

Disaster Recovery DWG Application Required Application Elements and Instructions

I. Emergency Application: Required Submission Information

You may submit an emergency application for a Disaster Recovery DWG when both of the following criteria are met:

1. When a declaration of a qualifying disaster by FEMA or other Federal agency having jurisdiction over the disaster is made within 45 business days of the date of the emergency or disaster event; and
2. An emergency application is submitted not more than 15 business days after the qualifying declaration.

You must include the following forms and information in your emergency application submission.

A. SF-424

The Application for Federal Assistance SF-424 form, version 4.0, is located on GRANTS.gov.

Note: Applicant information provided on the SF-424 must match with the SAM registration, including the Applicant Legal Name, Address, nine-digit zip code, employer identification number (EIN), and UEI.

B. Cover Letter

You must submit a cover letter that includes at least the following information.

- a. The qualifying declaration (a citation, attachment, reference number, link).
- b. A brief description of the impacts of the qualifying emergency or disaster event on the communities covered by the declaration.
- c. If the qualifying declaration is issued by a Federal agency *other than* FEMA, you must attest that the emergency or disaster event may cause 50 or more layoffs, and ensure that you retain documentation of such potential layoffs in your files. (You may submit documentation of potential layoffs caused by the qualifying event, but you are not required to do so.)
- d. A list of the communities to be included in the grant.
- e. If known, job titles and job descriptions for any disaster-relief employment that may begin prior to submission of the full application.

Per TEGL 09-24, ETA will award no more than \$1 million following approval of an emergency application; your SF-424 must indicate no more than a \$1 million Federal Funding Request.

II. Full Application: Required Submission Information

Per TEGL 09-24, a full application may be submitted following a qualifying emergency or disaster declaration. If you submit an emergency application, a full application is due within 60 business days of receipt of the initial award. The full application must include at least the following information.

Application Requirements

Applications 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).

- **SF-424**
- **SF-424A**
- **Budget Narrative**
- **Abstract**
- **One of either:**
 - **The 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

Applicant Information

1. Organization Information

Provide the name of the applicant organization, and the type of applicant (state, outlying area, Indian tribal governments as defined by the Robert T. Stafford Disaster Relief and Emergency Assistance Act).

2. Grant Recipient Contact Information

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

Identification of Qualifying Event

1. Type

Identify the type of qualifying event as described in TEGL 09-24.

2. Declaration Information

Include qualifying declaration number or copy of relevant declaration.

3. Potential Layoffs

For applications for an Emergency or Disaster of National Significance **ONLY**, affirm that documentation exists to demonstrate potential loss of at least 50 jobs as a result of the qualifying emergency or disaster.

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.

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

Emergency Management Agency Coordination

Provide the name and agency of a state emergency management agency, or FEMA, contact with whom the grant recipient has, or will, coordinate to plan activities and avoid duplication of efforts.

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 a Disaster 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.

Project Overview

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

- Provide an overview of the project's scope and priorities
- Describe plans to identify, recruit and enroll eligible participants
- Summarize any allowable activities carried out prior to the full award of a grant (please include activities that will be allocable to the Disaster Recovery DWG when awarded, or which were funded by an emergency award for a Disaster Recovery DWG)
- Address any additional activities planned to be carried out following the receipt of the full award, as described in TEGL 09-24
- Include any additional information that helps tell the story of how your grant will operate and support economic and employment recovery in the impacted areas

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 description of the qualifying event, including dates, duration, or other relevant information
- The impacts of the event on the residents, businesses, and communities covered by the qualifying declaration
- The kinds of physical damage or destruction caused by the qualifying event
- The types of humanitarian assistance needs created by the qualifying event and its impacts on the affected communities
- Any other information that will support the types of disaster-relief employment you intend to create under this grant

Please Note: For emergencies or disaster situations of national significance declared by Federal agencies other than FEMA, an application must include information demonstrating the projected level of job loss in the disaster area.

2. Description of Disaster-Relief Employment Needs

The description of disaster-relief employment needs must briefly address:

- The cleanup and recovery, as well as humanitarian assistance, needs resulting from the disaster, and how these needs were identified
- Any coordination activities that occurred with the appropriate organizations such as state emergency management agencies, to avoid duplication of activities and appropriately respond to the affected community's needs after the disaster. If such coordination has not yet occurred, describe anticipated coordination efforts as required by TEGL 09-24.

3. Proposed Disaster-Relief Employment to Address Identified Needs

Describe the disaster-relief employment positions to be created under the grant. Include the job title, brief position description, and a description of how each position will address the needs resulting from the disaster as described above. You must demonstrate that any disaster-relief employment to be created under a Disaster Recovery DWG will be designed or intended to mitigate the humanitarian, physical, or economic impacts of the disaster.

4. **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

5. **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.

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

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.

Part III: Projected Enrollments & Costs

You must provide estimates for enrollments and expenditures for the grant period. ETA uses these projections understand your anticipated costs and project plans, and to provide technical assistance if necessary.

Projected Enrollment Breakdown: Type of Activities

Provide the *estimated* enrollment projections for the grant in each of the categories listed below. (Per TEGL 09-24, grant recipients are not held to the projected enrollments by category below; the total planned participant number is the only participant projection that recipients will be held to. Note: Grant recipients may enroll participants in either or both categories of activities as necessary, whether or not such participation was indicated in this application.)

1. **Total Number of Planned Participants**

Note that this number should align with the planned participant total provided above in this application.

2. Receive Disaster-Relief Employment

Of the total number of participants, how many are anticipated to **ONLY** receive disaster-relief employment services?

3. Receive Employment & Training Services

Of the total number of participants, how many are anticipated to **ONLY** receive employment and training services?

4. Receive BOTH

Of the total number of participants who will receive employment and training services, how many are anticipated to **ALSO** engage in disaster-relief employment?

Projected Costs: Disaster-Relief Employment Activities

Provide estimated overall costs of disaster-relief employment activities. Note: The estimated *total* costs of disaster-relief employment activities include disaster-relief employment including wages, benefits, supplies, and other costs. Disaster-relief employment activities costs must align with participant wage limitations and other requirements under WIOA and TEGl 09-24.

Projected Costs: Disaster-Relief Employment Positions

For each job type to be included in the grant, provide the AVERAGE hourly wage for that position. Positions that are included under more than one subrecipient or Disaster Relief Employer, where wages may vary, should still be averaged into a single wage.

Projected Expenditures: Employment & Training Activities

Provide the *estimated total* 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)

III. Project Timeline

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.

IV. Required Attachment

Abstract

You must include an abstract as an attachment to your application submission. The abstract should not exceed two pages and **must** include at least the following information:

- A summary of the impacts of the qualifying event for a Disaster Recovery DWG.

- An overview of the activities that are likely to be included in the grant, including disaster-relief employment that is likely to be created, and any employment & training activities that may be delivered, as applicable to the type of grant you are submitting.
- A description of the types of participants to be enrolled in grant-funded services.
- 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.