriation under ARPA, the Department has offered additional funding opportunities to states to be used towards all UC programs in the support of: (1) fraud detection and prevention, including identity verification and overpayment recovery activities; and (2) promoting equitable access; and (3) improving timeliness of UC payments to eligible individuals.

as a result of states efforts related to the MEUC program. Attachment I lists the amounts of funding available for each state by program².

These grants are subject to the requirements of 2 CFR Parts 200 and 2900, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

- i. ***Applicable CARES Act UC programs.*** States may use these funds for administrative activity related to the PUA, PEUC, FPUC, and MEUC programs in accordance with the allowable uses described in Section 4.b. of this UIPL.
 - ii. ***Application of Sequestration.*** As noted in Section 4.c. of UIPL No. 04-23, the final amounts provided to states will be subject to sequestration, so the amounts awarded to states will be reduced by the FY 2023 sequestration rate of 5.7 percent.
- b. **Allowable Uses of Funds.** States may use these funds to support staff participation in discussions with ETA, internal planning and coordination meetings, and any information technology and/or programming costs incurred as a result of states' efforts to provide background and information to ETA with regard to ongoing state operations only of the four covered CARES Act UC programs. States are reminded that activities associated with each of the referenced CARES Act programs must be funded using the appropriate program's funding, and that proration of expenses is appropriate where necessary to ensure effective application of the funding across efforts related to each program. These funds may be used to cover project costs in the quarter prior to the quarter in which the funds are awarded.
- c. **Application Instructions.** States are required to submit a SF-424 (OMB No. 4040-0004) https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf for each funding allotment as applicable (*i.e.*, one SF-424 for PUA, one SF-424 for PEUC, one SF-424 for FPUC, and one SF-424 for MEUC). Attachment II provides additional information on completing the SF-424.

ETA encourages states to submit each SF-424 as soon as possible, but no later than **June 16, 2023**, via www.grants.gov and by e-mail to OUI at eta-ui-inquiries@dol.gov with a copy to the appropriate ETA Regional Office. ETA will award funding in the order the applications for funding are received and will begin submitting grants awards upon receipt of states' applications.

² Although the Pacific territories and freely associated states provided PUA and FPUC benefit payments, this funding is not available to these entities because they are not included in ETA's outreach efforts, which are focused on states with permanent UI programs.

- d. **Reporting Requirements.** States must provide a narrative Quarterly Progress Report (ETA 9178-P) and Quarterly Financial Report (ETA 9130) containing updates on the progress and implementation of each project. ETA will use the ETA 9178-P to track each state's progress on activities and ensure that a state's use of funds is consistent with the permissible activities outlined in this UIPL. The Department expects to award these funds prior to June 30, 2023, and so the first ETA 9178-P report under this UIPL will be due August 14, 2023.
5. **Inquiries.** States should direct inquiries to the appropriate ETA Regional Office. Additionally, states should submit each SF-424 as described in Section 4.c. of this UIPL via www.grants.gov and by e-mail to OUI at eta-ui-inquiries@dol.gov, with a copy to the appropriate ETA Regional Office, no later than the close of business on **June 16, 2023**. ETA will award funding in the order the applications for funding are received and will begin submitting grants awards upon receipt of states' applications.
6. **References.**
- American Rescue Plan Act of 2021 (ARPA), including Title IX, Subtitle A, Crisis Support for Unemployed Workers (Pub. L. 117-2);
 - Consolidated Appropriations Act, 2021, including Division N, Title II, Subtitle A, the Continued Assistance for Unemployed Workers Act of 2020 (Pub. L. 116-260);
 - Coronavirus Aid, Relief, and Economic Security (CARES) Act, Title II, Subtitle A – Relief for Workers Affected by Coronavirus Act (Pub. L. 116-136);
 - Section 303 of the Social Security Act (42 U.S.C. §503);
 - 2 C.F.R. Parts 200 and 2900, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
 - UIPL No. 05-22, *Implementation of Sequestration under the Budget Control Act of 2011 (BCA) for Mandatory Unemployment Insurance Programs for Fiscal Year (FY) 2022*, issued December 20, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?docn=9859;
 - UIPL No. 14-21, Change 1, *State Responsibilities After the Temporary Unemployment Benefit Programs under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, as amended, End Due to State Termination of Administration or When the Programs Expire*, issued July 12, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?docn=9502;
 - UIPL No. 14-21, *American Rescue Plan Act of 2021 (ARPA) – Key Unemployment Insurance (UI) Provisions*, issued March 15, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5669;
 - UIPL No. 09-21, *Continued Assistance for Unemployed Workers Act of 2020 (Continued Assistance Act) – Summary of Key Unemployment Insurance (UI) Provisions*, issued December 30, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3831;
 - UIPL No. 17-20, Change 3, *American Rescue Plan Act of 2021 (ARPA) —Pandemic Emergency Unemployment Compensation (PEUC) Program: Extension, Elimination of Transition Rule, Increase in Total Benefits, and Extension of Coordination Rule*, issued March 26, 2021, <https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-17-20-change-3>;

