National Emergency Grants Program

NEG Electronic Application System (eSystem)

Regular - Full User Guide
Introduction

The eSystem was designed in a user-friendly format, but efficient use of the system requires an understanding of the NEG application requirements, policy restrictions, and priorities that have been formalized in the NEG Application Guidelines. This guide incorporates these requirements.

The User Guide is organized into the following major sections:

- **Accessing the eSystem**, which provides the information necessary to log into the eSystem using your Web browser;

- **Using the eSystem**, which describes the basic format of the data entry screens in the system, how to navigate among sections, and the guidelines for successful data entry; and

The User Guide includes screen shots of the menus and entry screens that you will see as you navigate through the eSystem.

The eSystem includes on-line HELP, which provides specific definitions and instructions for individual data entry items.
Accessing the eSystem

To access the NEG eSystem follow these four steps:

1. Open your Web browser and type this URL - http://etareports.doleta.gov, or http://www.etareports.doleta.gov into the Address field (Figure 1).

![Figure 1: Web Browser – URL Location Field]

2. Click and a Security Advisory Notice will appear (Figure 2).

![Figure 2: Security Advisory Notice]
3. Click OK and the Grantee Reporting System login screen will be displayed (Figure 3).

![Grantee Reporting System Login Screen](http://www.etareports.doleta.gov/CFDOCS/grantee_prod/reporting/index.cfm)

**Figure 3:** Grantee Reporting System Login Screen

4. Type in your NEG password and click Login. The Home Page is the next screen to appear (Figure 4).

![Home Page](http://www.etareports.doleta.gov/CFDOCS/grantee_prod/reporting/index.cfm)

**Figure 4:** Home Page
The Home Page screen provides three options:

1. **Start a New NEG application**
   To create a new grant application, click **Start New Grant Application**.

2. **List of New Grant Applications**
   The applications in this section are categorized as “draft” or “submitted”. Draft indicates that the document is a work in process, and it may be revised as needed. Submitted indicates that the document has been certified and submitted for review. Note that once the application is labeled as Submitted, it can not be revised. To access the complete listing of new grant applications that have been started, click on the **View All** link at the bottom of this section.

3. **List of Awarded Grants**
   This is the list of approved grants. You may choose any item from the list to submit a modification request or a required Quarterly Progress Report. The listing will highlight the more recent grants. If you have received more grants than show up on the list, they can be accessed by clicking the **View All** link.

The **Search** feature at the top of the Home Page screen can be used to help locate specific applications or grants, by either a Project ID number or descriptive information such as the name of the applicant state or Workforce Investment Board (WIB). After you have entered the descriptive information, click **Go**. A list of applications or grants that satisfy your search criteria will appear. A single page will include up to 25 entries, which should be more than enough for most searches. If there are more than 25 entries, this will be indicated (e.g., “1-25 of 40”). The additional entries can be accessed by clicking the page number (e.g., “2”), the **Next** link, or the **Previous** link.

This NEG Home Page also includes an **Alerts** feature. In the New Grant Applications and Awarded Grants sections, an alert flag will display next to any application or grant where there is a required pending action:

- For applications, the action may be to respond to a request to clarify data that was entered
- For awarded grants, the action may be to provide additional information in response to grant award conditions
Finally, this page, like all pages in the eSystem, includes four features that assist in efficiently navigating through the eSystem:

- **Help** provides step-by-step instructions for tasks related to the screen
- **Home** returns you to the NEG eSystem Home/Main Page
- **Logout** exits you from the eSystem
The eSystem uses a standard format for all data entry screens:

On the upper left hand side of the screen is a Menu Box that lists all sections of the eSystem that may be utilized to create an application. You can move from one section to another by clicking the identifier/name of the section you want to go to (Figure 5).

**Figure 5: Menu Box**

The bottom of the screen provides three actions related to data entry (Figure 6).

**Figure 6: Data Entry Actions**
Click **SAVE** to store additional information that has been entered into the screen.

Click **CLEAR** to return the data entry fields to the previously saved values.

Click **CANCEL** to exit the screen without saving the entered information.

