

**UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT SERVICES AND
ELIGIBILITY ASSESSMENT (RESEA) PROPOSAL OUTLINE FOR FIRST YEAR
RESEA GRANTS**

1. **RESEA Grant Project Summary.** States applying for a grant for the first time must use this outline to develop their proposal to implement the RESEA program. All proposals must include an abstract of the RESEA grant proposal containing the elements described in Attachment B, *Elements of an Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA) 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 one year of operation from the date of the first scheduled RESEA. 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 RESEA program, and the costs of completing the ETA 9128 and the ETA 9129 (OMB approval No. 1205-0353) (or forms similar to the ETA 9128 and the ETA 9129 that ETA will be developing and submitting for comments). ETA will not fund any proposal until the state has provided all of the required cost information to support its proposed expenditures. Additional guidance will be forthcoming regarding required reporting for new states.
 - A. **Fixed Minimum Costs:** The proposal should include fixed minimum costs. The proposal should describe the costs to implement the RESEA program and to conduct the first 10,000 RESEAs. 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 (or forms similar to the ETA 9128 and ETA 9129) reports as a one-time cost. Reporting instructions can be found in 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 or similar required reports. The costs for programming these or similar reports should be clearly identified in the project costs.

Incremental Costs: States should provide the number of RESEAs that they propose to conduct. If the state proposes to conduct more than 10,000 RESEAs, the proposal should also include incremental costs. These costs should be expressed as costs per 10,000 RESEAs or if the state is proposing to conduct fewer than 10,000 REAs the proposal should include the cost per RESEA. Incremental costs for additional RESEAs in excess of 10,000 consist of costs related to conducting the RESEA rather than costs such as development of management information systems. Regardless of the total number of

proposed RESEAs, states should ensure that costs are provided in increments of 10,000 RESEAs 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 RESEAs. For example, a state proposing to schedule 40,000 RESEAs in Fiscal Year 2015 must provide costs associated with providing 10,000, 20,000, 30,000 and 40,000 RESEAs.

B. Initial and Subsequent RESEAs: The total projected number of individual initial and subsequent (if any) RESEAs should be provided along with the projected cost for each type of RESEA. In addition, states should provide the number of projected RESEAs for which the claimant does not report along with the cost of rescheduling the RESEA. Claimants who do not report as scheduled must be referred to adjudication. In addition, they may also be rescheduled for a RESEA 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 RESEA program. Staff may be assigned to work part-time on the RESEA program, thus charging only the applicable hours to the RESEA grant. Staff costs for new RESEA programs may include costs to conduct the RESEA, costs for staff training, and costs for development of procedures. States should identify all staff costs for developing RESEA reports and programming requirements separate from the costs for providing RESEAs to claimants. Costs for administering the program may include management hours attributed directly to the RESEA 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
RESEA Interviewer	120	\$50	\$6,000

States must charge all staff time used for the RESEA program to a RESEA project code. Both management and other staff may be working on the RESEA program on a part-time basis while assuming other duties. Only the portion of work that accrues to the RESEA initiative may be funded under this grant. Thus, the proposal should identify only the project time that will be devoted solely to the RESEA 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. Only state merit staff may make decisions regarding claimant eligibility.

- 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 RESEAs 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 RESEA 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 RESEA design to meet the new requirements and the types of partners engaged including Wagner-Peyser and WIA/WIOA staff.
- b. The geographic locations where the RESEA program will be implemented.
- c. The proposal should identify the target group for the RESEA program, which must consist of individuals most likely to exhaust UI and UCX claimants. The WPRS model must be used to identify and rank claimants' likelihood of exhausting benefits. Describe what point in the claims series the WPRS model will be run and the point in time at which the claimants will be selected for an RESEA.
- d. The point(s) in time in the claims series when claimants will be notified of their scheduled RESEA(s). Claimants must be contacted and notification must be sent to the claimant advising of a scheduled RESEA no later than the fifth week of the individual's claim series. This is the fourth week after the week in which the claimant files an initial claim. For claimants whose eligibility determination is delayed during the first week that the claimant submits a claim after being determined eligible for benefits.
- e. A description of whether the state will conduct single or multiple RESEAs for individual claimants. If multiple RESEAs are conducted for claimants, provide the projected schedule and the number of REA/RESs the state anticipates scheduling for each claimant who remains unemployed.
- f. A description of how the various RESEA 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 RESEA proposal.

- g.** A description of how the state will leverage RESEA funds with funding under the WIA/WIOA, Wagner-Peyser, and other programs to better serve the UI claimants.
- h.** An explanation of how American Job Centers (AJCs) will provide the services for identification of reemployment needs, orientation to help claimants access self-service career 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.
- i.** A copy of the agreement or Memorandum of Understanding (MOU) with workforce service providers must be submitted with the implementation proposal. 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.
- j.** A description of how staff will be trained to identify eligibility issues and how these issues will be referred to UI adjudication staff.
- k.** A description of how eligibility reviews will be structured.
- l.** A description of the process for developing 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 RESEA interview).
- m.** A description of how information will be shared among UI, Wagner-Peyser, and WIA/WIOA staff and workforce staff, and how the work search plan and related activities will be documented.
- n.** 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 RESEA.

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 RESEA program. 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 RESEA key components on the initial RESEA, whether each element of the RESEA 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 RESEA.

Initial RESEA

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

States requesting funds to provide reemployment services to RESEA participants should describe the array of proposed services that may be provided to participants. Funding requests should be based on the average of the number of claimants that are projected to receive each service and the time and cost per service. Group reemployment services should be calculated based upon the example and formula provided this UIPL (see Section 8).

States planning to conduct multiple RESEAs for individual claimants should provide the activities, type of staff involved, whether individual or group service(s), and the average time for a subsequent RESEA(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 RESEA.

Subsequent RESEAs

Activity	Staff	Individual or Group	Check if by Telephone	Average Time
Eligibility Review				
Labor Market Information				
Individual Service Plan				
Orientation				
Referral to Reemployment Services				
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 RESEA program, such as increasing the numbers of UI claimants receiving workforce services, and achieving 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 RESEA reporting requirements.

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 RESEA. The total time funded for an individual RESEA cannot exceed five (5) hours. If appropriate, varying levels of service may be specified in conjunction with varying costs, e.g., it may cost less to serve UCX 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 RESEAs that could be accomplished based upon the grant amount requested.

E. Program 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 time needed to complete the RESEA required reports (the ETA 9128 and the ETA 9129 or similar reports), and the date that the first RESEAs will be offered. Scoring will be based upon the thoroughness of the timeline provided by the state.

4. Collaboration with Workforce Service Providers. UI and appropriate workforce service providers who partner with UI for the RESEA 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.

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