**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
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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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