**NOTE:** If you **CANCEL**, all information that has been entered since the last **SAVE** action will be lost.

**Data Entry Guidelines**

The eSystem requires that data be entered in a specific format in order to be saved to the eSystem. If an entry is not formatted correctly, the NEG eSystem will display a warning message and require that you revise and reenter the data.

**Dates**

All dates entered into the NEG eSystem must be in the mm/dd/yyyy format.

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<tr>
<th>CORRECT</th>
<th>INCORRECT</th>
</tr>
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<tbody>
<tr>
<td>04/01/2010</td>
<td>01/01/10</td>
</tr>
<tr>
<td>12/25/2010</td>
<td>December 25, 2010</td>
</tr>
</tbody>
</table>

**Dollar Amounts**

All dollar amounts entered into the NEG eSystem must be whole numbers with no decimals, commas, or dollar signs.

<table>
<thead>
<tr>
<th>CORRECT</th>
<th>INCORRECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>2000.00</td>
</tr>
<tr>
<td>1500</td>
<td>1,500</td>
</tr>
<tr>
<td>489</td>
<td>$489</td>
</tr>
</tbody>
</table>
Additional Information Alert

An Additional Information icon/蔚 will appear that indicates that an explanation must be provided to clarify a particular data entry. Either click on the icon, which will take you to the location where you can enter the additional information, or go to the Additional Information component where the narratives that are required will be listed.

**NOTE:** The application can not be submitted until the Additional Information entries are completed.
## Getting Started

To begin a new application, click the **Start New Grant Application**. This takes you to the Getting Started screen.

The Application Basics section of Getting Started records standard demographic data about the applicant. It is also where the applicant chooses the type of Project and the type of Application that is being developed.

For **Descriptive Title of Project** enter a short title that identifies the project.

Under **Project Type**, the drop-down window lists the four project options that are authorized in the Workforce Investment Act: Regular, Disaster, Dual Enrollment, and the Trade Act Health Coverage Tax Credit. For the procedures to be followed in this user guide, the Project Type is “Regular” and the Application Type is “Full”.

For **Areas Affected By Project**, list the areas (counties) that make up the project’s service area. (Figure 7).

![Application Basics Form](image)

**Figure 7**: Project/Application Type - Areas Affected By Project
Complete the Applicant Information requested, listing full addresses, EIN, current/active DUNS* and the applicant’s congressional district(s) to be distinguished from a listing of congressional districts affected, which is later requested in the Project Basics section (Figure 8).

**NOTE:** *DUNS* - On all documents, the organizational name/legal name, should be worded **exactly** as it is in the Central Contractor Registration (CCR) DUNS registry. Note that the Grant Officer will verify that the DUNS number is registered, and active (has not expired) in CCR. It is most likely that the applicant organization is already registered and current, but if not, go to www.bpn.gov (scroll down the page and click on CCR). The DUNS requirement applies to all government, educational and non-profit applicant organizations.

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**Figure 8: Applicant Information**

| Legal Name: | Alabama Department of Economic and Community Affairs |
| Organization Unit (Department): | * |
| (Division): |  |
| Applicant Type: | A - State Government |
| Address: | * |
| County: | * |
| City: | * |
| State: | AL |
| Zip: | * |
| Employer ID Number (EIN): | 12-1234567 |
| DUNS: | 123456789 |
| Applicant Congressional District(s): | ILLINOIS |
| (ctrl-click to select multiple) | IL District 1, IL District 2, IL District 3, IL District 4, IL District 5, IL District 6, IL District 7, IL District 8, IL District 9 |

*Is this information incorrect?*
NOTE: At the bottom of the Getting Started page, and all of the other eSystem data entry screens, you will see the legend that explains the red asterisks *.

One asterisk * means that you will be able to SAVE the screen and move to other parts of the application without entering any data. However, before the application can be submitted the entry must be completed.

Two asterisks ** mean that those fields must be completed before you can SAVE the screen you are in, and continue (Figure 9).

