

**UNEMPLOYMENT INSURANCE (UI) REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT (RESEA) COST SUMMARY**

**RESEA Grant Project Summary.** All proposals must include Attachment A, *Elements of the Unemployment Insurance Reemployment and Eligibility Assessment (RESEA) Proposal Abstract*. Proposals must also include information requested below. Additional narrative is not helpful and does not enhance the state’s proposal. All pages in the state’s proposal should be numbered.

**I. Project Costs.** Proposals must include a description of all proposed expenditures and a projected schedule for significant project activities.

**A. Fixed Costs:** Include fixed costs related to conducting the number of RESEAs the state projects to schedule during the grant period through December 31, 2017.

**B. 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 must reflect only actual hours to be worked. Staff may work on the RESEA program part-time and on other projects part-time and must charge their time to each task based on hours worked. Staff costs for continuing states must include costs for conducting the RESEA and costs for programming proposed changes to the RESEA program to be implemented in 2017. Management costs must also be identified, as appropriate. States must 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 program for all staff hours for which funding is requested.

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

**C. Other Costs.** The proposal 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 conducting RESEAs for UI claimants.

**D. Total Costs.** The proposal should include the total funding request. Spreadsheets used to calculate and total these costs should be included.

**II. RESEA Staffing and Time.** Identify the following: 1) the type of staff conducting each of the RESEA key components for the initial RESEA; 2) which, if any, RESEA activity is conducted on an individual basis or in a group setting (the eligibility review and the development of the individual reemployment plan must be done on an individual basis); and 3) the average time required for each RESEA activity. Claimants may be provided forms in a group setting which they will discuss with staff on an individual basis after completion. Staff identification must contain the name of the program office for these staff such as UI, the Employment Service (ES), Workforce Innovation and Opportunity Act (WIOA), or other. Any additional key activities must be included in the table. The sum of the average time for each activity below must be equal to the time required to complete the initial RESEA.

**Initial RESEA**

<u>Activity</u>	<u>Staff</u>	<u>Individual/ Group</u>	<u>Average Time</u>
Eligibility Review			
Labor Market Information			
Individual Reemployment Plan			
American Job Center (AJC) Orientation			
Provision of Reemployment/Career Services			
Enrollment in Employment Services or other AJC services			
Total Average Time for Initial RESEAs			

Claimants have differing needs and services will vary. Funding requests should be based on the average number of claimants that are projected to receive each service and the time and cost per service. Group reemployment services must be calculated based upon the example and formula provided in Section 9 of this UIPL.

**Subsequent RESEA**

<u>Activity</u>	<u>Staff</u>	<u>Individual, Group or Both</u>	<u>In-Person, Internet or Telephone</u>	<u>Direct Staff Time</u>
Eligibility Review				
Labor Market Information				
Individual Reemployment Plan				
Provision of Reemployment/Career Services				
Total Average Time Per Subsequent RESEA				