

**Procedures for Applying for JTPA Title III National Reserve Account (NRA)  
Grants to Assist Secondarily-Affected Workers**

To meet the Administration's commitment to serve secondarily-affected workers, NRA funds will be available to cover the extraordinary costs of services. Since States are expected to initiate services to such workers consistent with existing policies and procedures for serving dislocated workers, States and substates may choose to fund the cost of some of these services with formula funds and will be expected to use Rapid Response funds for early intervention assistance to layoffs meeting or exceeding the Rapid Response threshold, according to State policy.

Applications for NRA funds to serve secondarily-affected workers may be submitted under the following circumstances:

1. The State may submit a request for funds under the emergency funding procedures in the NRA guidelines if: (1) the layoff covered in an approved designation of a worker group as secondarily-affected does not qualify for Rapid Response assistance; (2) some or all of the workers included in the worker group have not yet been enrolled in services or determined to no longer need assistance; and (3) the State does not have funds available to implement an appropriate recruitment and an early intervention service process for the group of certified secondarily-affected workers.

Such a request for funds may be submitted by the State only after a determination of eligibility as secondarily-affected has been issued by ETA.

2. The State may submit a streamlined request for funds to cover only the costs of the needs-related payments for secondarily-affected workers in need of retraining. This request may also be used to cover the costs of needs-related payments for primarily-affected workers who are not eligible for income support under the NAFTA-TAA program but would be eligible under the provisions of JTPA Title III.
3. The State may submit a request for funds to provide needed services to the workers under the Regular Project application requirements in the NRA guidelines.

The specific submission requirements for each of these application options are presented in the following paragraphs.

**Application for Funds under Emergency Procedures**

Under this procedure, the application for funds will consist of an Initial Request and a Fully Documented Application.

The submission requirements for the Initial Request are:

- < A Transmittal Letter from the Governor or the authorized State signatory official.
- < A signed Standard Form (SF) 424 reflecting the estimate of the total NRA funds that will be needed to provide assistance to the group of workers.
- < A signed copy of the National Reserve Account grant Assurances and Certifications.
- < A copy of the determination by ETA that the workers are secondarily-affected.
- < An explanation of the efforts made upon notification by the State NAFTA-TAA coordinator that a petition had been filed to contact and initiate services to the workers included in the petition.
- < A description of the current status in providing services to workers included in the worker group; i.e., how many are enrolled and receiving services? how many have been determined to have obtained new employment?
- < A description of the special outreach and other early intervention services that are planned.
- < A Summary Budget that itemizes the costs of the special outreach and early intervention services and which provides an overall estimate of the costs of other services that are expected to be needed. The State's average cost per participant in the TAA program, plus an estimate of income support requirements based on the appropriate UI level in the State, may be used as the basis for this estimate.

If approved, an incremental grant award will be made to the State. The increment will not exceed the amount of funds needed for the special outreach and early intervention services plus 25% of the estimated costs for the other services.

The submission requirements for the fully documented application are:

- < A Transmittal Letter from the Governor or Authorized Signatory.

- < If the amount of funds being requested has changed from that reflected in the Initial Request, a signed SF 424 reflecting the revised amount.
- < The number of workers that have been contacted and enrolled in services.
- < A copy of the completed Reemployment Plans for each worker to be served through the grant.
- < A completed Implementation Schedule, Project Line Item Budget, and Quarterly Expenditure Plan. The Project Line Item Budget must reflect the assumptions regarding the number of workers to receive NRPs, plus the number of weeks and the weekly amount of NRPs.

### **Streamlined Request for Needs-Related Payments (NRPs)**

- < A signed Standard Form (SF) 424.
- < A signed copy of the NRA grant Assurances and Certifications.
- < A copy of the determination by ETA that the workers are secondarily-affected.
- < A copy of the completed Reemployment Plans for each worker to be served through the grant.
- < A completed Implementation Schedule, Project Line Item Budget and Quarterly Expenditure Plan. The Project Line Item Budget must reflect the assumptions regarding number of workers to receive NRPs, plus the number of weeks and the weekly amount of NRPs.

### **Application for Funds for a NRA Regular Project**

The submission requirements are the same as specified in the NRA guidelines.

The NRA guidelines can be found in the September 25, 1996 *Federal Register* on pages 50388-50401.