* denotes required field before final submission of application
** denotes required field before saving this page

Figure 9: Data Requirements

The Point of Contact section allows the applicant to advise the eSystem who, in addition to the Primary/Signatory, should receive communications regarding this application. It is not required to enter the contact information for the NEG Primary/Signatory – Authorized Representative into this section. S/he is the default or automatic recipient of all eSystem communications already and does not need to be re-listed as Point of Contact. However, if the preference is that the Authorized Representative should also be the Point of Contact, click on the box to the left of Use Authorized Representative. (Figure 10).

Figure 10: Point of Contact

When all data has been entered, click SAVE at the bottom of the screen. This will return you to the menu, where you can then click the next section you want to complete.
Preparing a Regular-Full Application

This application requires information related to the:
Project Overview
Employers and Events
Project Operators
Project Plan and
Additional Information.

Four of the application components may be completed in any sequence. **Note, that the Project Overview is populated with information that is transferred in when some of the other sections are completed.** The last component to be completed should be Additional Information. The required entries for this section will be determined, in part, by the entries in the other sections.

**Project Overview**
This section provides summary information on the planned project.

- In the **Project Basics** section, enter the **Congressional District(s)** affected by the project by holding down the Ctrl key, scrolling down the entries and clicking on each applicable district.

- The **Proposed Project Start Date** and **Proposed Project End Date** must encompass the period in which proposed Project Operator agreements will be in effect (i.e., based on the entries in the Project Operator section). Entering these dates dictates the number of Program Year (PY) project quarters that will be included in the Project Plan.

- Under **Eligible Event** select the option that is most reflective of the qualifying worker dislocation event(s) (Figure 11).
Under **Funding Estimates** the entry for Federal should equal the amount of NEG funding being requested. Entries for the other items should be made, if applicable and must reflect cash, not in-kind contributions. The following are the definitions for Funding Estimate entries:

- **Federal** is the amount of NEG funding being requested for the NEG application
- **Applicant** is funding that is being contributed by the applicant organization from sources other than WIA
- **State** is WIA State-reserved Dislocated Worker funding
- **Local** is WIA local area Dislocated Worker funding
- **Other** may include funding from non-WIA State and local public agencies, private contributions, etc.
- **Program Income** will generally not be applicable to NEG projects, but may be if the project design includes some income generation activities

**Total Estimated Funding** will auto-calculate (Figure 12).
Complete all required fields under Planned Participation as follows: enter the estimated number of participants to be served for Number of Planned Participants; allow Planned Federal Cost Per-Participant to auto-populate; enter Actual Formula Funds Cost-Per-Participant in the Prior Program Year; enter Planned Earnings (negotiated six-month earnings measure) and Planned Entered Employment Rate (negotiated rate) based on the current PY; Percentage of Planned Participants Receiving NRPs will auto-calculate if a number for NRP participants is entered into the Project Plan. (Figure 13).

When all data has been entered, click **SAVE** at the bottom of the screen. This will return you to the menu, where you can then click the next section you want to complete.
Employers and Events
This component provides site-specific information needed to validate the eligibility of the required significant worker dislocation (Figure 14).

**NOTE:** The Employers and Events section is not required when the Eligible Event selected in the Project Overview section is "Disaster".

Figure 14: Employer/Events

- Click on the [Add New Employer](#) link to access the Employer Data Form. For the eSystem, an “Employer” is defined as a specific location at which layoffs have or will occur.
- In cases where a single company is laying off workers at multiple locations in the project’s planned service area, a separate Employer Data Form must be created for each layoff location.
- All of the information in the Employer Data Form (e.g., address, labor organization representation) must be specific to each layoff location (i.e., do not enter a headquarters address for the company unless workers at the headquarters site are being dislocated) (Figure 15).
The Employer Data Form requires entry of the date(s) when Rapid Response actions, with both the employer and workers, occurred. It does not require a description of specific Rapid Response activities completed on each date. The Contact with Workers section does, however, require an entry for the total number of affected workers contacted through meetings, surveys, etc.

It is preferable that the Number of Field Surveys Completed be entered. (Figure 16).
When you complete and save the Employer Data Form, the next screen displays the name of the employer and the Add Layoff Event link that will bring up the Event Record (Figure 17).