- UIPL No. 17-20, Change 2, *Continued Assistance for Unemployed Workers Act of 2020— Pandemic Emergency Unemployment Compensation (PEUC) Program: Extension, Transition Rule, Increase in Total Benefits, and Coordination Rules*, issued on December 31, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9291;
- UIPL No. 17-20, Change 1, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020— Pandemic Emergency Unemployment Compensation (PEUC) Program: Questions and Answers, and Revised Reporting Instructions for the PEUC ETA 227*, issued on May 13, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8689;
- UIPL No. 17-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020— Pandemic Emergency Unemployment Compensation (PEUC) Program Operating, Financial, and Reporting Instructions*, issued on April 10, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8452;
- UIPL No. 16-20, Change 6, *Pandemic Unemployment Assistance (PUA) Program: Updated Operating Instructions and Reporting Changes*, issued September 3, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4801;
- UIPL No. 16-20, Change 5, *Expanded Eligibility Provisions for the Pandemic Unemployment Assistance (PUA) Program*, issued February 25, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3202;
- UIPL No. 16-20, Change 4, *Continued Assistance to Unemployed Workers Act of 2020 — Pandemic Unemployment Assistance (PUA) Program: New Operating Instructions and Reporting Changes*, issued January 8, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6973;
- UIPL No. 16-20, Change 3, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 - Eligibility of Individuals who are Caregivers for Pandemic Unemployment Assistance (PUA) in the Context of School Systems Reopening*, issued August 27, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3849;
- UIPL No. 16-20, Change 2, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 - Pandemic Unemployment Assistance (PUA) Additional Questions and Answers*, issued July 21, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5479;
- UIPL No. 16-20, Change 1, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Pandemic Unemployment Assistance (PUA) Program Reporting Instructions and Questions and Answers*, issued April 27, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5899;
- UIPL No. 16-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Pandemic Unemployment Assistance (PUA) Program Operating, Financial, and Reporting Instructions*, issued April 5, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4628;
- UIPL No. 15-20, Change 4, *American Rescue Plan Act of 2021 (ARPA) — Extensions to the Federal Pandemic Unemployment Compensation (FPUC) Program and Mixed Earners Unemployment Compensation (MEUC) Program*, issued March 26, 2021, <https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-15-20-change-4>;
- UIPL No. 15-20, Change 3, *Continued Assistance for Unemployed Workers (Continued Assistance) Act of 2020— Federal Pandemic Unemployment Compensation (FPUC) Program Reauthorization and Modification and Mixed Earners Unemployment*

Compensation (MEUC) Program Operating, Reporting, and Financial Instructions, issued on January 5, 2021, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6122;

- UIPL No. 15-20, Change 2, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020—New Data Collection Instrument and Revised Reporting Instructions for Federal Pandemic Unemployment Compensation (FPUC)*, issued on June 15, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7785;
- UIPL No. 15-20, Change 1, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Federal Pandemic Unemployment Compensation (FPUC) Program Reporting Instructions and Questions and Answers*, issued on May 9, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3946;
- UIPL No. 15-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Federal Pandemic Unemployment Compensation (FPUC) Program Operating, Financial, and Reporting Instructions*, issued on April 14, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9297;
- UIPL No. 14-20, Change 1, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Questions and Answers*, issued August 12, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3791; and
- UIPL No. 14-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Summary of Key Unemployment Insurance (UI) Provisions and Guidance Regarding Temporary Emergency State Staffing Flexibility*, issued April 2, 2020, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3390.

