National Dislocated Worker Grant
Application Checklist

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

Application Requirement	Requirement Met?
EMERGENCY APPLICATION	

Application is Complete:
 • The following criteria is met:
    ○ Declaration of a qualifying disaster is made by FEMA or other Federal agency with jurisdiction within 45 business days of the emergency or disaster event
    ○ Submission is within 15 business days of qualifying disaster
 • SF-424 form, version 4.0
 • Cover Letter, including:
    ○ The qualifying declaration
    ○ Brief description of the impact on the community
    ○ If the declaration is made by a Federal agency other than FEMA, attest that the emergency or disaster event may cause 50 or more layoffs
    ○ A list of communities to be included in the grant
    ○ If known, job titles and job descriptions for any disaster-relief employment that may begin prior to submission of the full application
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FULL APPLICATION	

Application is Complete:
 • General Information:
    ○ Applicant Information
    ○ Primary Project Point of Contact
    ○ Identification of Qualifying Event
    ○ Funding Request
    ○ Emergency Management Agency Coordination
    ○ Project Start Date and Period of Performance
 • Statement of Work
    ○ Project Overview
    ○ Community Needs Assessment
 • Projected Enrollment and Costs
    ○ Projected Enrollment Breakdown: Types of Activities
    ○ Projected Costs: Disaster-Relief Employment Activities
    ○ Projected Costs: Disaster-Relief Employment Positions
    ○ Projected Expenditures: Employment and Training Activities
 • Application Narrative, including:
    ○ Process for worksite management
    ○ Process for worksite monitoring and oversight
 • Budget and budget narrative
 • Current Negotiated Indirect Cost Rate Agreement
 • Project Timeline
 • Abstract
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Community Needs Assessment describes at a minimum: • *Impact:* The impacts of the declared emergency or disaster event, prioritizing communities and individuals most at-need due to the disaster/emergency, or economic/other disadvantages. • *Description of Employment Needs:* The cleanup/humanitarian needs directly resulting from the declared emergency or disaster event. • *Proposed Employment:* How the proposed disaster-relief employment will address the needs and help mitigate the effects of the declared emergency or disaster event and promote community recovery. • *Employment and Training Priorities:* How to recruit/enroll eligible individuals and ensure that participants can successfully complete their grant-funded activities. • *Employment and Training Activities:* How DWG funds will provide opportunities for individuals to return to unsubsidized employment because of grant activities.	☐
Review of Proposed Disaster-Relief Jobs: • Proposed jobs align with humanitarian assistance and clean-up needs. • Project Activities are consistent with those specified for the proposed service area. • Requirements for disaster-relief positions and project activities align with details in the Community Needs Assessment, Budget, and Budget Narrative. • The list or table of disaster-relief jobs does not introduce new needs or ideas beyond the Community Needs Assessment.	☐
Review Description of Worksite Management and Monitoring/Oversight Plan: • A timeline guides enrollment and worksite reviews, while the application outlines general worksite oversite. • Procedures ensure worksite agreements are established, reviewed, and updated, with priority given to clean-up and humanitarian aid for disadvantaged areas. • New worksites and disaster-relief jobs align with the approved grant agreement and scope of work. • Policies and internal controls manage worksites, covering worksite establishment, identification of temporary jobs, supervision, and oversight—including payroll, wages, and employment duration. • Procedures address emerging challenges, such as employment duration limits, wages, worksite selection, work on private property, and health and safety standards.	☐

Review of Projected Enrollment and Costs:
• An estimate of the enrollment and the average hourly wage for each job type is projected for each category:
    o Total number of projected participants
    o Participants ONLY receiving disaster-relief employment services
    o Participants ONLY receiving employment and training services
    o Participants receiving BOTH employment and training services AND are engaged in disaster-relief employment
• Only eligible participants are enrolled, and employers comply with the disaster-relief employment requirements.
• Planned enrollments and expenditures for disaster-relief employment and employment and training services align with Community Needs Assessment, Budget, and Budget Narrative.	

Review of Overall Project Management Plan: • A project timeline reflects major proposed goals an objective over the project performance period.	☐

• 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.	
Abstract Includes At Least The Following: • A summary of the impacts of the qualifying emergency or disaster event, including areas covered by the declaration. • An overview of the activities that are likely to be included in the grant. • A description of the types of participants to be enrolled • A list of the subrecipients likely under the grant, and a summary of the kinds of activities they will carry out. • Any deliverables or expected outcomes.	

Reviewer Notes/Comments:	**Recommended for Funding?** ☐Yes ☐No
Click or tap here to enter text.	