

<b>EMPLOYMENT AND TRAINING ADMINISTRATION</b> <b>ADVISORY SYSTEM</b> <b>U.S. DEPARTMENT OF LABOR</b> <b>Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Unemployment Insurance
	<b>CORRESPONDENCE SYMBOL</b> OUI/DPM
	<b>DATE</b> August 26, 2024

**ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 17-24**

**TO:** STATE WORKFORCE AGENCIES

**FROM:** JOSÉ JAVIER RODRÍGUEZ   
Assistant Secretary

**SUBJECT:** Supplemental Budget Request (SBR) Opportunity for Additional Administrative Funding to Support States’ Ongoing Administrative Activities Associated with Certain Coronavirus Aid, Relief, and Economic Security (CARES) Act Unemployment Compensation (UC) Programs

1. **Purpose.** This Unemployment Insurance Program Letter (UIPL) announces the availability of additional funding to cover ongoing administrative costs related to reporting, data retention, audit-related and oversight activities, efforts to detect, establish and recover overpayments, and financial reconciliation efforts associated with the Pandemic Unemployment Assistance (PUA), Pandemic Emergency Unemployment Compensation (PEUC), and Federal Pandemic Unemployment Compensation (FPUC) programs and the provisions of Section 2105 of the CARES Act for Temporary Full Federal Funding of the First week of Compensable Regular Unemployment for States with No Waiting Week (Section 2105).

2. **Action Requested.** The U.S. Department of Labor’s (Department) Employment and Training Administration (ETA) requests that State Workforce Agency Administrators:

- Review the four funding opportunities as described in Section 4 of this UIPL for PUA, PEUC, FPUC, and Section 2105 administrative funding to determine if the state will apply for some or all of the opportunities.
- Coordinate with appropriate state staff to complete the required SBR Application (Attachment III of this UIPL) and SF-424 (OMB Approval No. 4040-0004) separately for each of the funding opportunities of interest. These forms must be submitted to [www.grants.gov](http://www.grants.gov) **no later than close of business on September 25, 2024.**

3. **Summary and Background.**

- a. Summary – This UIPL provides additional administrative funding opportunities for states as they continue to conduct activities associated with certain expired CARES Act UC programs. These funding opportunities are provided in accordance with the “Agreement Implementing the Relief for Workers Affected by Coronavirus Act” (Agreement) that

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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states signed with the Secretary of Labor (Secretary) to administer the CARES Act UC programs. States must administer these programs in accordance with the CARES Act, as amended, and guidance and operating instructions provided by the Department, including the requirement that states provide required reports and properly allocate costs across UC programs.

Section 4. of this UIPL describes the availability of up to \$182.38 million in administrative funding for states to assist with reporting, data retention, audit-related and oversight activities, detecting, establishing, and recovering overpayments, and financial reconciliation efforts. This amount includes up to \$103 million for PUA, \$25 million for PEUC, \$51.2 million for FPUC, and \$3.18 million for Section 2105 of the CARES Act. As noted in Section 4.c. of UIPL No. 07-24, the amounts awarded for these administrative grant funds are subject to sequestration. Sections 4.a.iii, 4.b.iii., 4.c.iii., and 4.d.iii. of this UIPL provide additional information on how the funding opportunities may be used.

- 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. 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.

All states signed an Agreement with the Secretary in March 2020 to administer the PUA, FPUC, and PEUC programs. The Agreement incorporates amendments to the CARES Act made by the Continued Assistance Act and ARPA. The CARES Act UC programs expired on September 6, 2021, though some states chose to end participation in some or all of these programs earlier. Per the Agreement, states must continue to process and pay benefits to eligible individuals under the CARES Act UC programs for all weeks of unemployment ending on or before the date of the Agreement termination or program expiration (whichever comes first). In addition, states must also continue efforts to report on program activities, retain claims data, detect and recover overpayments, address ongoing audits and unresolved findings, and reconcile financial activities associated with these programs (see UIPL No. 14-21, Change 1).

States will continue to receive administrative funding based on additional workload activities reported through the relevant workload reports (as noted in Section 4.b. of UIPL No. 28-20, Change 4). Additionally, the Department recognizes that as funding generating workload activities associated with these programs continue to decline, workload-generated administrative funding may not be sufficient to cover the costs associated with all administrative activities of these expired programs. Therefore, the Department is making these additional funding opportunities available to states to address these additional costs.

4. **Guidance.** States may apply for any or all of the opportunities described below. Each funding opportunity available under this UIPL includes, by program, the amount of funding available to states, the allowable uses of this funding, the available period of performance for each funding opportunity, application instructions, and states' reporting requirements related to these opportunities.