**Figure 17: Add Layoff Event**

An Event Record is a subset of an Employer Data form. You cannot create an Event Record without having previously created an Employer Data Form. Adding a new event can only be done by first accessing the applicable Employer Data Form (Figure 18).

**Figure 18: Event Record**
NOTE: For the eSystem, an Event is an actual layoff date. For a single employer, there may be multiple events such as staged layoffs, meaning that the total planned layoffs are occurring at multiple points in time. Where this is the case, an Event Record should be created for each layoff date.

Two of the types of dislocation events that are eligible for NEG funding as a Regular Project are industry-wide layoffs and community-impact layoffs. Even though these are more broadly based than a typical Regular Project dislocation and will include multiple locations, the applicant must complete the Employer and Event information for each site that is included in these applications.

With the exception of community-impact layoffs and industry-wide layoffs, each employer site must have 50 or more affected workers to qualify for NEG funding. In the case of industry-wide layoffs, there must be at least one site in each Project Operator area that has 50 or more affected workers.

When all data has been entered, click SAVE at the bottom of the screen. This will return you to the menu, where you can then click the next section you want to complete.

Project Operators
The Project Operator is the entity that is responsible for implementing and coordinating the activities that will be provided with grant funds (Figure 19).
Click the **Add New Operator** link on the Project Operator screen and the Project Operator data form will appear. The data entered here provides descriptive and contact information for each Project Operator (Figure 20).

![New Operator Form](image)

**Figure 20**: Project Operator Form

Most of the entries are self-explanatory or are easily understood with the definitions provided in the Help feature. However, a few cautions are appropriate for the entries related to the scope of project operator responsibility:

- The **Operator Agreement Start Date** cannot precede the **Proposed Project Start Date** that is entered in the Project Overview section.

- The **Operator Agreement End Date** cannot be later than the **Proposed Project End Date** that is entered in the Project Overview section.

- The **Service Area** should not include any entries that are not included in the similar entry for the total project in the Project Overview section.

When all data has been entered, click **SAVE** at the bottom of the screen. This will return you to the menu, where you can then click the next section you want to complete.
**Project Plan**

The Project Plan is the implementation schedule for the project regarding enrollment and service to eligible affected workers and expenditures. The format of the plan is by Program Year (July 1 to June 30) (PY) Quarter. The number of quarters will be determined by the planned start and ending dates of the project.

The Project Plan is divided into two major sections – Planned Participants and Planned Expenditures. Planned Expenditures is further divided into three subsections: Grantee-Level Expenditures, Project Operator-Level Expenditures, and Total Expenditures (which will automatically calculate from the other two).

All entries on this screen are **cumulative**. For each item, the entry in each subsequent quarter must be equal to, or greater than, the entry in the preceding quarter.

**Planned Participants**

This section should build from the information in Employer and Events. Specifically, the “Total Planned Participants” in the last quarter of the Project Plan should equal the sum of the “Planned Participants” from each completed Employer Record. Further, the quarterly schedule of enrollments – as reflected on the “Total Planned Participants” line should correspond to the layoff dates in the Events Records (Figure 21).

![Planned Participants Table]

*Figure 21: Planned Participants*

The definitions of the entries for this section are:

The definitions of the entries for this section are as follows. Further descriptions of some of these activities are available in the Code of Federal Register (CFR) when cited:

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**Table:** Planned Participants

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Receiving Intensive Services: The cumulative number of grant participants who will receive intensive services that will paid, in whole or in part, with funds provided by this NEG. Intensive services may include, but are not limited to, comprehensive and specialized assessments of the skill levels and service needs of eligible individuals, individual career plans, group or independent counseling, career planning, and short-term pre-vocational services. 20 CFR 663.200.

Enrolled in Training: The cumulative number of grant participants who will receive training funded, in whole or in part, by this NEG. Training services are defined in WIASARD as: (1) on-the-job training; (2) skill upgrading and training; (3) entrepreneurial training; (4) adult basic education (ABE) or English as a second language (ESL) in combination with training; (5) customized training.

