

**Attachment I**  
**Suggested Application for Rapid Reskill Employment Recovery National Dislocated Worker Grants (Reskill DWG)**

**Instructions**

The information in this application must be submitted along with other required application materials described in the programmatic guidance for Reskill DWGs. If applicants need more space than this suggested application provides, please attach additional pages as necessary.

Responsive applications for Reskill DWG funding must include all the documents and information listed immediately below. The U.S. Department of Labor (DOL) strongly encourages applicants to use this Suggested Application, available electronically at grants.gov to ensure they provide all required information. However, applicants may choose to apply in an alternative format as long as they include all required information. Please note the **Attestations** throughout the Suggested Application. For each attestation, applicants must confirm their understanding of and compliance with specified requirements.

If the applicant is awarded a grant, the activities and policies must comply with the Workforce Innovation and Opportunity Act (WIOA) statute and regulations (including DWG regulations at 20 CFR part 687), the grant agreement, and Uniform Guidance (2 CFR parts 200 and 2900).

- SF-424
- SF-424A
- Budget Narrative
- One of either the Suggested Application for Reskill DWG (below), or required documents and information in another format, not to exceed a total of 25 pages.

The following table illustrates how the elements of the Reskill DWG Suggested Application are organized and how they should be addressed.

<b>Key</b>	<b>Color</b>
Instructions or informational language	Light gray
Fields where required or requested information is entered	Light orange
Attestations	Light yellow

**Contents of the Reskill DWG Suggested Application**

[SECTION I. General Applicant and Project Information](#).....20

[SECTION II. Project Description](#).....22

[SECTION III. Project Milestones, Activities, and Implementation Timeline](#).....24

[SECTION V. Attestations](#).....25

[SECTION VI. Reskill DWG Performance Metric](#) .....26

[Section VII. Other Entities Required Information](#).....27

<b>SECTION I. General Applicant and Project Information</b>	
<b>Applicant Organization Name</b> Enter applicant organization name	
<b>Type of Applicant</b> Select the type of applicant from the list of eligible applicants to the right.	<input type="checkbox"/> State, outlying area, or a consortium of states or outlying areas <input type="checkbox"/> Local workforce development board (WDB) or a consortium of WDBs <input type="checkbox"/> An entity eligible for funding through the Indian and Native American Program in WIOA Section 166 (c) <input type="checkbox"/> An entity determined to be appropriate by the governor of the state or outlying area involved. <p style="margin-left: 40px;">Note: If the above applicant type is selected, the applicant must provide additional information to demonstrate eligibility per Reskill DWG TEGL No. 15-25. See SECTION VII of this application for details.</p> <input type="checkbox"/> An entity that demonstrates to the Secretary of Labor its capability to effectively respond to circumstances related to specific dislocations. <p style="margin-left: 40px;">Note: If the above applicant type is selected, the applicant must provide additional information to demonstrate eligibility per Reskill DWG TEGL No. 15-25. See SECTION VII of this application for details.</p>
<b>Primary Project Point of Contact</b> Individual responsible for day-to-day management and oversight of the Reskill DWG, if awarded.	Name: Title: Phone: Email address:
<b>Total Funding Request</b> Enter the total Reskill DWG funding request amount. Grant awards will range from \$2 million to \$8 million. The amount of the total funding request must match the total federal funding amount listed on the SF-424, SF-424A, and budget narrative.	\$

<b>SECTION I. General Applicant and Project Information</b>	
<b>Allocation for Employment and Training Activities</b> Enter the estimated amount of grant funds that the applicant proposes to allocate to employment and training activities.	\$
<b>Projected Participant Enrollment</b> Provide the number of planned program participants	
<b>Eligible participant populations to be served</b> Select which eligible types of dislocated workers will participate	<input type="checkbox"/> Dislocated workers as defined in <a href="#">WIOA</a> Section 3(15), <input type="checkbox"/> Other members of the Armed Forces. <input type="checkbox"/> An individual who is employed in a non-managerial position with a Department of Defense contractor, who is determined by the Secretary of Defense to be at risk of termination from employment because of reductions in defense expenditures, and whose employer is converting operations from defense to non-defense applications to prevent worker layoffs
<b>Project Service Area by County</b> List the counties included in the proposed service area. List state(s) and outlying areas, if applicable. <sup>7</sup>	
<b>Reskill Project Subrecipients</b> Enter the organizational names of the planned Project Operators/Grant Subrecipients.	

