

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION Unemployment Insurance
	CORRESPONDENCE SYMBOL OUI/DPM
	DATE December 21, 2022

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER NO. 23-21, Change 4

TO: STATE WORKFORCE AGENCIES

FROM: BRENT PARTON 
Acting Assistant Secretary

SUBJECT: Updated Guidance for Awards related to Grant Opportunity Announced in Unemployment Insurance Program Letter (UIPL) No. 23-21.

1. **Purpose.** To provide updated guidance on the period of performance for grants that promote equitable access to unemployment compensation (UC) programs.
2. **Action Requested.** The U.S. Department of Labor’s (Department) Employment and Training Administration (ETA) requests that State Workforce Agency Administrators provide information contained in this UIPL to appropriate staff.
3. **Summary and Background.**

- a. Summary – On August 17, 2021, the Department issued UIPL No. 23-21 advising states of the availability of funding for activities that promote equitable access to UC programs. In that UIPL, states were advised that grant applications should be submitted no later than October 18, 2021. The Department determined that states needed additional time to submit such applications, and extended the deadline to November 30, 2021, in UIPL No. 23-21, Change 1, issued on November 1, 2021. In response to state requests for more time, the Department further extended the deadline for submitting these grant applications to December 31, 2021 in UIPL No. 23-21, Change 2, issued on December 20, 2021. On April 4, 2022, the Department issued UIPL No. 23-21, Change 3. In that UIPL, the Department determined that states may need additional time to perform their projects and activities and, therefore, announced an extension of the period of performance for awards from September 30, 2023 to March 31, 2024.

As of November 10, 2022, the Department has announced the award of more than \$157 million to 31 states and the District of Columbia. The Department is providing feedback and technical assistance to the remaining state applicants that have submitted an application no later than the deadline of December 31, 2021 to help them not only meet the requirements for approval described in the funding opportunity announcement, but also to help ensure their proposed projects and activities are likely to have successful outcomes and potentially become best

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practices. As a result of the time this process requires as well as the competing priorities state workforce agencies are facing, the remaining state applicants have requested additional time to revise their applications. For this reason, the Department is changing the end date for the period of performance to the end of the 27-month-period that begins on the date of new grant awards.

- b. Background – On March 11, 2021, the President signed the American Rescue Plan Act of 2021 (ARPA) into law (Public Law (Pub. L.) 117-2). Section 9032, ARPA, creates a new Section 2118 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Pub. L. 116-136) and provides a \$2,000,000,000 appropriation to the Secretary of Labor to detect and prevent fraud, to promote equitable access, and to ensure timely payment of benefits to eligible workers with respect to UC programs. In support of ARPA’s goals, the Department issued UIPL No. 23-21, announcing a grant opportunity for activities that promote equitable access to UC programs. Section 6.b. noted that UI equity grant funds must be obligated by states by September 30, 2023, and liquidated within 90 days thereafter. On April 4, 2022, the Department issued UIPL No. 23-21, Change 3. In that UIPL, the Department responded to state requests for additional time and extended the period of performance for awards from September 30, 2023 to March 31, 2024.

4. **Guidance.** Section 6.a. of UIPL No. 23-21 sets out the required actions that states must complete in applying for a grant under this offering. Since multiple state applicants have needed additional time to revise their applications, the period of performance for grant awards made on or after the date of this UIPL will be the end of the 27-month-period that begins on the date of the award. This approach is being used to ensure that states that are yet to be awarded will receive the same length of the period of performance for their UI equity grants as states that have already received awards. For states with UI equity grant applications that are still under development, ETA provides updated guidance on completing the SF-424 as set out in Attachment I of this UIPL (which replaces Attachment III in UIPL No. 23-21). These updated instructions include an amendment to the end date for the period of performance of the grant awards to be the end of the 27-month-period from the start date of the award. The instructions for the states to submit the SF-424a (OMB No. 4040-0006) when applying for grant awards is found at <https://apply07.grants.gov/apply/forms/instructions/SF424A-V1.0-Instructions.pdf>.

The period of performance set in this guidance applies to those state applicants that had not been approved on or before the date of issuance of this UIPL. Other than these changes, and the changes announced in UIPL Nos. 23-21, Change 1, Change 2, and Change 3, all other guidance and information in UIPL No. 23-21 remain the same.

5. **Inquiries.** Please direct inquiries to the appropriate ETA Regional Office.

6. **References.**

- American Rescue Plan Act, Pub L. 117-2, enacted March 11, 2021;
- Coronavirus Aid, Relief, and Economic Security (CARES) Act, Pub. L. 116-136, enacted March 23, 2020;
- UIPL No. 23-21, *Grant Opportunity for Promoting Equitable Access to Unemployment*

Compensation (UC) Programs, issued August 17, 2021,
<https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-23-21>;

- UIPL No. 23-21, Change 1, *Extension of Time to Submit Request for Funding under Grant Opportunity Announced in Unemployment Insurance Program Letter (UIPL) No. 23-21*, issued November 1, 2021,
<https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-23-21-change-1>;
- UIPL No. 23-21, Change 2, *Further Extension of Time to Submit Request for Funding under Grant Opportunity Announced in Unemployment Insurance Program Letter (UIPL) No. 23-21*, issued December 20, 2021,
<https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-23-21-change-2>; and
- *UIPL No. 23-21, Change 3, Extension of Period of Performance for Awards related to Grant Opportunity Announced in Unemployment Insurance Program Letter (UIPL) No. 23-21*, issued April 4, 2022,
<https://www.dol.gov/agencies/eta/advisories/unemployment-insurance-program-letter-no-23-21-change-3>.

