

## SELF-EMPLOYMENT ASSISTANCE (SEA) FUNDING APPLICATION OUTLINE

**A. SEA Application Summary.** States must use this outline to develop their application for funding to improve, implement and/or administer an SEA program and must identify whether the funds will be used to implement a regular Unemployment Compensation (UC), Extended Benefits (EB), and/or Emergency Unemployment Compensation (EUC) SEA program. In addition, the funding application must indicate whether the state is applying for a grant for:

- Improved administration of an existing SEA program established before the date of enactment of Subtitle E;
- Development, implementation, and administration of a new SEA program established after the enactment of Subtitle E for individuals who are eligible to receive regular UC; and/or
- Development, implementation, and administration of an SEA program established under section 208 of the Federal-State Extended Unemployment Compensation Act of 1970 or section 4001(j) of the Supplemental Appropriations Act, 2008 for individuals who are eligible to receive EB or EUC.
- Promotion of the SEA program and enrollment of unemployed individuals in such programs. Note: States applying for a grant for these activities must also apply for a grant for one or more of the activities listed above.

**B. Program Design.** The description of the SEA program(s) must address in detail processes that will be put in place to ensure that all core components described in this guidance and its attachments, as applicable, are met, including that:

- a. Individuals must be eligible to receive benefits under the applicable program, except that the individuals are not required to meet program requirements related to:
  - Availability for work;
  - Active work search;
  - Refusal to accept work; and
  - Disqualifying income with respect to income earned from self-employment;
- b. Individuals must be participating in self-employment assistance activities, including entrepreneurial training, business counseling, and technical assistance that are approved by the state UC agency; and
- c. Individuals must be actively engaged on a full-time basis in activities (which may include training) relating to the establishment of a business and becoming self-employed.

Note: No more than one percent of individuals receiving EUC or EB can participate in this Federal SEA program.

Proposals should include a narrative that is responsive to the following project design elements:

- a. Notification: A description of the notification process to advise potentially eligible individuals about the SEA program.
- b. Selection: A description of the state's process to select those individuals who voluntarily have agreed to participate in the SEA program.

- c. **SEA Activities and Training:** A description of the planned activities and training that would be required and/or recommended for SEA participants.
- d. **Feedback:** A description of the procedures for follow up and attendance verification of required SEA activities/training.
- e. **Staffing:** A description of how the SEA program will be staffed. States must ensure that proposed staffing arrangements have been agreed upon by all parties before submitting the SEA proposal.
- f. **Other Training Resources:** A description of planned resources to be leveraged from entrepreneurship organizations, including the Small Business Administration.
- g. **One-Stop Career Center Services:** A description of planned resources to be used from One-Stop Career Centers to support the development of a claimant's self-employment plan.
- h. **Agreements and/or Memorandum of Understanding (MOU):** A description of any written agreements or MOU with participating One-Stop Career Centers and/or partners like the Small Business Administration to provide services and/or training. The state may provide a copy of the agreement or MOU in lieu of the description.
- i. **Monitoring:** A description of how the state will monitor the progress SEA recipients are making in setting up their businesses.
- j. **Required Reporting:** An assurance that the state will implement reporting of SEA activity in accordance with the instructions in this UIPL.
- k. **Other:** A description of any additional factors not covered in this list that will be a part of the program.

States may use the table below, adding any activities the state has identified other than the ones listed, to identify the staff that will conduct key SEA activities and whether these activities will be conducted on an individual basis or in a group setting.

Example:

<b>Activity</b>	<b>Individual/ Staff</b>	<b>Group/Staff</b>
SEA Orientation		
Development of a Business Plan		
Training		
Required Activities		

**C. Program Costs.** Applications must include a description of all proposed costs and a projected schedule for significant program activities. The costs should be identified separately as start-up costs and the projected costs for operation. Start-up costs would include the costs of

staff training, program development (which would include the development of policies, operating procedures, and claimant pamphlets or brochures), automation costs related to service delivery and automation costs for Employment and Training Administration (ETA) required reports. Proposals must include all information identified in this outline to receive funding.

- a. Staff Costs.** The application should identify both estimated state staffing needs (in excess of base staff) and any contract staff needs, for example, for automation. Staff costs for new SEA programs may include costs to administer SEA, staff training, and development of policies and procedures. States should identify, separately, all staff costs for developing SEA reports and programming requirements separate from the costs of administering SEA activities. States may include information in the following format.

Example:

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

- b. Other.** The application should 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 administering the SEA program. Examples of expenditures may include:
- Automation/Programming costs (this may include the SEA application, costs for updating automated systems to process applications and claims, preparation of reports, etc.); and/or
  - Outreach materials
- c. Total Costs.** The total funding request must not exceed the state's total allotment.

**D. Project Timeline.** 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 methodology to identify SEA participants and tracking of participants' progress and status. It should also include the projected completion date of programming the monthly ETA required reports (see Attachment 9 of this UIPL), and the date that the first SEA participants will be offered services.

**E. Supporting Materials.** States may attach additional materials that will support their application.

**Paperwork Reduction Act:** The Office of Management and Budget has authorized this information collection and assigned it 1205-0496, expires November 30, 2012. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 125 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit. Pub L. 112-96. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor-ETA, Office of Unemployment Insurance, 200 Constitution Avenue, N.W., Room S-4524, Washington, DC 20210.