<sup>7</sup> Multiple eligible entities from within the same state may submit applications for Reskill DWGs; however, DOL will not fund multiple, separate applications that duplicate activities for the same geographic territory and propose to serve the same populations and may select a single entity to serve a geographic area. DOL strongly encourages coordination among states, local workforce development boards, and other entities eligible to apply for DWG funds, to avoid duplication.

## **SECTION II. Project Description**

Applicants must submit a Project Description to meet the goals of the Reskill DWG. In the box below, describe the proposed Reskill DWG project. Applicants must provide information on the Required Core Elements and may also describe any encouraged innovation and allowable activities that the proposed project will incorporate to drive strong labor market outcomes, advance new models of innovation in worker transition support, and meet the goals of the Reskill DWG per TEGL 15-25 section 4.a.

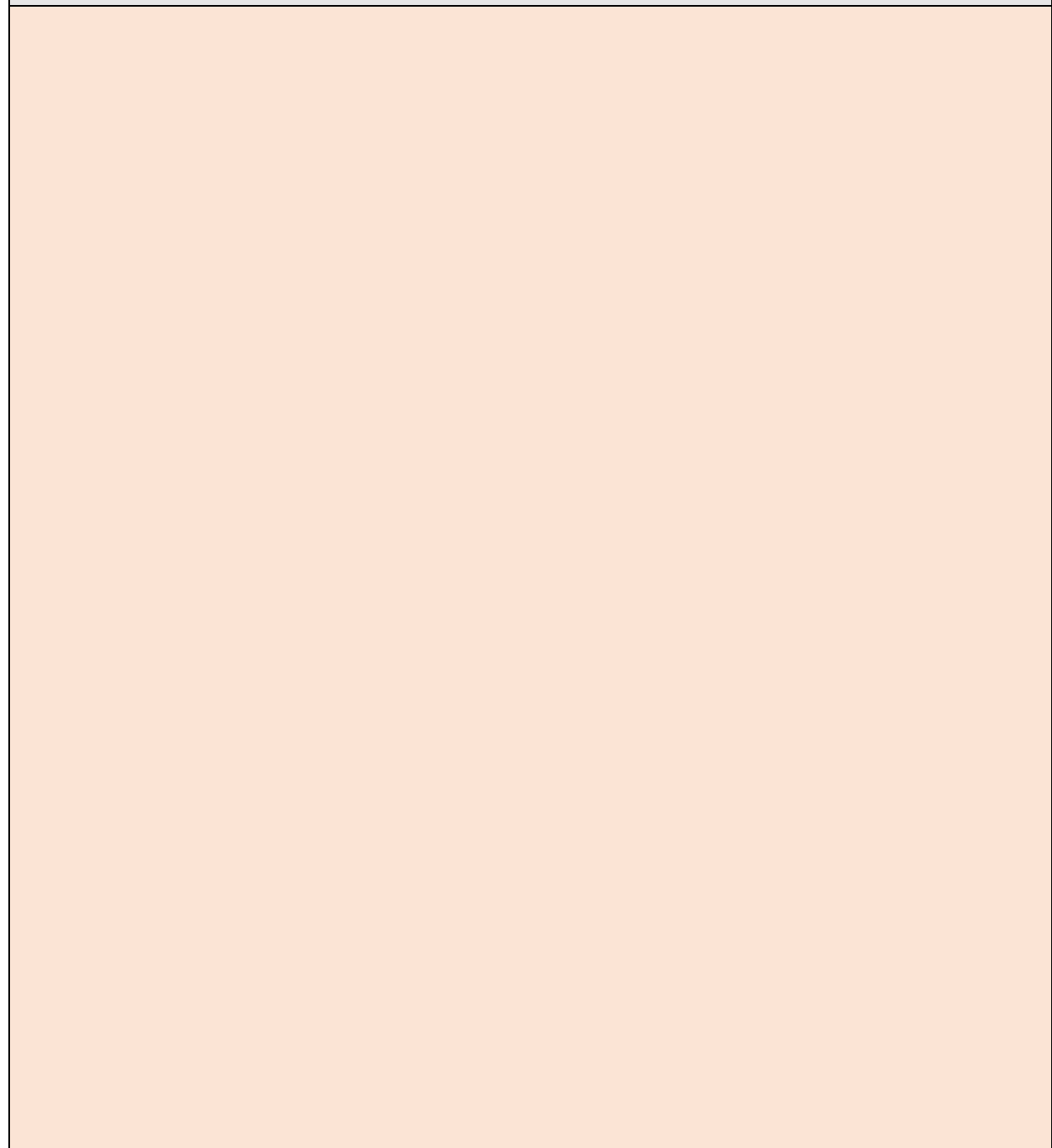
1. Identify the geographic area that will be served.
2. Demonstrate a clear need for upskilling of dislocated workers to retool, upskill, and re-engage in high-growth sectors of the economy, with an emphasis on sector strategies and targeted industries critical to reindustrialization.
3. Demonstrate established partnerships with employers to ensure participant services, such as outreach, recruitment, and training services, are aligned with the needs of employers. Describe any prior outreach to employers to determine hiring needs, connections with businesses that are hiring or partnerships with businesses to identify training pathways to in-demand jobs.
4. Describe the design of the program that includes the required Core Elements and service strategies to address the demonstrated needs and employment opportunities in the proposed service delivery area. Include a description of how the program design incorporates each of the required Core Elements described in TEGL 15-25, section 4.e.:
  - Rapid engagement and enrollment
  - Individualized re-employment plans
  - Short-term, intensive training
  - Rapid placement in employment and/or paid work-based learning
5. For applicants eligible under section 4.c. i-iii of the Reskill DWG TEGL, demonstrate that existing formula WIOA dislocated worker program funds are insufficient to meet current needs by providing expenditure rates for Program Years 2023-2025. State applicants should also provide the percentage of funds remaining in their WIOA Governor's reserve.
6. Document internal capacity and/or documented partnerships and data sharing agreements necessary to submit required performance information, including quarterly performance reporting data and narrative reports as described in section 4.g. of the Reskill DWG TEGL, including any prior experience in performance reporting for similar sized federal grants.
7. Document internal capacity and/or documented partnerships to fulfill financial reporting requirements described in section 4.g. of the Reskill DWG TEGL including any prior experience with financial reporting requirements for similar sized federal grants.
8. For applicants eligible under section 4.c. iv and v of the Reskill DWG TEGL, describe and/or document required partnerships with state workforce agencies and local workforce development boards. If partnerships have not yet been established, see required attestation in Section V below.

**SECTION II. Project Description**

*[Enter Project Description Here.]*

**SECTION III. Project Milestones, Activities, and Implementation Timeline**

Applicants must submit a timeline with quarterly goals, milestones, and start and end dates for major expected activities for the duration of the 36-month (12 quarters) performance period. Grantees may submit the timeline as a pdf attachment to their application package.