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 expenses should be prorated where necessary to ensure effective application of the funding across efforts related to each program.

Additionally, states are reminded that within the context of administering these CARES Act programs, they must disclose all information to DOL-OIG for the purposes of investigating UC fraud and for audit of UC programs (see Section 5 of UIPL No. 04-17, Change 1).

- a. **PUA:** The Department is making available up to \$103 million in supplemental administrative funding to states in support of ongoing PUA program activities.
- i. *Methodology for Distribution.* Similar to previous SBR opportunities, the Department is using a standard distribution of funding based on state size to determine each state's share for this funding opportunity. The methodology for state funding levels is based on the size of UI covered employment for the four quarters in Calendar Year 2022 as reported on the ES 202 (Employment, Wages, and Contributions). States are assigned to four size groups as follows:
- Small (size classification 1): covered employment under 1 million employees;
  - Medium (size classification 2): covered employment between 1 million and 2 million employees;
  - Large (size classification 3): covered employment between 2 million and 7 million employees; or
  - Extra Large (size classification 4): covered employment over 7 million employees.

Recognizing that the Pacific Territories and Freely Associated States also have ongoing administrative costs associated with the PUA program and which may not be as easily repurposed to or from a continuing UI system as outstanding issues are resolved, the funding level under this opportunity for the Pacific Territories and Freely Associated States has been set at a flat rate of \$500,000.

- ii. *Application of Sequestration.* As noted in Section 4.c. of UIPL 07-24, the amounts awarded for these administrative grant funds are subject to sequestration. As a result, the final amounts awarded to states will reflect a 5.7 percent sequestration reduction from the amount identified in Attachment I of this UIPL.

- iii. *Allowable Use of Funds.* Section 2102(f) of the CARES Act, as amended, provides for the payment of any additional administrative expenses, as determined by the Secretary, incurred by states to operate the PUA program pursuant to the Agreement. Under this SBR opportunity, states are permitted to use this funding for a broad array of ongoing administrative costs associated with the PUA program. These allowable uses include, but are not limited to, activities associated with the following operational areas:
- Ongoing program integrity efforts to include addressing any lingering appeals or findings from ETA monitoring associated with the proper payment of benefits; efforts to detect, establish, and recover overpayments including the reconciliation and return of recovered funds; and other claim or payment resolution actions. These activities may include the pursuit of civil and/or criminal investigations related to fraudulent claims and states' overpayment collection activities associated with PUA benefits.
  - Ongoing data integrity, retention, and reporting activities, including efforts to address outstanding PUA reporting issues and funding reconciliation involving PUA benefits. Particular attention should be paid to reporting involving overpayment detection and recovery efforts and financial reporting activity associated with the ETA 2112 UI Financial Transaction Summary Report and other funding reconciliation efforts involving PUA benefits.
  - Audit-related and oversight-related activities such as time and resources dedicated to coordinating, investigating, and responding to various requests from the Office of Inspector General (OIG), the Government Accountability Office (GAO), and state auditors, and responding to and addressing ETA regional and/or national office outreach or findings, including operation findings and issues related to financial and reporting activities related to the PUA program.
- iv. *Period of Performance.* In recognition of states' current and ongoing administrative activities covered under the use cases for this funding opportunity, the period of performance for this award begins July 1, 2024, and ends September 30, 2025, unless otherwise specified or modified.
- v. *Application Instructions:* To apply for this funding opportunity, states are required to submit an SBR application (see Attachment III of this UIPL) providing a brief narrative on the anticipated use of these funds. In addition, states must submit an SF-424 form (OMB No. 4040-0004), available through grants.gov at the following URL [https://apply07.grants.gov/apply/forms/sample/SF424\\_4\\_0-V4.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf), for the full amount of the funding being requested. The amount requested may be up to the level allotted for the state in Attachment I of this UIPL. Attachment II of this UIPL provides additional information on completing and submitting the SF-424. States must input the UIPL number and grant name as "UIPL No. 17-24 PUA Administration Funding". State applications for this

funding opportunity via SBR application and SF-424 submission must be received **no later than close of business on September 25, 2024**, via [www.grants.gov](http://www.grants.gov).

This grant is subject to the requirements of 2 CFR Parts 200 and 2900.