7. **Attachment(s).**

- **Attachment I:** State Funding Allocations by Program to Support States Participation in ETA Outreach Regarding Ongoing CARES Act Program Activities.
- **Attachment II:** Instructions for Completing the SF-424 for Administrative Funding to Support States' Participation and Correspondence with Federal Partners Regarding Ongoing CARES Act Program Activity.

**State Funding Allocations by Program to Support States Participation in ETA Outreach
Regarding Ongoing CARES Act Program Activities**

State	Pandemic Unemployment Assistance (PUA) Funding Allotment	Pandemic Emergency Unemployment Compensation (PEUC) Funding Allotment	Federal Pandemic Unemployment Compensation (FPUC) Funding Allotment	Mixed Earners Unemployment Compensation (MEUC) Funding Allotment
Alabama	\$20,000	\$15,000	\$15,000	\$10,000
Alaska	\$20,000	\$15,000	\$15,000	\$10,000
Arizona	\$20,000	\$15,000	\$15,000	\$10,000
Arkansas	\$20,000	\$15,000	\$15,000	\$10,000
California	\$20,000	\$15,000	\$15,000	\$10,000
Colorado	\$20,000	\$15,000	\$15,000	\$10,000
Connecticut	\$20,000	\$15,000	\$15,000	\$10,000
Delaware	\$20,000	\$15,000	\$15,000	\$10,000
District of Columbia	\$20,000	\$15,000	\$15,000	\$10,000
Florida	\$20,000	\$15,000	\$15,000	\$10,000
Georgia	\$20,000	\$15,000	\$15,000	\$10,000
Hawaii	\$20,000	\$15,000	\$15,000	\$10,000
Idaho*	\$20,000	\$15,000	\$15,000	-
Illinois	\$20,000	\$15,000	\$15,000	\$10,000
Indiana	\$20,000	\$15,000	\$15,000	\$10,000
Iowa	\$20,000	\$15,000	\$15,000	\$10,000
Kansas	\$20,000	\$15,000	\$15,000	\$10,000
Kentucky	\$20,000	\$15,000	\$15,000	\$10,000
Louisiana	\$20,000	\$15,000	\$15,000	\$10,000
Maine	\$20,000	\$15,000	\$15,000	\$10,000
Maryland	\$20,000	\$15,000	\$15,000	\$10,000
Massachusetts	\$20,000	\$15,000	\$15,000	\$10,000
Michigan	\$20,000	\$15,000	\$15,000	\$10,000
Minnesota	\$20,000	\$15,000	\$15,000	\$10,000
Mississippi	\$20,000	\$15,000	\$15,000	\$10,000
Missouri	\$20,000	\$15,000	\$15,000	\$10,000
Montana	\$20,000	\$15,000	\$15,000	\$10,000
Nebraska	\$20,000	\$15,000	\$15,000	\$10,000

Nevada	\$20,000	\$15,000	\$15,000	\$10,000
New Hampshire	\$20,000	\$15,000	\$15,000	\$10,000
New Jersey	\$20,000	\$15,000	\$15,000	\$10,000
New Mexico	\$20,000	\$15,000	\$15,000	\$10,000
New York	\$20,000	\$15,000	\$15,000	\$10,000
North Carolina	\$20,000	\$15,000	\$15,000	\$10,000
North Dakota	\$20,000	\$15,000	\$15,000	\$10,000
Ohio	\$20,000	\$15,000	\$15,000	\$10,000
Oklahoma	\$20,000	\$15,000	\$15,000	\$10,000
Oregon	\$20,000	\$15,000	\$15,000	\$10,000
Pennsylvania	\$20,000	\$15,000	\$15,000	\$10,000
Puerto Rico	\$20,000	\$15,000	\$15,000	\$10,000
Rhode Island*	\$20,000	\$15,000	\$15,000	-
South Carolina	\$20,000	\$15,000	\$15,000	\$10,000
South Dakota*	\$20,000	\$15,000	\$15,000	-
Tennessee	\$20,000	\$15,000	\$15,000	\$10,000
Texas*	\$20,000	\$15,000	\$15,000	-
Utah	\$20,000	\$15,000	\$15,000	\$10,000
Vermont	\$20,000	\$15,000	\$15,000	\$10,000
Virgin Islands	\$20,000	\$15,000	\$15,000	\$10,000
Virginia	\$20,000	\$15,000	\$15,000	\$10,000
Washington	\$20,000	\$15,000	\$15,000	\$10,000
West Virginia	\$20,000	\$15,000	\$15,000	\$10,000
Wisconsin	\$20,000	\$15,000	\$15,000	\$10,000
Wyoming	\$20,000	\$15,000	\$15,000	\$10,000

* Indicates state did not enter into agreement to operate the MEUC program or canceled the MEUC agreement prior to implementation.