**SECTION V. Attestations**

All grant recipients must comply with WIOA statute and regulations (including DWG regulations at 20 CFR part 687), [TEGL No. 09-24, Change 1](#), grant award terms and conditions, and Uniform Guidance (2 CFR parts 200 and 2900). DWG applicants must have the following policies and procedures in accordance with 20 CFR 687.170(b), [TEGL No. 09-24, Change 1](#), [TEGL No. 23-19, Change 3](#), and [TEGL 19-16](#). In the table below, select “yes” or “no” to confirm understanding of and compliance with specified requirements if awarded a Reskill DWG. If selecting “no,” provide additional information to support the response. The attestations listed below reflect key Reskill DWG project implementation requirements.

<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Participant Eligibility:</b> The applicant will put policies in place for determining participant eligibility in alignment with <a href="#">TEGL No. 09-24 Change 1, Attachment I, page 13</a> .
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Data Validation:</b> The applicant will put policies in place that align with <a href="#">TEGL No. 23-19, Change 3</a>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment and Training Services:</b> The applicant will put policies in place to effectively carry out employment and training services including career services, training services, and supportive services.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>AJC Network Partnership:</b> The applicant will become a partner in the AJC network and be included in the local MOUs and IFA.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Workforce System Partnership:</b> Applicants eligible under section 4.c. iv and v of the Reskill DWG TEGL will establish a partnership with relevant state workforce agencies and local workforce development boards within three months of grant award date.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Subrecipient Monitoring:</b> The applicant will put a policy in place to ensure subrecipients meet the grant award terms and conditions and applicable regulations.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Planned performance goals for this project align with the agreed-upon negotiated goals for the state WIOA Dislocated Worker program.
<input type="checkbox"/> Yes <input type="checkbox"/> No	If requested, the applicant agrees to report additional data on Rapid Placement, Retention, or other rapid reskilling information, per TEGL No. 15-25, 4.g.
<input type="checkbox"/> Yes <input type="checkbox"/> No	The applicant agrees to participate in a Reskill DWG evaluation per TEGL No. 15-25, 4.g.

<input type="checkbox"/> Yes <input type="checkbox"/> No	The applicant has capacity to report required performance data through WIPS and submit a DWG Participant Individual Record Layout (PIRL). An applicant may include an agreement with a State Workforce Agency or a local Workforce Development Board to report performance on their behalf with this application.
<b>Additional Information</b> As applicable, provide any additional context regarding policies and procedures activities to the right.	<i>[Enter additional information here, as applicable.]</i>

<b>SECTION VI. Reskill DWG Performance Metrics</b>	
As described in TEGL No. 15-25, 4.a. and 4.g.vi, Reskill DWG recipients must set goals for earnings change, comparing participants' earnings prior to dislocation with earnings in the fourth quarter after exit from the Reskill DWG.	
<b>Earning Change Target</b>	[Enter the average participant earnings change here in USD.]

**SECTION VII. Other Entities Required Information**

**Applicants Determined Appropriate by Governor per 4.c.iv**

If, in Section I above, the applicant indicated that it has been determined to be appropriate by the Governor to apply for Reskill DWG funds, include the following in the application:

1. A signed letter from the Governor, on official letterhead, identifying the organization and indicating why the Governor has determined it appropriate to carry out a Reskill DWG project in the state or outlying area in which the grant will operate.

**Applicants demonstrating capability to effectively respond to the Reskill DWG eligible event per 4.c.v**

If, in Section I above, the applicant indicated that it aims to demonstrate to the Secretary of Labor its capability to effectively respond to the Reskill DWG eligible event, include documentation that the applicant has:

1. expertise in workforce development or training;
2. strong employer partnerships and familiarity with work-based learning models, including Registered Apprenticeships;
3. the geographic or administrative reach to handle large-scale workforce issues like unemployment;
4. the financial and administrative capability to administer a federal grant;
5. a commitment and strategy to work collaboratively with appropriate State workforce agency(ies) and/or WDBs for the geographic area(s) which the proposed grant will serve; and
6. an agreement with a State Workforce Agency or a local Workforce Development Board to report performance information, as attested in Section V above, prior to receiving any grant funds.