- vi. *Reporting Requirements.* States must provide a Quarterly Financial Report (ETA 9130) containing updates on the use of these funds. In an effort to minimize burden from additional reporting requirements under each of the new grant opportunities outlined in this UIPL, ETA is consolidating the narrative progress reporting that would typically be provided through the ETA 9178 report into the ETA 9130 report. As a result, states must provide a brief narrative update on the operational progress associated with the underlying grant funding in the Remarks section (Box 12) of the ETA 9130 report. ETA will use the narrative information provided in the ETA 9130 report to monitor state activities and ensure funding use is consistent with the effective and efficient administration of the PUA program. See Attachment IV for additional information on reporting requirements for the ETA 9130 report. The ETA 9130 report, including narrative updates, will be required for the remaining duration after award of the period of performance for this opportunity.
- b. **PEUC:** The Department is making available up to \$25 million in administrative funding to states in support of ongoing PEUC program activities.
- i. *Methodology for Distribution.* Similar to previous SBR opportunities, the Department is using a standard distribution of funding based on state size to determine each state's share for this funding opportunity. The methodology for state funding levels is based on the size of UI covered employment for the four quarters in Calendar Year 2022 as reported on the ES 202 (Employment, Wages, and Contributions). States are assigned to four size groups as follows:
    - Small (size classification 1): covered employment under 1 million employees;
    - Medium (size classification 2): covered employment between 1 million and 2 million employees;
    - Large (size classification 3): covered employment between 2 million and 7 million employees; or
    - Extra Large (size classification 4): covered employment over 7 million employees.

The Pacific Territories and Freely Associated States did not operate the PEUC program and therefore are ineligible for this funding opportunity.

- ii. *Application of Sequestration.* As noted in Section 4.c. of UIPL 07-24, the amounts awarded for these administrative grant funds are subject to sequestration. As a result, the final amounts awarded to states will reflect a 5.7 percent sequestration reduction from the amount identified in Attachment I of this UIPL.

- iii. *Allowable Use of Funds.* Section 2107(d) of the CARES Act, as amended, provides for the payment of any additional administrative expenses, as determined by the Secretary, incurred by states to operate the PEUC program pursuant to the Agreement. Under this SBR opportunity, states are permitted to use this funding for a broad array of ongoing administrative costs associated with the PEUC program. These allowable uses include, but are not limited to, activities associated with the following operational areas:
- Ongoing program integrity efforts to include addressing any lingering appeals or findings from ETA monitoring associated with the proper payment of benefits; efforts to detect, establish, and recover overpayments, including the reconciliation and return of recovered funds; and other claim or payment resolution actions. These activities may include the pursuit of civil and/or criminal investigations related to fraudulent claims and states' overpayment collection activities associated with PEUC benefits.
  - Ongoing data integrity, retention, and reporting activities, including efforts to address outstanding PEUC reporting issues and funding reconciliation involving PEUC benefits. Particular attention should be paid to reporting involving overpayment detection and recovery efforts and financial reporting activity associated with the ETA 2112 UI Financial Transaction Summary Report and other funding reconciliation efforts involving PEUC benefits.
  - Audit-related and oversight-related activities such as time and resources dedicated to coordinating, investigating, and responding to various requests from the OIG, GAO, and state auditors, and responding to and addressing ETA regional and national office oversight outreach or findings and issues related to financial and reporting activities related to the PEUC program.
- iv. *Period of Performance.* In recognition of states' current and ongoing administrative activities covered under the use cases for this funding opportunity, the period of performance for this award begins July 1, 2024, and ends September 30, 2025, unless otherwise specified or modified.
- v. *Application Instructions:* To apply for this funding opportunity, states are required to submit an SBR application (see Attachment III of this UIPL) providing a brief narrative on the anticipated use of these funds. In addition, states must submit an SF-424 form (OMB No. 4040-0004), available through grants.gov at the following URL [https://apply07.grants.gov/apply/forms/sample/SF424\\_4\\_0-V4.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf), for the full amount of the funding being requested. The amount requested may be up to the level allotted for the state in Attachment I of this UIPL. Attachment II of this UIPL provides additional information on completing and submitting the SF-424. States must input the UIPL number and grant name as "UIPL No. 17-24 PEUC Administration Funding". State applications for this

funding opportunity via SBR application and SF-424 submission must be received **no later than close of business on September 25, 2024**, via [www.grants.gov](http://www.grants.gov).

This grant is subject to the requirements of 2 CFR Parts 200 and 2900, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. See the 2024 DOL Standard Terms and Conditions that are available for reference here: <https://www.dol.gov/agencies/eta/grants/resources>.

