

UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT AND ELIGIBILITY ASSESSMENT (REA) PROPOSAL OUTLINE FOR FIRST YEAR UI REA GRANTS

1. **UI REA Grant Project Summary.** States applying for a UI REA grant for the first time must use this outline to develop their proposal to implement the UI REA program. All proposals must include an abstract of the UI REA grant proposal containing the elements described in Attachment B, *Elements of an Unemployment Insurance (UI) Reemployment and Eligibility Assessment (REA) Grant Proposal Abstract*. Proposals should include only the information required in this outline. Additional narrative is not needed and does not help or enhance the state's proposal.

2. **Project Costs.** Proposals must include a description of all proposed expenditures and a projected schedule for significant project activities. The costs should be identified separately as start-up costs and projected costs for 1 year of operation. The expenditures for the start-up activities are part of the grant and are subject to its rules. Start-up costs include the costs of staff training, program implementation, automation costs related to the delivery and record keeping necessary for the UI REA program, and the costs of completing the ETA 9128 and the ETA 9129 (OMB approval No. 1205-0353). ETA will not fund any proposal until the state has provided all of the required cost information to support its proposed expenditures.
 - A. **Fixed Minimum Costs:** The proposal should include fixed minimum costs. As a part of the fixed minimum costs, the proposal should describe the costs to implement the UI REA program and to conduct the first 10,000 REAs. States may propose to conduct fewer than 10,000 assessments and should calculate costs accordingly. Fixed costs should also include the projected costs for programming the ETA 9128 and ETA 9129 reports as a one-time cost. Reporting instructions can be found in Employment and Training (ET) Handbook No. 401, 4th Edition, and edits for these two reports can be found in ET Handbook No. 402, 5th Edition. These instructions should assist in determining the approximate programming time needed to develop these required reports. The costs for programming these reports should be clearly identified in the project costs.

Incremental Costs: States should provide the number of REAs that they propose to conduct. If the state proposes to conduct more than 10,000 UI REAs, the proposal should also include incremental costs. These costs should be expressed as costs per 10,000 UI REAs or if the state is proposing to conduct fewer than 10,000 REAs the proposal should include the cost per REA. States that do not wish to perform more than 10,000 UI REAs do not need to submit this information. Incremental costs for additional REAs in excess of 10,000 consist of costs related to conducting the UI REA rather than costs such as development of management information systems. Regardless of the total number of proposed UI REAs, states should ensure that costs are provided in increments of 10,000 UI REAs or less. It may be possible to fund a partial increase above the base of 10,000 but not possible to fund a very large increase in the number of UI REAs. For example, a state proposing to schedule 40,000 UI REAs in Fiscal Year 2014 must provide costs associated with providing 10,000, 20,000, 30,000 and 40,000 UI REAs.

B. Initial and Subsequent UI REAs: The total projected number of individual initial and subsequent (if any) UI REAs should be provided along with the projected cost for each type of UI REA. In addition, states should provide the number of projected UI REAs for which the claimant does not report along with the cost of rescheduling the UI REA. Claimants who do not report as scheduled must be referred to adjudication. They may also be rescheduled for a UI REA if the state chooses to do so. Rescheduling is not required.

3. Scoring Elements. The following elements are used to score the proposal. Scoring will be based on how well the elements listed below are addressed (i.e., information should clear, thorough, and relevant). Proposals must have a score of 80 points or more to be recommended for funding. Therefore, each element is important and should be addressed fully in the proposal. Proposals should use the following format.

A. Project Costs (15 percent of total score):

a. Staff Costs. The proposal must identify both state staffing needs and any contract staff needs. Staff needs should include the type of position, the expected number of staff hours, and the projected hourly cost. Staff cost estimates should reflect only actual hours to be worked on the REA program. Staff may be assigned to work part-time on the UI REA program, thus charging only the applicable hours to the UI REA grant. Staff costs for new UI REA programs may include costs to conduct the UI REA, costs for staff training, and costs for development of procedures. States should identify all staff costs for developing UI REA reports and programming requirements separate from the costs for providing UI REAs to claimants. Costs for administering the program may include management hours attributed directly to the REA program including UI staff as appropriate. States should include information in the following format for all staff requests.