Receiving Supportive Services: The cumulative number of grant participants who will receive supportive services funded, in whole or in part, by this NEG. Supportive services include, but are not limited to, assistance with transportation, child care, dependent care, and housing that are necessary to enable the individual to participate in training and employment activities authorized under WIA Title IB, and in accordance with local WIB policy. 20 CFR 663.800.

Receiving Needs-Related Payments: The cumulative number of grant participants who will receive needs-related payments funded, in whole or in part, by this NEG. Needs-related payments are a form of income support to provide financial assistance to participants to enable them to participate in training. 20 CFR 663.815.

Exits: The cumulative number of grant participants who will no longer be receiving services funded by this NEG. For any given report period, the entry for “Exits” cannot exceed the entry for “Total Participants.”

Entering Employment at Exit: The cumulative number of grant recipients who will cease to receive services funded by this NEG and who have entered employment within the grant period. For any given report period, the entry for “Entering Employment at Exit” cannot exceed the entry for “Exits.”

Total Participants: The cumulative number of eligible individuals to receive services funded by this NEG. This number will not necessarily equal the sum of the number receiving each service (since the same individual may receive more than one service), but any individual who is included in the count for a specific service should be included in this number. All participants should be fully enrolled by the end of the second quarter.
Grantee-Level Expenditures

This section includes expenditures that will be incurred by the Grantee entity directly. It does not include any expenditures that will be incurred by Project Operators through subcontracts, or planned expenditures incurred by the grantee when the grantee acts as the project operator. Therefore, this section focuses on expenditures that relate to Program Management and Oversight activities and allows for arrangements where the Grantee may pay the costs of Needs-Related Payments and/or Supportive Services directly or through a central contractor based on actual need (Figure 22).

<table>
<thead>
<tr>
<th>Grantee-Level Expenditures</th>
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<tbody>
<tr>
<td>ADMIN</td>
</tr>
<tr>
<td>Supportive Services</td>
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<tr>
<td>Program Management And Oversight</td>
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<tr>
<td>Admin Excluding NRP Processing</td>
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<td>NRP Processing</td>
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<tr>
<td>Other</td>
</tr>
</tbody>
</table>

Figure 22: Grantee-Level Expenditures

The definitions of the entries for this section are:

Supportive Services: The planned expenditure of NEG funds for supportive services payments to grant participants, in accordance with local WIB policy. This entry will be limited to the use of funds that have been retained at the grantee level and does not include NEG funds expended at the project operator level, or obtained from partner-funded services. 20 CFR 663.800.

Administration, excluding NRP Processing: The planned expenditures for allowable administrative activities (e.g., record keeping and reporting, financial management, procurement, audit and general grant management). Administrative costs must be reasonable and necessary costs (direct and indirect), which are not related to direct provision of services to participants, but relate to overall general administrative functions. 20 CFR 667.220.

NRP Processing: The planned expenditures for check processing costs related to needs-related payments to grant participants. This entry will be limited to the use of funds that have been
retained at the grantee level and does not include NEG funds expended at the project operator level. NRPs are the planned expenditure of NEG funds for needs-related payments to grant participants. 20 CFR 663.815.

**NOTE:** An entry other than “0” for this item will require a Narrative statement that explains how the processing cost estimate was determined.

*Other:* Reasonable and necessary program costs that are not allocable to any other grantee level line item costs categories. These amounts are limited to the use of funds that have been expended at the grantee level, and does not include NEG funds expended at the project operator level.

**NOTE:** An entry other than “0” for this item will require a Narrative statement identifying the specific activities and the estimated cost of each.

**Total Program Management and Oversight:** This entry will auto-calculate based on entries for Administration, excluding NRP/Premium Payment Processing; NRP Processing; and Other – Administration Costs.

*Indirect:* The planned expenditures that have been calculated using a federally approved indirect cost rate or cost allocation plan. These costs will also be reflected in one or more of the preceding line items, and this entry will not be included in the calculation of Total Expenditures at the grantee level.

**NOTE:** An entry other than “0” on this line will require documented validation that the Grantee has an approved indirect cost rate from a Federal agency.