7. Attachment(s).

- Attachment I: Updated Instructions for Completing the SF-424.

Instructions for Completing the SF-424 and SF-424A

I. Application for Federal Assistance (SF-424)

Use the current version of the form for submission. Expired forms will not be accepted. SF-424, Expiration Date 12/31/2022, Office of Management and Budget (OMB) Control No. 4040-0004 (Grants.gov).

https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

Section # 8, APPLICANT INFORMATION:

- **Legal Name:** The legal name must match the name submitted with the System for Award Management (SAM). Please refer to instructions at <https://www.sam.gov/SAM/>.
- **Employer/Tax Identification Number (EIN/TIN):** Input your correct 9-digit EIN and ensure that it is recorded within SAM.
- **Organizational DUNS:** All applicants for Federal grant and funding opportunities are required to have a 9-digit Data Universal Numbering System (D-U-N-S®) number, and must supply their D-U-N-S® number on the SF-424. Please ensure that your state is registered with the SAM. Instructions for registering with SAM can be found at <https://www.sam.gov>. Additionally, the state must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, there is a requirement to review and update the registration at least every 12 months from the date of initial registration or subsequently update the information in the SAM database to ensure it is current, accurate, and complete. Failure to register with SAM and maintain an active account will result in a rejection of your submission.
- **Address:** Input your complete address including Zipcode+4; Example: 20110-831. For lookup, use link at https://tools.usps.com/go/ZipLookupAction_input.
- **Organizational Unit:** Input appropriate Department Name and Division Name, if applicable.
- **Name and contact information of person to be contacted on matters involving this application:** Provide complete and accurate contact information including telephone number and email address for the point of contact.

Section # 9, Type of Applicant 1: Select Applicant Type: Input “State Government”.

Section # 10, Name of the Federal Agency: Input “Employment and Training Administration”.

Section # 11, Catalog of Federal Domestic Assistance Number: Input “17.225”; **CFDA Title:** Input “Unemployment Insurance”.

Section # 12, Funding Opportunity Number and Title: Input “UI Equity Grant”.

Section # 13, Competition Identification Number: Leave Blank.

Section # 14, Areas Affected by Project: Input the place of performance for the project implementation; Example “NY” for New York.

Section # 15, Descriptive Title of Applicant’s Project: Input “UI Equity Grant 2021”.

Section # 16, Congressional Districts of:

- a. Applicant: Input the Congressional District of your home office. For lookup, use link at www.house.gov with Zipcode + 4
- b. Program/Project: Input the Congressional District where the project work is performed. If it is the same place as your home office, input the congressional district for your home office. For lookup, use link at www.house.gov with Zipcode+4

Section # 17, Proposed Project Dates

- a. Start Date: Input a valid start date for the project (earliest start date will be October 1, 2021)
- b. End Date: Input a valid end date for the project (initially 27-month-period from the start date; this can be amended upon formal request if justified)

Section # 18, Estimated Funding (\$):

Input the applicable funding allotment as listed for your state in Attachment I. Ensure that the funding requested matches the TOTALS in Section B – Budget Categories of the SF424A.

Section #s 19 – 20: Complete as per instructions for Form SF-424.

Section # 21, Authorized Representative: Please select the “I AGREE” check box and provide complete information for your authorized signatory including contact information such as telephone number and email address. If your Authorized Representative has changed from your previous application submission for this program, please include a letter from higher-level leadership authorizing the new signatory for the application submission.

Remember to have the SF-424 signed and dated by the Authorized Representative

II. Budget Information -Non-Construction Programs (SF-424A)

- Use the current version of the form for the submission. Expired forms will not be accepted. SF 424A, Expiration Date 02/28/2022, OMB Control No. 4040-0006 <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>
- Section B – Budget Categories: Ensure that TOTALS in Section 6, Object Class Categories matches the Estimated Funding requested in the SF-424.
- If indirect charges are specified in Section 6, Object Class Categories, then include either:
 - (a) The approved indirect cost rate with a copy of the Negotiated Indirect Cost Rate

Agreement (NICRA), a description of the base used to calculate indirect costs along with the amount of the base, and the total indirect costs requested; **OR**

- (b) For those applicant states that meet the requirements to use the 10 percent de minimis rate as described in 2 CFR 200.414(f), a description of the modified total direct cost base (see 2 CFR 200.68 for definition) used in the calculation along with the amount of the base, and the total indirect costs requested based on the 10 percent de minimis rate.