- vi. *Reporting Requirements*. States must provide a Quarterly Financial Report (ETA 9130) containing updates on the use of these funds. In an effort to minimize excess burden from additional reporting requirements under each of the new grant opportunities outlined in this UIPL, ETA is consolidating the narrative progress reporting that would typically be provided through the ETA 9178 report into the ETA 9130 report. As a result, states must provide a brief narrative update on the operational progress associated with the underlying grant funding in the Remarks section (Box 12) of the ETA 9130 report. ETA will use the narrative information provided in the ETA 9130 report to monitor state activities and ensure funding use is consistent with the effective and efficient administration of the PEUC program. See Attachment IV for additional information on reporting requirements for the ETA 9130 report. The ETA 9130 report, including narrative updates, will be required for the remaining duration after award of the period of performance for this opportunity.
- c. **FPUC**: The Department is making available up to \$51.2 million in administrative funding to states in support of ongoing FPUC program activities.
  - i. *Methodology for Distribution*. Similar to previous SBR opportunities, the Department is using a standard distribution of funding based on state size to determine each state's share for this funding opportunity. The methodology for state funding levels is based on the size of UI covered employment for the four quarters in Calendar Year 2022 as reported on the ES 202 (Employment, Wages, and Contributions). States are assigned to four size groups as follows:
    - Small (size classification 1): covered employment under 1 million employees;
    - Medium (size classification 2): covered employment between 1 million and 2 million employees;
    - Large (size classification 3): covered employment between 2 million and 7 million employees; or
    - Extra Large (size classification 4): covered employment over 7 million employees.

Recognizing that the Pacific Territories and Freely Associated States also have ongoing administrative costs associated with the FPUC program and which may not be as easily repurposed to or from a continuing UI system as outstanding

issues are resolved, the funding level under this opportunity for the Pacific Territories and Freely Associated States has been set at a flat rate of \$200,000.

- ii. *Application of Sequestration.* As noted in Section 4.c. of UIPL 07-24, the amounts awarded for these administrative grant funds are subject to sequestration. As a result, the final amounts awarded to states will reflect a 5.7 percent sequestration reduction from the amount identified in Attachment I of this UIPL.
- iii. *Allowable Use of Funds.* Section 2104(d) of the CARES Act, as amended, provides for the payment of administrative expenses, as determined by the Secretary, incurred by states to operate the FPUC program pursuant to the Agreement. Unlike other CARES Act UC programs discussed in this UIPL, administrative costs for operating the FPUC program are not provided based on workload activity counts. The Department recognizes that while much of the underlying administrative costs of FPUC are tied to the administration of the underlying benefit program, additional administrative costs, which may be partially or wholly a result of the administration of the FPUC program, may be incurred by states through activities related to overpayment detection and recovery, audit response and resolution, financial reconciliation, and reporting efforts. Therefore, under this SBR opportunity, states are permitted to use this funding for a broad array of ongoing administrative costs associated with the FPUC program. These allowable uses include activities associated with the following operational areas:
  - Ongoing program integrity efforts to include addressing any lingering determinations or findings from ETA monitoring tied to the proper payment of FPUC benefits; efforts to detect, establish, and recover overpayments including the reconciliation and return of recovered funds; and other payment resolution actions. These activities may include the pursuit of civil and/or criminal investigations related to fraudulent claims and states' overpayment collection activities associated with FPUC benefits.
  - Ongoing data integrity, retention, and reporting activities, including efforts to address outstanding FPUC reporting issues and funding reconciliation efforts involving FPUC benefits. Particular attention should be paid to reporting involving overpayment detection and recovery efforts, financial reporting activity associated with the ETA 2112 UI Financial Transaction Summary Report, and other funding reconciliation efforts involving FPUC benefits.
  - Audit-related and oversight-related activities such as time and resources dedicated to coordinating, investigating, and responding to various requests from the OIG, GAO, and state auditors, and responding to and addressing ETA regional and national office oversight findings and issues related to financial and reporting activities related to the FPUC program.



- iv. *Period of Performance.* In recognition of states' current and ongoing administrative activities covered under the use cases for this funding opportunity, the period of performance for this award begins July 1, 2024, and ends September 30, 2025, unless otherwise specified or modified.
- v. *Application Instructions:* To apply for this funding opportunity, states are required to submit an SBR application (see Attachment III of this UIPL) providing a brief narrative on the anticipated use of these funds. In addition, states must submit an SF-424 form (OMB No. 4040-0004), available through grants.gov at the following URL [https://apply07.grants.gov/apply/forms/sample/SF424\\_4\\_0-V4.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf), for the full amount of the funding being requested. The amount requested may be up to the level allotted for the state in Attachment I of this UIPL. Attachment II of this UIPL provides additional information on completing and submitting the SF-424. States must input the UIPL number and grant name as "UIPL No. 17-24 FPUC Administration Funding". State applications for this funding opportunity via SBP application and SF-424 submission must be received **no later than close of business on September 25, 2024**, via [www.grants.gov](http://www.grants.gov).

