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**DIVISION OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 19-11**

May 1, 2020

FROM: Charisse Childers, Ph.D., Director

TO: Local Workforce Development Board Directors

SUBJECT: ADWS Procedure for Applying for a Department of Labor National Dislocated Worker Grant (DWG).

1. **Purpose:** To provide guidance on applying for both an emergency application and a full application for a DOL National Dislocated Worker Grant (DWG) in case of a natural disaster.

2. **Reference:** TEGL 12-19 and Grants.gov

3. **General Information:**

- Monitoring and reporting a natural disaster should be conducted on both the local and state levels. Reviewing the Arkansas Division of Emergency Management web site at the following: <https://adem.arkansas.gov/disaster-information> will inform you when a Major Disaster Declaration has been issued for your counties. An official FEMA Disaster Declaration document initiates the opportunity for a formal application submission to DOL as described in this issuance.
- Table 1 below provides you with the forms you must complete for a Disaster Recovery Emergency Application or a Disaster Recovery Full Application.
- TEGL 12-19 provides you the following information:

There are two categories of National Dislocated Worker Grant (DWG) that Employment and Training Administration (ETA) will accept applications.

A. Disaster Recovery DWGs

- Qualifying Events (Section two/page two) (TEGL 12-19)
- Eligible Applicants (Section two/page three)
- Eligible Participants (Section two/page three)
- Allowable Grant Activities (Section two/page three and four)
- Temporary Job Policies (Section two/page four)
- General Policies: Disaster DWGs (Section two/page five)

B. Employment Recovery DWGs

- a. Qualifying Layoff Events (Section two/page eight)
 - b. Eligible Applicants (Section two/page eight)
 - c. Eligible Participants (Section two/page nine)
 - d. Co-Enrollment (Section two/page 10)
 - e. Allowable Grant Activities (Section two/page 11)
 - f. Grant Funding Approach (Section three/page 14)
- Reference ADWS Issuance PY19-18, the definition of “long-term unemployed” for DWG grants.
 - Once it is determined that a Major Disaster Declaration has been issued for your counties you should complete the following actions:
 - Notify the state that a Major Disaster Declaration has been issued and what counties are involved.
 - Start communications with your counties as to the damage, cleanup required, the staffing and hours that will be required to complete the cleanup and estimated date when cleanup will be completed.
 - Request a letter from each Chief Elected Official (CEO) requesting assistance and what assistance is required. This letter should be detailed with the number of staff, hours required, and wages paid.
 - A Disaster Recovery Emergency Application requires a Project Synopsis and a Project Narrative. The state will complete the SF-424 form.
 - **Within 60 business days following an award of Disaster Recovery DWG funds requested via an emergency application, the grantee must modify the grant to provide a full application.**
 - A Disaster Recovery Full Application requires the Project Synopsis, Project Narrative, Budget, Budget Narrative, Project Operator Form, and Disaster Worksite Summary-Template. The state will complete forms SF-424 and SF-424A.
 - Complete the required forms for your application and forward to **WIOATA@arkansas.gov**.
 - All forms are available at <https://www.grants.gov/web/grants/search-grants.html> Select Department of Labor and click on TEG1 12-19.
 - Local Workforce Development Boards cannot budget more than 10% of their total requested grant under the budget line item of administrative costs.
 - FEMA or another federal declaration can also trigger a DWG.

Table 1

SUGGESTED DOCUMENTS FOR DWG APPLICATION FUNDING REQUESTS					
Funding Request	Layoff Recovery	Disaster Recovery Emergency Application	Disaster Recovery Full Application	Incremental Funding Request	Supplemental Funding Request
Form					
Project Synopsis	x	x	x	x	x
Project Narrative	x	x	x	x	x
SF-424	x	x	x	x	x
SF-424A	x		x	x	x
Budget Narrative	x		x	x	x
Employer Data Form	x			x (Only if adding an employer)	x (Only if adding an employer)
Project Operator Forms	x		x	x (Only if adding a project operator)	x (Only if adding a project operator)
Disaster Worksite Summary - Template			x	x (Only if modifying disaster worksites)	x (Only if modifying disaster worksites)

4. **Action Required:** Please provide this information to all appropriate staff.
5. **Inquiries:** Questions may be submitted to Kris Jones, ADWS EA Assistant Director at Kristopher.Jones@arkansas.gov.
6. **Attachment:** N/A
7. **Expiration Date:** Ongoing