Instructions for Completing the SF-424 for Administrative Funding to Support States' Participation and Correspondence with Federal Partners Regarding Ongoing CARES Act Program Activity

Application for Federal Assistance (SF-424)

Use the current version of the form for submission. Expired forms will not be accepted. SF-424, Expiration Date 12/31/2025, Office of Management and Budget (OMB) Control No. 4040-0004 (Grants.gov). https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf.

Section # 8, APPLICANT INFORMATION:

- **Legal Name:** The legal name must match the name submitted with the System for Award Management (SAM). Please refer to instructions at <https://www.sam.gov/SAM/>.
- **Employer/Tax Identification Number (EIN/TIN):** Input your correct 9-digit EIN and ensure that it is recorded within SAM.
- **Unique Entity Identifier (UEI):** As of April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by the System for Award Management (SAM) at SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. To learn more about SAM's rollout of the UEI, please visit the U.S. General Service Administration, Unique Entity Identifier Update webpage. Before submitting, states must also ensure its registration with SAM.gov is current. (SAM replaced the Central Contractor Registry.) States can find instructions for registering with SAM at <https://sam.gov/content/entity-registration>. An awardee must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, states 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 a rejection of your submission.
- **Address:** Input your complete address including Zipcode+4; Example: 20110-0831. For lookup, use link at https://tools.usps.com/go/ZipLookupAction_input.
- **Organizational Unit:** Input appropriate Department Name and Division Name, if applicable.
- **Name and contact information of person to be contacted on matters involving this application:** Provide complete and accurate contact information including telephone number and email address for the point of contact.

Section # 9, Type of Applicant 1: Select Applicant Type: Input "State Government".

Section # 10, Name of the Federal Agency: Input "Employment and Training Administration".

Section # 11, Catalog of Federal Domestic Assistance Number: Input “17.225”; **CFDA Title:** Input “Unemployment Insurance”.

Section # 12, Funding Opportunity Number and Title:

- Input “UIPL No. 06-23, Administrative Funding to Support States’ Participation and Correspondence with Federal Partners Regarding Ongoing [Relevant Program Name, i.e., PUA, PEUC, FPUC, or MEUC] Activity”.

Section # 13, Competition Identification Number: Leave Blank.

Section # 14, Areas Affected by Project: Input the place of performance for the project implementation; Example “NY” for New York.

Section # 15, Descriptive Title of Applicant’s Project:

- Input “UIPL No. 06-23, Administrative Funding to Support States’ Participation and Correspondence with Federal Partners Regarding Ongoing [Relevant Program Name, i.e., PUA, PEUC, FPUC, or MEUC] Activity”.
- Also, Item #15 of the SF-424 must indicate the estimated amount of Indirect Costs claimed by the recipient, if any. Example: “*Indirect Costs for this award are estimated at \$19,000.*” (A dollar amount must be inserted even if it is \$0).

Section # 16, Congressional Districts of

- a. Applicant: Input the Congressional District of your home office. For lookup, use link at www.house.gov with Zip code + 4.
- b. Program/Project: Input the Congressional District where the project work is performed. If it is the same place as your home office, input the congressional district for your home office. For lookup, use link at www.house.gov with Zipcode+4.

Section # 17, Proposed Project Dates.

- a. Start Date: Input a valid start date for the project (earliest start date will be January 1, 2023).
- b. End Date: Input a valid end date for the project (i.e., September 30, 2023)

Section # 18, Estimated Funding (\$):

Input the applicable funding allotment for each of the programs as listed for your state in Attachment I.

Section #s 19 – 20: Complete as per instructions for Form SF-424.

Section # 21, Authorized Representative: Please select the “I AGREE” check box and provide complete information for your authorized signatory including contact information such as telephone number and email address. If your Authorized Representative has changed from your previous application submission for this program, please include a letter from higher-level leadership authorizing the new signatory for the application submission.

Remember to have the SF-424 signed and dated by the Authorized Representative.