This grant is subject to the requirements of 2 CFR Parts 200 and 2900, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

- vi. *Reporting Requirements.* States must provide a Quarterly Financial Report (ETA 9130) containing updates on the use of these funds. In an effort to minimize excess burden from additional reporting requirements under each of the new grant opportunities outlined in this UIPL, ETA is consolidating the narrative progress reporting that would typically be provided through the ETA 9178 report into the ETA 9130 report. As a result, states must provide a brief narrative update on the operational progress associated with the underlying grant funding in the Remarks section (Box 12) of the ETA 9130 report. ETA will use the narrative information provided in the ETA 9130 report to monitor state activities and ensure funding use is consistent with the effective and efficient administration of the FPUC program. See Attachment IV for additional information on reporting requirements for the ETA 9130 report. The ETA 9130 report, including narrative updates, will be required for the remaining duration after award of the period of performance for this opportunity.
- d. **Section 2105 (reimbursement for the first full week of regular UI):** The Department is making available up to \$3.18 million in administrative funding to states in support of ongoing Section 2105 related activities.
- i. *Methodology for Distribution.* Unlike the other opportunities included in this UIPL, funding provided to support states administrative costs related to Section 2105 will be provided at a flat rate for all states. The Department is providing \$60,000 for each state under this opportunity.

Because the Pacific Territories and Freely Associated States do not operate regular unemployment compensation programs, the provisions of Section 2105 were not applicable. As such, no funding is available for the Pacific Territories under this funding opportunity.

- ii. *Application of Sequestration.* As noted in Section 4.c. of UIPL 07-24, the amounts awarded for these administrative grant funds are subject to sequestration. As a result, the final amounts awarded to states will reflect a 5.7 percent sequestration reduction from the amount identified in Attachment I of this UIPL.
- iii. *Allowable Use of Funds.* Section 2105(c) of the CARES Act, as amended, provides for the payment of administrative expenses, as determined by the Secretary, incurred by states to administer the program pursuant to the Agreement. Unlike other CARES Act UC programs discussed in this UIPL, administrative costs for the Section 2105 provisions are not provided based on workload activity counts. The Department recognizes that while much of the underlying administration of this provision are tied to administration of the regular UI program, additional costs may be incurred by states through audit response and resolution and financial reconciliation and reporting efforts. Therefore, under this SBR opportunity, states are permitted to use this funding for an array of ongoing administrative costs associated with the Section 2105 provisions. These allowable uses include activities associated with the following operational areas:
  - States' efforts to address outstanding Section 2105 reporting issues, particularly those involving financial reconciliation and reporting activity per UIPL 20-20 Change 1.
  - Ongoing data retention and reporting and integrity related activities, particularly a state's work to reconcile the return of the Federal portion of additional overpayment recoveries tied to the payment of the first compensable week of regular unemployment as appropriate.
  - Audit-related and oversight-related activities such as time and resources dedicated to coordinating, investigating, and responding to various requests from the OIG, GAO, and state auditors, and responding to and addressing ETA regional and national office oversight findings and issues related to financial and reporting activities related to Section 2105.
- iv. *Period of Performance.* In recognition of states' current and ongoing administrative activities covered under the use cases for this funding opportunity and the timing of the publication of UIPL 20-20 Change 1, the period of performance for this award begins July 1, 2024, and ends September 30, 2025, unless otherwise specified or modified.
- v. *Application Instructions:* To apply for this funding opportunity, states are required to submit an SBR application (see Attachment III of this UIPL)

providing a brief narrative on the anticipated use of these funds. In addition, states must submit an SF-424 form (OMB No. 4040-0004), available through grants.gov at the following URL [https://apply07.grants.gov/apply/forms/sample/SF424\\_4\\_0-V4.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf), for the full amount of the funding being requested. The amount requested may be up to the level allotted for the state in Attachment I of this UIPL. Attachment II of this UIPL provides additional information on completing and submitting the SF-424. States must input the UIPL number and grant name as “UIPL No. 17-24 Section 2105 Administration Funding”. State applications for this funding opportunity via SBR application and SF-424 submission must be received **no later than close of business on September 25, 2024**, via [www.grants.gov](http://www.grants.gov).