Position Title	# Hours	Cost Per Hour	Total Cost
UI REA Interviewer	120	\$50	\$6,000

States must charge all staff time used for the UI REA program to a UI REA project code. Both management and other staff may be working on the UI REA program on a part-time basis while assuming other duties. Only the portion of work that accrues to the UI REA initiative may be funded under this grant. Thus, the proposal should identify only the project time that will be devoted solely to the UI REA project for all staff hours for which funding is requested.

If contract staff is requested, documentation should include the type of position, estimated contract staff hours, anticipated costs per hour, and total cost.

b. Other. The proposal may include costs for other activities and/or equipment not identified above. Each cost should be broken down to the specific cost item with a description of each cost and the associated costs for each item requested. All costs must be related to providing UI REAs to claimants.

- c. **Total Costs.** The proposal must include the total funding request. Spreadsheets used to calculate and total these costs must be included.

B. Project Design (45 percent of total score): The description of the UI REA program should address the processes that will be put in place to ensure that all core components described in the guidelines of this UIPL are met. Proposals should include a brief narrative that addresses each of the following project design elements.

- a. A description of the collaborative process used to develop the UI REA design and/or to adapt the design to meet the new requirements and the types of partners engaged.
- b. The geographic locations where the UI REA program will be implemented.
- c. The proposal should identify the target group for the UI REA program. For example, states have tried various methods, including focusing on those claimants more likely to exhaust their benefits, focusing on claimants with a lower profiling score who might be likely to return to work more quickly, and focusing on claimants who have job skills that are in high demand. In deciding which population to target with the UI REA program states should reflect on the two goals of the UI REA program, which are to help claimants return to work quickly, thus reducing Trust Fund expenditures and to reduce improper payments.
- d. The point(s) in time in the claims series when claimants will be notified of their scheduled UI REA(s).
- e. A description of whether the state will conduct single or multiple UI REAs for individual claimants. If multiple UI REAs are conducted for claimants, provide the projected schedule and the number of UI REAs the state anticipates scheduling for each claimant who remains unemployed.
- f. An explanation of how claimants from the target group will be assigned to the UI REA treatment group and how they will be assigned to the comparison group. The state should strive for random assignment to the comparison group to provide an automated means of determining the success of the UI REA program.
- g. A description of how the various UI REA components will be staffed. This should include a description of how UI staff expertise will be included in the management team. States should ensure that proposed staffing arrangements have been agreed upon by all parties before submitting the UI REA proposal.
- h. A description of how the state will leverage UI REA funds with funding under the Workforce Investment Act (WIA), Wagner-Peyser, and other programs to better serve the UI claimants.
- i. An explanation of how American Job Centers (AJCs) will provide the services identified in the Guidelines section (Section 5 of this UIPL), to identify reemployment needs, orientation to help claimants access self-service core services offered through the AJC (including labor market and career information), ensure

registration in the state's job bank, make other referrals to AJC services, and support the development of the claimant's reemployment plan.

- j.** A copy of the agreement or Memorandum of Understanding (MOU) must be submitted with the implementation proposal (this applies to first year states). In the event that the MOU is under development and has not yet been finalized, states should provide the anticipated date of completion and should submit a copy of the MOU soon after that date. The requirements for MOUs are discussed in more detail in paragraph 4 below.
- k.** A description of how staff will be trained to identify eligibility issues and how these issues will be referred to UI adjudication staff.
- l.** A description of how eligibility assessments will be structured.
- m.** A description of the proposed individual reemployment plan, including the elements of the plan and the arrangements for completing the plan (i.e., the claimant will complete a form which will be reviewed and revised as necessary during the REA interview).
- n.** A description of how information will be shared among UI, Wagner-Peyser, and WIA staff and workforce staff and how the work search plan and related activities will be documented.
- o.** A description of the processes that will make up the feedback loop to provide information to the UI program staff, as appropriate, about the results of referrals to reemployment services, issues that arise during the eligibility review interview, and/or any failure to report for the REA.

