Required Application Elements and Submission Information
Employment Recovery DWG

Per TEGL 09-24, you may submit an application may be submitted following a qualifying layoff event. Your application must include at least the following information.

Required Application Documents and Information

Your application must include all documents and information requested below. If you receive a grant, the activities and policies must comply with WIOA statute and regulations (including DWG regulations at 20 CFR part 687), TEGL 09-24, grant award terms and conditions, and Uniform Guidance (2 CFR parts 200 and 2900).

1. **SF-424**
2. **SF-424A**
3. **Budget Narrative**
4. **Abstract**
5. **Suggested Application Form. Or:**

In lieu of the Suggested Application Form, you may submit the required information in another format. If another format is used, the following **Required Documents and Information** must be included in your application.

Part I: General Application Information

A. Applicant Name and Contact Information
1. Organization Information

Provide the following information:
- The name of the applicant organization.
- And the type of applicant (state, outlying area, WIOA sec. 166-eligible entity, etc).

2. Grant Recipient Primary Point of Contact Information

Provide the name, title, and contact information (phone, email) individual responsible for day-to-day management and oversight of the Employment Recovery DWG.

B. Identification of Qualifying Event
1. Type

Identify the type of qualifying event as described in TEGL 09-24. For each type of qualifying event you must include the required documentation that demonstrates compliance with the requirements for that type, such as a WARN notice or other layoff documentation.

3. "Higher-than-Average Demand for Services by Dislocated Members of the Armed Services" Qualifying Event

If you are submitting an application under the "Higher-than-Average Demand" qualifying event, you must provide additional information to demonstrate that such a qualifying event has

occurred. See TEGL 09-24, Attachment I for information that you must submit to demonstrate that this qualifying event has occurred.

C. Funding & Participants
1. Total Funding Request

Provide the total funding request for the period of performance. The total funding request must reflect the total federal funding request amount listed on the SF-424, line 18a, and the budget (SF-424A) and budget narrative.

2. Estimated Allocation for Employment and Training Activities

Provide the estimated amount of the grant request anticipated to be allocated for employment & training activities including career, training and supportive services and other related costs, in accordance with TEGL 09-24.

Note: If your funding request exceeds ETA's published funding limitations you MUST submit additional justification to address this request.

3. Projected Participant Enrollment

Provide the total number of participants you plan to enroll in your Employment Recovery DWG project.

D. Description of Early Intervention or Rapid Response Efforts

WIOA requires that Rapid Response or other early intervention activities occur prior to an application for an Employment Recovery DWG is submitted. You must provide an overview of those efforts that occurred prior to the submission of your application. Please describe the results of these efforts including any identified career or training needs among the affected employees as part of your determination for your Employment Recovery DWG funding request.

E. Project Start Date and Period of Performance
1. Project Start Date

Identify your requested grant start date, per TEGL 09-24.

2. Period of Performance

Identify your requested period of performance, if *fewer than 36 months*.

Part II: Statement of Work

You must submit a Statement of Work (SOW) as part of an Employment Recovery DWG application. The SOW provides the context for the effects of the qualifying event, explains the planned grant activities and timeline, and lays out the anticipated outcomes for grant participants. Please address the following required information.

A. Project Overview

The Project Overview is a summary of your Employment Recovery DWG project. This brief summary must:

- Provide an overview of the project's scope and priorities.
- Summarize any allowable activities carried out prior to the full award of a grant that will be allocable to the Employment Recovery DWG when awarded.
- Describe the strategies and approaches that will be implemented to, including specific types of training, including work-based learning such as On-the-Job Training, career services such as transitional jobs or internships, or other related activities that may be used where appropriate.
- Describe strategies planned or in place to support the goal of enabling individuals to return to or enter high quality employment as a result of project activities; these strategies might include outreach to potential employers, creating partnerships, or prioritizing employment that includes a living wage and benefits, promotion potential, schedule flexibility, or other factors. And,
- Describe plans to identify, recruit and enroll eligible participants, and describe strategies to address any barriers to participation or employment.

B. Community Needs Assessment

The Community Needs Assessment provides information on the impacts of the qualifying emergency or disaster event on the areas covered by the declaration, and the kinds of disaster-relief employment (if applicable) will be created to respond to or mitigate the impacts. It also provides information on the kinds of employment and training needs in the areas covered by the qualifying declaration. Please address the following elements of the Community Needs Assessment, as appropriate.

1. Impacts of the Qualifying Event on the Proposed Service Area

Provide a brief description of the declared disaster's impact on the proposed project service area. This description must include a brief description of the effects qualifying layoff event and its associated impacts on the proposed project service area. This description must address:

- The qualifying event, including dates, duration, or other relevant information.
- The secondary or other related layoffs that have or are expected to result from the qualifying layoff event.
- Other associated challenges such as increased unemployment, other major layoff events, or other factors facing the area covered by the grant that may impact the availability of formula dislocated worker funds. And,
- Any other information that may support your request for an Employment Recovery DWG.

2. Employment & Training Priorities

Provide a brief overview of the economic situation within the communities to be included in the project. You may include information such as:

- Unemployment rates, poverty rates, and educational attainment data
- The workforce needs in the project service area, identifying any barriers to employment

- Employment opportunities, high growth industries, or priority occupations within the project service area

3. Description of Employment & Training Activities

Disaster Recovery DWG projects may provide employment and training activities to participants, regardless of an individual's participation in disaster-relief employment **(Reference).** (*Note: Participants may be enrolled in disaster-relief employment, employment and training activities. Applicants may enroll participants in employment and training activities as appropriate throughout the life of the grant, even if these were not requested in the application.*)

If you anticipate providing employment and training activities through this grant, please describe:

- How the specific needs of each participant will be determined
- The strategies planned or in place to allow participants to obtain unsubsidized, sustainable, and quality employment following the conclusion of grant-supported activities
- The goals for successful placement of participants in employment post-award. These goals might prioritize employment that includes a living wage and benefits, promotion potential, workplace flexibility, or other factors as described by the applicant
- Any other information that supports the successful implementation of employment and training activities

Part III: Project Timeline

A. Timeline

You must submit a project timeline that reflects the major proposed goals and objectives over the period of performance of the project. Please include start and completion dates for activities as appropriate.

Part IV: Required Attachment

A. Abstract

Applicants must include an abstract with a full application. The abstract should not exceed two pages and *must* include at least the following information:

- A summary of the impacts of the qualifying emergency or disaster event, including the areas covered by the declaration
- An overview of the activities that are likely to be included in the grant, including disaster-relief employment that is likely to be created, as well as any employment & training activities that may be delivered, as applicable
- A description of the types of participants to be enrolled
- A list of the project operators or subrecipients likely under the grant, and a summary of the kinds of activities they will carry out
- Any deliverables or expected outcomes