This grant is subject to the requirements of 2 CFR Parts 200 and 2900, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

- vi. **Reporting Requirements.** States must provide a Quarterly Financial Report (ETA 9130) containing updates on the use of these funds. In an effort to minimize excess burden from additional reporting requirements under each of the new grant opportunities outlined in this UIPL, ETA is consolidating the narrative progress reporting that would typically be provided through the ETA 9178 report into the ETA 9130 report. As a result, states must provide a brief narrative update on the operational progress associated with the underlying grant funding in the Remarks section (Box 12) of the ETA 9130 report. ETA will use the narrative information provided in the ETA 9130 report to monitor state activities and ensure funding use is consistent with the effective and efficient administration of the Section 2105 provisions and reconciliation process. See Attachment IV for additional information on reporting requirements for the ETA 9130 report. The ETA 9130 report, including narrative updates, will be required for the remaining duration after award of the period of performance for this opportunity.
  - e. **OMB Information Collection Statement.** In general, under the Paperwork Reduction Act of 1995 (PRA), no person is required to respond to a collection of information unless such collection displays a valid OMB control number. However, Section 2116 of the CARES Act, as amended, provides that the PRA does not apply to Subtitle A of Title II of Division A of the CARES Act. Thus, the PRA does not apply to information collections required for these grants.
5. **Inquiries.** States should direct inquiries to the appropriate ETA Regional Office. As a reminder, **all applications are due by close of business on September 25, 2024.**
  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);
- UIPL No. 07-24, *Implementation of Sequestration under the Budget Control Act of 2011 (BCA) for Mandatory Unemployment Insurance Programs for Fiscal Year (FY) 2024*, issued January 25, 2024, <https://www.dol.gov/agencies/eta/advisories/uipl-07-24>;
- 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://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-14-21-change-1>;
- UIPL No. 28-20, Change 4, *Support for States to Resolve Outstanding Items from the Expired Coronavirus Aid, Relief, and Economic Security (CARES) Act Unemployment Compensation (UC) Programs, Including Additional Funding to Assist States with Reporting and Detection and Recovery of Overpayments*, issued July 22, 2022, <https://www.dol.gov/agencies/eta/advisories/uipl-no-28-20-change-4>;
- UIPL No. 20-20, Change 1, *Instructions for Reconciling Funds Made Available to States Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act – Section 2105*, issued January 19, 2024, <https://www.dol.gov/agencies/eta/advisories/uipl-20-20-change-1>;
- UIPL No. 20-20, *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 – Operating, Financial, and Reporting Instructions for Section 2105: Temporary Full Federal Funding of the First Week of Compensable Regular Unemployment for States with No Waiting Week*, issued April 30, 2020, <https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-20-20>;
- 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 April 10, 2020, [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=8452](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8452) and its changes;
- 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](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4628) and its changes; and
- UIPL No. 04-17 (Change 1), *Requirement for States to Refer Allegations of Unemployment Compensation (UC) Fraud, Waste, Abuse, Mismanagement, or Misconduct to the Department of Labor’s (Department) Office of Inspector General’s (DOL-OIG) and to Disclose Information Related to the Coronavirus Aid, Relief, and Economic Security (CARES) Act to DOL-OIG for Purposes of UC Fraud Investigation and Audits*, issued August 3, 2021, <https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-04-17-change-1>; and

- 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 April 4, 2020, its changes. <https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-15-20> and its changes.

**7. Attachment(s).**

- Attachment I: State Size Classifications and Funding Allocations for Additional Administrative Funding to Support States' Ongoing Administrative Activities Associated with Certain CARES Act UC Programs.
- Attachment II: Instructions for Completing the SF-424.
- Attachment III: UI Supplemental Budget Request Grant Application for Additional Administrative Funding to Support State's Ongoing CARES Act Programs.
- Attachment IV: ETA 9130 Narrative Reporting Requirements for the Additional Administrative Funding SBR Grants to Support State's Ongoing CARES Act Programs

