

UI REA PROPOSAL OUTLINE FOR SUBSEQUENT YEAR REA GRANTS

1. **UI REA Grant Proposal.** The format below must be used for the UI REA grant proposal by states that have received an REA grant(s) in the past. The State Workforce Agency's (SWA's) submission of a grant proposal means it agrees to participate in a U.S. Department of Labor study of the effectiveness of the UI REA initiative. Each project should include a contact name, telephone number, and e-mail address for the REA program manager.
  
2. **Expenditures and Schedule.** All proposals must include projected costs at the level of 10,000 REAs or lower, and at any higher level if the state proposes to complete more than 10,000 REAs. This requirement applies also to states that completed more than 10,000 REAs in FY 2006. Proposals must include a description of proposed expenditures and a projected schedule for significant project activities. Any proposed expenditures that do not address all of the required information will be deducted from the grant allocation.
  
3. **Required Information.** The SBR should fully address the items listed below, using the following format:
  - a. **Project Costs.** The proposal should include both fixed minimum costs and incremental costs which, if funded, would allow the state to expand the project to serve a larger number of claimants.
    - I. **Fixed Minimum Costs.** The proposal should describe the costs to continue the UI REA program and conduct the first 10,000 assessments. This should include staff costs, contract staff costs, and the costs of any equipment needs. Costs may include activities such as gathering the required management information as well as delivering the services to claimants.
  
    - II. **Incremental Costs.** The proposal should also provide costs per 10,000 assessments. States that do not wish to perform more than 10,000 assessments may omit this information. Incremental costs will likely consist primarily of costs related to service delivery (i.e., conducting the REA).
  
    - III. **Staff Needs.** The proposal should identify both SWA staff needs (in excess of base staff) and any contract staff needs. Staff needs should include the type of position, the expected number of staff hours, and the projected hourly cost. States should identify staff costs for developing and programming REA reports separate from the costs for conducting the REAs. SWAs should include information in the following format for all staff requests.

<b>Position Title</b>	<b># Hours</b>	<b>Cost Per Hour</b>	<b>Total Cost</b>
Claims Adjudicator	120	\$50	\$6,000

Any staff costs must be for staff in excess of staff funded by the SWAs base grant. When staff is assigned to the UI REA grant project and the vacated position is backfilled by another individual who is not funded under the base grant, this results in the addition of a second staff member. In this case, the cost of the UI REA grant staff activities can be funded as the backfilled position incurs the base staff funding. Costs incurred by SWA staff assigned to the project on a temporary basis cannot be funded by the UI REA grant unless additional costs are incurred.

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

4. Other. 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.
- b. Project Design. States should review their previously approved REA proposals and describe any changes that the state would like to implement based upon a second year of REA experience. The state's prior proposal should have included answers to the following questions addressing the interaction between UI and One-Stop Career Center staff providing UI REA services. If any changes to the state's REA program are anticipated, states must explain these changes.
- How will beneficiaries be selected for the assessments?
  - What are the proposed staffing arrangements for assessments at the One-Stop Career Center (e.g., assessments will be performed by UI staff, "contracted" staff or others)?
  - How will beneficiaries be referred to reemployment services and/or to UI adjudication staff, as appropriate?
  - How will assessments be structured? Describe how the beneficiaries will participate.
  - How will information be shared among UI and other parties and how will the work search/service plans and activities be documented? For example, if service plans are developed, what will they include and what will be the beneficiaries' responsibilities? If service plans are not developed, how will information be documented?
  - What feedback loop will provide information to the UI program about the results of referrals to reemployment services?
  - Describe any additional factors not covered in this list that will be a part of the project.

For changes that were made and agreed to as a part of the FY 2006 grant agreement, states should submit a copy of the last modification. If no changes were made, states do not need to submit this information.

- c. Management Information. An activity report and an outcomes report will be required from states participating in the REA program. The outcomes report will address both REA participants and the comparison group. Reporting instructions can be found in ET Handbook No. 401.
- d. Performance Improvements. The proposal may identify the areas in which UI program performance improved through implementation of the REA initiative although this information is not required. For example, if the SWA has information to show that the assessments led to a reduction in overpayments or benefit durations, or resulted in speedier reemployment, this information should be included in the narrative. If the SWA conducted a study of the unmet service needs of this beneficiary population, these findings may be included. States applying for a subsequent year REA are not required to address performance improvements but are encouraged to share any finding that could be useful to other states.
- e. Estimated Time and Cost for Each Assessment. Sufficient information should be provided to illustrate how the SWA determined the projected staff costs and projected staff time needed for the various components of the assessment. If a state changes the time and cost estimates for each REA from estimates provided in its 2006 proposal, it must provide an explanation for the change(s). If appropriate, varying levels of service may be specified in conjunction with varying costs, e.g., beneficiaries who are determined to be "job ready" may cost less to serve.