In addition, states must provide brief answers to the elements below. This information will be shared with states seeking assistance to implement or change a UI REA project. It will also be used to provide information, as needed, for UI management staff. The information will be compiled and will be available to all states. This information is not used for scoring purposes and an extensive narrative is not needed.

Identify which staff will conduct each of the UI REA key components on the initial UI REA, whether each element of the UI REA will be conducted on an individual basis or in a group setting, and the average time required for each activity. Both the eligibility review and the development of an individual reemployment plan must be provided on a one-on-one basis. Claimants may be provided forms in a group setting which they will discuss with staff one on one after completion. States must identify the program office in which the staff works such as UI, Employment Service (ES), or other. Any additional activities should be included in the table. The sum of the average time for each activity below should be equal to the time for the complete initial UI REA.

Initial REAs

Activity	Staff	Individual/ Group	Average Time
Eligibility Review			
Labor Market Information			
Individual Reemployment Plan			
Orientation			
Referral to Reemployment Services			

States planning to conduct multiple UI REAs for individual claimants should provide the activities, type of staff involved, whether an individual or group service(s) and the average time for a subsequent UI REA(s). States should identify the program office in which the staff works such as UI, ES, or other. Any additional activities should be included in the table. The sum of the average time for each activity below should be equal to the time needed to complete a subsequent UI REA.

Subsequent REAs

Activity	Staff	Individual or Group	Check if by Telephone	Average Time
Eligibility Review				
Labor Market Information				
Individual Service Plan				
Orientation				
Referral to Reemployment Services				

C. Performance Accountability and Reporting (15 percent of total score): The proposal should identify areas in which UI program performance is expected to improve as a result of the UI REA program, such as increasing the numbers of UI claimants receiving workforce services, improved employment outcomes, reductions in average benefit duration, and reductions in improper payments. The proposal should also explain how expected performance improvements will be measured. In addition, the narrative should contain an affirmation that the state will comply with the UI REA reporting requirements as described in section 7 of this Unemployment Insurance Program Letter (See Handbook No. 401, 4th Edition).

D. Estimated Time and Cost for Each Assessment (15 percent of total score): The proposal must include an estimate of the time and the cost requirements for each UI REA. The total time funded for an individual UI REA cannot exceed two hours. If appropriate, varying levels of service may be specified in conjunction with varying costs, e.g., it may cost less to serve claimants who are determined to be "job ready." Enough information should be provided to explain how the state determined the projected staff costs and projected staff time for the various components of the assessment that were used to determine the maximum number of UI REAs that could be accomplished based upon the grant amount requested.

E. Project Timeline (10 percent of total score): A timeline of the project must be included that identifies significant milestones in implementing the program, including project design, and any staff training. The timeline should include a projected date for completion of programming the selection of participants and tracking of participants. It should also include the projected completion date of the UI REA required reports (the ETA 9128 and the ETA 9129), and the date that the first UI REAs will be offered. Scoring will be based upon the thoroughness of the timeline provided by the state.

4. Collaboration with Service Providers. UI and appropriate service providers who partner with UI for the UI REA program must develop an agreement or MOU. This ensures that the necessary partners commit to providing reemployment services as required by the grant. The MOU must include a commitment of the staff necessary to perform the REA tasks. States must submit a copy of the agreement or MOU. If the agreement/MOU has not been finalized, the state must provide the estimated date of submission. The agreement or MOU must contain:

- Names of all parties to the agreement;
- A brief description of the collaborative process jointly developed;
- Identification of the types of staff responsible for providing the specific services;
- Description(s) of how feedback will be provided; and
- Description(s) of the role of the service providers.

F. Supporting Materials: States may attach additional materials that will support the proposal.