**Attachment I to UIPL 17-24**

**State Size Classifications and Distribution Table**

<b>State</b>	<b>Size Classification</b>	<b>PUA</b>	<b>PEUC</b>	<b>FPUC</b>	<b>1st Week Comp</b>
<b>Total</b>	--	103,000,000	25,000,000	51,200,000	3,180,000
Alaska	Small	1,500,000	450,000	800,000	60,000
Alabama	Medium	1,870,000	475,000	950,000	60,000
Arkansas	Small	1,500,000	450,000	800,000	60,000
Arizona	Large	2,300,000	490,000	1,100,000	60,000
California	Extra Large	2,730,000	520,000	1,200,000	60,000
Colorado	Medium	1,870,000	475,000	950,000	60,000
Connecticut	Medium	1,870,000	475,000	950,000	60,000
District of Columbia	Small	1,500,000	450,000	800,000	60,000
Delaware	Small	1,500,000	450,000	800,000	60,000
Florida	Extra Large	2,730,000	520,000	1,200,000	60,000
Georgia	Large	2,300,000	490,000	1,100,000	60,000
Hawaii	Small	1,500,000	450,000	800,000	60,000
Iowa	Medium	1,870,000	475,000	950,000	60,000
Idaho	Small	1,500,000	450,000	800,000	60,000
Illinois	Large	2,300,000	490,000	1,100,000	60,000
Indiana	Large	2,300,000	490,000	1,100,000	60,000
Kansas	Small	1,500,000	450,000	800,000	60,000
Kentucky	Medium	1,870,000	475,000	950,000	60,000
Louisiana	Medium	1,870,000	475,000	950,000	60,000
Massachusetts	Large	2,300,000	490,000	1,100,000	60,000
Maryland	Medium	1,870,000	475,000	950,000	60,000
Maine	Small	1,500,000	450,000	800,000	60,000
Michigan	Large	2,300,000	490,000	1,100,000	60,000
Minnesota	Medium	1,870,000	475,000	950,000	60,000
Missouri	Medium	1,870,000	475,000	950,000	60,000
Mississippi	Small	1,500,000	450,000	800,000	60,000
Montana	Small	1,500,000	450,000	800,000	60,000
North Carolina	Large	2,300,000	490,000	1,100,000	60,000
North Dakota	Small	1,500,000	450,000	800,000	60,000
Nebraska	Small	1,500,000	450,000	800,000	60,000
New Hampshire	Small	1,500,000	450,000	800,000	60,000
New Jersey	Large	2,300,000	490,000	1,100,000	60,000
New Mexico	Small	1,500,000	450,000	800,000	60,000
Nevada	Small	1,500,000	450,000	800,000	60,000
New York	Extra Large	2,730,000	520,000	1,200,000	60,000
Ohio	Large	2,300,000	490,000	1,100,000	60,000
Oklahoma	Medium	1,870,000	475,000	950,000	60,000
Oregon	Medium	1,870,000	475,000	950,000	60,000
Pennsylvania	Large	2,300,000	490,000	1,100,000	60,000
Puerto Rico	Small	1,500,000	450,000	800,000	60,000
Rhode Island	Small	1,500,000	450,000	800,000	60,000
South Carolina	Medium	1,870,000	475,000	950,000	60,000
South Dakota	Small	1,500,000	450,000	800,000	60,000

<b>State</b>	<b>Size Classification</b>	<b>PUA</b>	<b>PEUC</b>	<b>FPUC</b>	<b>1st Week Comp</b>
Tennessee	Large	2,300,000	490,000	1,100,000	60,000
Texas	Extra Large	2,730,000	520,000	1,200,000	60,000
Utah	Medium	1,870,000	475,000	950,000	60,000
Virginia	Large	2,300,000	490,000	1,100,000	60,000
Virgin Islands	Small	1,500,000	450,000	800,000	60,000
Vermont	Small	1,500,000	450,000	800,000	60,000
Washington	Large	2,300,000	490,000	1,100,000	60,000
Wisconsin	Medium	1,870,000	475,000	950,000	60,000
West Virginia	Small	1,500,000	450,000	800,000	60,000
Wyoming	Small	1,500,000	450,000	800,000	60,000

<b>Pacific Territories</b>	<b>PUA</b>		<b>FPUC</b>	
American Samoa	500,000	-	200,000	-
Commonwealth of the Northern Mariana Islands	500,000	-	200,000	-
Federated States of Micronesia	500,000	-	200,000	-
Guam	500,000	-	200,000	-
Palau	500,000	-	200,000	-
Republic of Marshall Islands	500,000	-	200,000	-

**Additional Guidance for Completing the SF-424**

I. Application for Federal Assistance (SF-424)

- Use the current version of the form for submission. Expired forms will not be accepted. SF-424, Office of Management and Budget (OMB) Control No. 4040-0004 (Grants.gov), Expiration Date 11/30/2025. <https://www.grants.gov/forms/forms-repository/sf-424-family>
- 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>
  - Employer/Tax Identification Number (EIN/TIN): Input your correct 9-digit EIN and ensure that it is recorded within SAM.
  - Unique Entity Identifier Requirements
  - Effective on April 4, 2022, the DUNS Number was replaced by a new, non-proprietary identifier requested in and assigned by SAM.gov. This new identifier is 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 Services Administration (GSA), Unique Entity Identifier Update webpage.
  - If the grant award or cooperative agreement recipient is authorized to make subawards under this award, then the recipient:
    1. Must notify potential subrecipients that no entity (see definitions below) may receive a subaward from the grant award recipient until the entity has provided its UEI to the recipient.
    2. May not make a subaward to an entity unless the entity has provided its UEI to the grant or cooperative agreement recipient. Subrecipients are not required to obtain an active SAM registration but must obtain a UEI.
  - Please ensure that your state is registered with the SAM. Instructions for registering with SAM can be found at <https://www.sam.gov>. Additionally, the state 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, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in a rejection of your submission.