**Project Operator-Level Expenditures**
This section includes planned expenditures that will be incurred by Project Operators and their service providers. If the Grantee is also the Project Operator, this section will include the planned expenditures for direct participant services that will be incurred by the Grantee as the Project Operator and that are not included in the Grantee-Level Expenditures section (Figure 23).
**Figure 23: Project Operator-Level Expenditures**

The definitions of the entries for this section are:

**Core and Intensive Services**: The planned expenditures for NEG-funded core and intensive services provided to grant participants. Typically, these will include most of the associated program (vs. administrative) costs of staff, facilities, consumable supplies, travel and equipment for providing these services. 20 CFR 662.240 and 663.200

**NOTE**: Formula Funds Replenishment funds can only be used for intensive services, not core. Although the system field is labeled “Core and Intensive Services” enter an amount that reflects intensive services only.

**Training**: The planned expenditures for training of grant participants that is paid with NEG funds. 20 CFR 663.200.

Training services are defined in WIASARD as: (1) on-the-job training; (2) skill upgrading and training; (3) entrepreneurial training; (4) adult basic education (ABE) or English as a second language (ESL) in combination with training; (5) customized training.

**Supportive Services**: The planned expenditure of NEG funds for supportive services payments to grant participants, in accordance with local WIB policy. This entry is limited to the use of funds expended at the project operator level. 20 CFR 663.800, 20 CFR 617.27-28, 617.30-35 and 617.40-48.

**NRPs**: The planned expenditure of NEG funds for needs-related payments to grant participants, in accordance with local WIB policy. This entry is limited to the use of funds expended at the project operator level. 20 CFR 663.815.
Other (Program Services): Reasonable and necessary program costs that are not allocable to any other project operator level line item costs.

**NOTE:** An entry other than “0” for this item will require a Narrative statement identifying the specific activities and the estimated cost of each.

Administration, excluding NRP Processing: The planned expenditures for allowable administrative activities (e.g., record keeping and reporting, financial management, procurement, audit and general grant management) as defined in 20 CFR 667.220. Administrative costs must be reasonable and necessary costs (direct and indirect), which are not related to direct provision of services to participants, but relate to overall general administrative functions.

**NOTE:** An entry other than “0” for this item will require a Narrative statement identifying the specific activities and the estimated cost of each.

NRP Processing: The planned expenditures for check processing costs related to needs-related payments to grant participants at the project operator level. NRPs are the planned expenditure of NEG funds for needs-related payments to grant participants. 20 CFR 663.815.

**NOTE:** An entry other than “0” for this item will require a Narrative statement that explains how the processing cost estimate was determined.

Other (Program Services): Reasonable and necessary program costs that are not allocable to any other project operator level line item costs.

**NOTE:** An entry other than “0” for this item will require a Narrative statement identifying the specific activities and the estimated cost of each.

Total Program Management and Oversight: This entry will auto-calculate based on entries for Administration, excluding NRP Processing; NRP Processing; and Other – Administrative Costs.

Total Expenditures-Project Operator Level: will auto-calculate based on entries for all of the Project Operator Level fields.
Most of the expenditure entries in the Project Plan are clearly identifiable as either administrative or program costs. In these cases, the entry in the applicable column will be equal to the entry in the last quarter. However, where the line item can include both administrative and program cost items, the applicant must separate the total cost (i.e., the last quarter’s entry) for that line item into the administrative and program components and enter into the appropriate column. In all cases, the sum of the entries in the “administrative” and “program” columns must equal the entry in the last quarter.

When all data has been entered, click **SAVE** at the bottom of the screen. This will return you to the menu, where you can then click the next section you want to complete.
Additional Information

The Additional Information component has contains two sections: Narrative Explanations and Uploaded Files:

- Narrative Explanations
  - General Explanation
  - Additional Information
- Uploaded Files
  - Current Expenditure File
  - Other Supporting File

Narrative Explanations

The Narrative Explanations segment of this component contains a General Explanation narrative box (4000 characters max., approx. 3 pages). This section provides you with the opportunity to explain items and concepts that you feel need additional information for clarity, or those that you consider should receive the specialist’s attention during the review process (Figure 24).

