**National Dislocated Worker Grant**

**Application Checklist**

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| **Application Reviewed By:** Click or tap here to enter text. | **Date of Review:** Click or tap to enter a date. |

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| **Application Requirement** | **Requirement Met?** |
| **Application is complete:**   * Cover Letter Summarizing Funding Request * Application Narrative, including:   + Detailed needs assessment   + Proposed disaster employment positions   + Proposed employment and training activities   + Process for worksite management   + Process for worksite monitoring and oversight   + Enrollment and expenditure summary * Budget and budget narrative * Current Negotiated Indirect Cost Rate Agreement |  |
| **Review of Needs assessment:**   * The needs assessment is specific to the geographic area to be served through DWG funding. * The needs assessment provides a clean and consistent analysis/description of the needs directly resulting from the disaster event. * The assessment provides sufficient detail to determine how the needs were identified in the proposed service area. * The assessment describes the plan for continuous assessment of community needs that may impact the project throughout the grant period. * The assessment identifies and explains how the project activities, including disaster-relief employment and employment/career and training services, will address the stated needs. |  |
| **Review of Proposed Disaster-Relief Jobs:**   * Proposed jobs clearly relate to broad categories of humanitarian assistance and clean-up needs described in the Needs Assessment. * Areas Where Need Exists accounts for each of the counties identified in the Geographic Area to Be Served and clearly align with the communities described in the Needs Assessment. * Project Activities are consistent with those described in the Needs Assessment for the proposed service area. * Requirements to Carry Out Disaster-Relief Positions and Project Activities align with information provided in the Needs Assessment, Budget, and Budget Narrative. * The list or table of Disaster-Relief Jobs does not introduce new needs or ideas that are not reflected in the Needs Assessment. |  |
| **Review Description of Worksite Management and Monitoring/Oversight Plan:**   * There is a timeline for reviewing enrollment and worksite developments. * The application narrative includes a general structure for worksite oversight. * Procedures are in place for establishing, reviewing, and updating worksite agreements. * Procedures are in place to ensure worksites give the highest priority to the clean-up and provision of humanitarian assistance to economically disadvantaged areas within the disaster area. * Procedures are in place that ensure that new worksites and disaster-relief jobs are determined based upon the approved grant agreement and scope of work. * Policies and internal controls are in place to manage worksites, including:   + Procedures for establishing worksites.   + Procedures for identifying temporary jobs.   + Procedures for supervising the temporary employment.   + Oversight plan for temporary employees, including payroll/wages and length of employment. * Procedures are in place for determining and responding to new needs or challenges, such as limits on disaster-relief employment duration, wages, worksite selection, work on private property, and health and safety standards. |  |
| **Review of Proposed Employment and Training Services Table:**   * Proposed E&T activities align with the needs described in the Needs Assessment. * Reflects activities and costs that are allowable, reasonable, and allocable. * Explains why existing DW formula funds are not sufficient to provide E&T services. * Plans are in place to coordinate services or co-enroll participants. * Internal controls are in place to prevent duplication of services. |  |
| **Review of Enrollment and Expenditure Summary:**   * Planned enrollments and expenditures for disaster-relief employment and E&T services align with Needs Assessment, Budget, and Budget Narrative. |  |
| **Review of Overall Project Management Plan:**   * Policies and internal controls are in place to manage the project overall and ensure compliance with general policies for disaster recovery under TEGL 12-19, Change 1. * Internal controls are in place to ensure corrective action, where required, to ensure adherence to the project goals. |  |

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| **Reviewer Notes/Comments:** | **Recommended for Funding?** Yes No |
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