- Address: Input the complete address including Zipcode+4; Example: 20110-831. For look-up, use link at <https://tools.usps.com/go/ZipLookupAction!input.action>
- 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 a 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: include the accurate Catalog of Federal Domestic Assistance Number for the applicable Funding Opportunity; Example: 17.225 for Unemployment Insurance
- Section # 12, Funding Opportunity Number and Title: Input the appropriate funding opportunity number and the relevant Title as outlined in Sections 4.a.v., 4.b.v., 4.c.v., and 4.d.v. of this UIPL; Example: UIPL No. 1-17 – Health Coverage Tax Credit; TEGL 17-15 – WIOA Adult, Dislocated Worker and Youth Activities Program Allotments

**UI Supplemental Budget Request Grant Application for  
Additional Administrative Funding to Support State’s Ongoing CARES Act Programs**

**Instructions:** States must submit a separate UI SBR Grant Activity Abstract document using the suggested format and instructions below for each SBR Funding Opportunity for which the state is seeking funding. Refer to Sections 4.a.v., 4.b.v., 4.c.v., and 4.d.v. of this UIPL for additional instruction.

<b>UI SBR Grant Activity Abstract</b>	
<b>State Name:</b>	
<b>Total Funds Requested for All SBR Grant Activities:</b>	
<b>Name, Title, and Address of Grant Notification Contact (<i>Typically the State Workforce Agency Administrator</i>)</b> <b>Name:</b> <b>Title:</b> <b>Address:</b>	
<b>Name, E-Mail Address, and Phone Number of Grant Project or Fiscal Manager</b> <b>Name:</b> <b>E-Mail Address:</b> <b>Telephone Number:</b>	
<b>Provide the following information for each grant activity (<i>add additional rows as needed</i>):</b>	
<b>Description of Allowable Grant Activity</b>	<b>Expected Activity Outcomes</b>

## UI SBR Grant Activity Application Instructions

**State Name:** Provide the name of the applicant state carrying out the SBR activity.

**Amount of Funding Request for this Activity:** Provide the total amount of funds requested for all activities under this SBR.

**Grant Notification Contact:** Provide the name, title, and address for the Authorized Representative for the grant.

**Grant Project or Fiscal Manager:** Provide name, telephone number, and e-mail address of the individual who can answer any questions relating to the proposal.

**Description of Allowable Grant Description:** Provide a brief description of each activity for which the state is seeking funding and explain how it aligns with the ongoing administration of the identified CARES Act program in the participating state.

**Expected Activity Outcomes:** Identify the expected outcomes resulting from each proposed grant activity.

**ETA 9130 Narrative Reporting Requirements for the Additional Administrative Funding  
SBR Grants to Support State's Ongoing CARES Act Programs**

**Instructions:** As noted under Sections 4.a.vi, 4.b.vi, 4.c.vi, and 4.d.vi, in addition to the standard Quarterly Financial Reporting requirements for the ETA 9130 report, states must submit a narrative update under Line Item 12 in place of a separate ETA 9130 report. The following outline details the information states should include in this section of the ETA 9130 report for these grants. States should keep in mind that the character limit for Line Item 12/Remarks in the ETA 9130 report is 4,000 characters when developing the narrative updates.

**Remarks - Narrative Reporting Requirements**

**A. Brief Summary of Funding Usage**

Provide a brief executive summary of funds usage associated with the underlying SBR grant funds. This summary should, at a very high-level, provide a brief overview of how these SBR funds have, and/or will, be used to support the administration of the particular program. This summary may change during the life of the grant if the state determines the funds will be used for additional activities after the first ETA-9130 report submitted, however any changes that fall outside the scope of work in the initial SBR application submitted by the state would require a grant modification.

**B. Timeline for Grant Activities, Milestones, and Deliverables**

Provide a high-level timeline for the use of the grant funds and any progress made completing any specific grant activities outlined in the state's SBR application for this quarter.

**C. Project Challenges, Risk Mitigation Efforts/Modification Requests, and Technical Assistance Needs**

Provide a brief summary of any significant challenges to the use of the grant funds for administrative activities encountered during the quarter and describe any risk mitigation efforts or actions taken to address the identified challenges. In addition, a status update shall be provided on the resolution of challenges identified in previous quarters. States should also include any questions you have for DOL and note any identified needs for technical assistance from DOL or others. The narrative should also indicate when appropriate if the grantee is requesting a modification to the funding usage relative to the original application. If a modification has been requested, the narrative should indicate the status of the modification request. If states have nothing to report, that should be specified.

**D. Additional Information**

States should report, as appropriate, any other grant-specific information not captured above that they feel is relevant to the use or availability of the grant funding.