Figure 24: General Narrative Explanation
The smaller, 2,000 character narrative boxes, (approx. 1/2 page), are created when the Additional Information icon/ appeared, indicating that clarification of a particular data entry item is required. Displayed above the narrative box is the title of the component (i.e., Project Overview) and the statement that specifies what additional information is required (Figure 25).

![Project Overview Narrative Justifications](image)

**Figure 25:** Narrative Justifications

The **Uploaded Files**

**Current Expenditure File**

NEG policy gives priority for funding to applicants from States where at least 70% of the available WIA Dislocated Worker formula funding was expended during the preceding Program Year, where the State is on track to expend at least 70% of the available WIA Dislocated Worker formula funding during the current PY, based on submitted financial reports. If neither of these conditions can be met, the applicant should attach a current financial statement indicating available WIA formula funding and expenditures. This statement can be submitted as an uploaded file attachment to the application.

**Other Supporting File** includes any support documentation that has been requested by Regional Office, the Grant Officer, or the NEG Specialist. Also, it may be information the applicant wants to provide that succinctly supports the application (Figure 26).

**NOTE:** Uploads are limited to PDF files, Microsoft Word documents and Microsoft Excel spreadsheets.
To Upload a file:
- Click **Browse…** and locate the file that you want to upload
- Click on that file; the name will be highlighted, and move into File Name field
- Click on Open, which is to the right of the File Name, and the file will move to the Upload File field on the screen

To Upload more than one file to the same location:
- After you have uploaded the first file, scroll to the bottom of the page and click **SAVE**
- Follow the procedures as listed above

When all data has been entered, click **SAVE** at the bottom of the screen. This will return you to the menu, where you can then click the next section you want to complete.
Finalizing and Submitting the Application

Once an application has been prepared, the final steps are to authenticate the data that has been entered, confirm your eligibility to apply for funding, and then to submit the document.

The two required actions that are listed on the menu on the upper left side of the page, are to Validate the application (i.e., in terms of completeness and consistency of the information) and to Certify and Submit the documentation (Figure 27).

**Figure 27: Validate/Certify & Submit**

**Validate the Application**

The Validate section analyzes the information submitted for the grant, and determines if the information is complete and acceptable.

The screen that appears will either indicate that the application is error free and may be submitted, or it will list the specific information that needs to be completed or updated.

To access the fields that need updating, click on each underlined phrase, and you will be transferred to the page where the correction needs to be made (Figure 28).

**Project Overview**
- Description Dislocation Event is required.
- Eligible Event is required.
- Planned Employment Rate is required.
- Planned Earnings is required.
- Participant NRP is required.

**Employers/Events**

Employer: Borders
- Address1 is required.
- Zip is required.

**Figure 28: Validate Application**

**Certify and Submit the Application**
The Certify and Submit section allows the grantee to certify that the grant information is correct and to submit the grant application to the Department of Labor.

The Certify and Submit screen requires three entries:

- There are two Certification Questions which require a Yes or No response:
  - “Is this application subject to a State Executive Order 12372 Review?”
  - “Is the Applicant Delinquent on any Federal Debt?”

This is data that is required by the Office of Management and Budget (OMB) and is displayed on the SF424. For more information regarding these questions, go to the View/Print Application link, scroll down to page 6, numbers 19 and 20 of the OMB instructions (Figure 29).

**Figure 29: Certification Questions**

The third required action is to enter your Certifying PIN and submit. The eSystem will have entered the name of the Certifying Official (Primary/Signatory) and his/her Title, Phone Number and Email Address. The applicant should verify that the Certifying Official information is correct and then enter the PIN, and click on Certify and Submit (Figure 30).
**Certifying Official:** Jeannette Provost  
**Title:** Director  
**Phone Number:** (202) 693-335X  
**Email Address:** psicaromichael@dol.gov  
**Certifying PIN:** **

**Figure 30: Certify and Submit**

The NEG application has now been submitted to the Department of Labor.