

Attachment II to UIPL No. 22-20

SHORT-TIME COMPENSATION (STC) APPLICATION CHECKLIST

This checklist will help states complete applications for an STC grant under Section 2110 of the Coronavirus Aid, Relief, and Economic Security Act to the Secretary of Labor. The use of this checklist is not mandatory, but its use is recommended to ensure completeness of the state's application.

Check List Item	Y	N	NA	Remarks
Cover letter signed and dated by the state administrator				
Name, telephone number, e-mail address of state STC program contact				
a. Copy of the state STC law along with an explanation of how the law conforms to Section 3306(v), Federal Unemployment Tax Act.				
b. If the state is applying for a grant to implement or improve administration of the state STC program, the state must submit a narrative description of the funding request and a detailed project plan. This project plan must include:				
i. A quarterly timeline for all of the implementation/improvement activities for the STC program including:				
ii. A description of any infrastructure implementation or improvements (e.g., information technology system(s) or operational upgrades) that the state has identified to automate or to improve the submission and approval of STC employer plans and initial and continued STC claims; and				
iii. A description of any plans to hire and train STC staff for STC program implementation.				
c. If the state is applying for a grant to promote and enroll employers in the STC program, the state must submit a narrative description of the funding request and a detailed project plan. This project plan must include a quarterly timeline for promotion and enrollment activities for the STC program, as well as:				
i. A description of any plans to create or improve support of Rapid Response teams to advise employers about alternatives to layoffs;				
ii. A description of education or assistance				

<p>that will be provided to employers to enable them to participate in the STC program; and</p>				
<p>iii. A description of STC program outreach tools and efforts to be funded through the grant.</p>				
<p>d. Description of the state's quarterly and cumulative goals (<i>i.e.</i>, interim milestones necessary to meet the timelines for all grant activities) and desired outcomes for the STC program, which may include, but are not limited to:</p> <ul style="list-style-type: none"> i. Outreach efforts and partnerships established to increase employer STC program awareness (<i>e.g.</i>, Labor Organizations, Rapid Response teams, and workforce system Business Services Representatives); ii. Increased awareness by employers educated or contacted about the STC program; iii. Improved skills and knowledge on the part of UI and workforce system staff trained about STC program activities; iv. Number of STC employer plans established; and v. Number of anticipated layoffs averted. 				
<p>e. Description (or copy) of the written agreements or Memoranda of Understanding (MOU) between the UI agency and appropriate workforce system partners, such as WIOA Rapid Response, Workforce System Business Service Representatives, and State/Local Workforce Investment Area(s), to develop a coordinated plan to avert layoffs;</p>				
<p>f. Description of how the state will sustain the activities that were funded by the STC grant(s) activities. This may include leveraging WIOA Rapid Response grant funds to support promotion and enrollment activities to encourage employers to participate in the STC program.</p>				
<p>g. Provide the following assurances:</p>				
<ul style="list-style-type: none"> i. An assurance that the state will expend the awarded funds in accordance with the requirements of the STC grant(s); 				

ii. An assurance that the state will submit required reports on STC activities;				
iii. An assurance that the state will recover any STC overpayments in accordance with the state UC law; and				
iv. An assurance that the state will develop processes for auditing and monitoring STC employers' adherence to the state-approved STC employer plan and STC payments.				