National Emergency Grant (NEG) Program

Dislocated Worker Training (DWT) NEG Electronic Application System (eSystem) User Guide

Complete applications must be received by COB June 7, 2013 to be considered for funding.

NOTE: The DWT NEG application requests certain information that is not required for other types of NEGs, and does not require some information that must be provided for other types of NEGs. Because the Employment and Training Administration (ETA) must work within the current NEG eSystem to accept this type of application, please note that certain field titles may not directly correlate to the information being requested. Please read this guide carefully; as you **must** answer the questions as presented in this manual in order for ETA to consider your application.

Introduction

The NEG 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 and other guidance documents. This guide incorporates these requirements.

The User Guide is organized into the following major sections:

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

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

- **Preparing a DWT NEG Application**, which describes which screens are utilized for this application and explains what types of data should be entered;

- **Finalizing and Submitting the Application**, which provides guidance regarding uploading documents, and validating and certifying the application.

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

NEG eSystem User Authorization

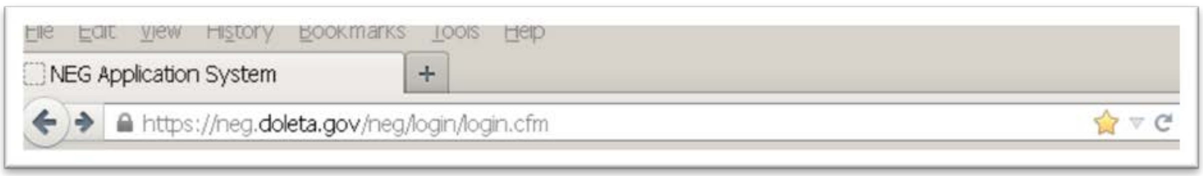
All DWT NEG applications must be submitted through the NEG eSystem, which requires that the system user has qualified for and has been provided with a NEG eSystem password, and has access to the NEG eSystem Personal Identification Number (PIN) that was issued to the state's NEG Primary Signatory/Authorized Representative.

- Send an e-mail to NEGEsystem@dol.gov if you are currently a NEG eSystem user, but cannot locate your password.
- Contact your Regional Office if you are not a NEG eSystem user and wish to be recommended for access.
- The state's Primary Signatory can provide an authorized NEG eSystem user with the PIN. If the PIN cannot be located, the Primary Signatory should send an e-mail to NEGEsystem@dol.gov requesting that the PIN be reissued, or that a new PIN be provided.

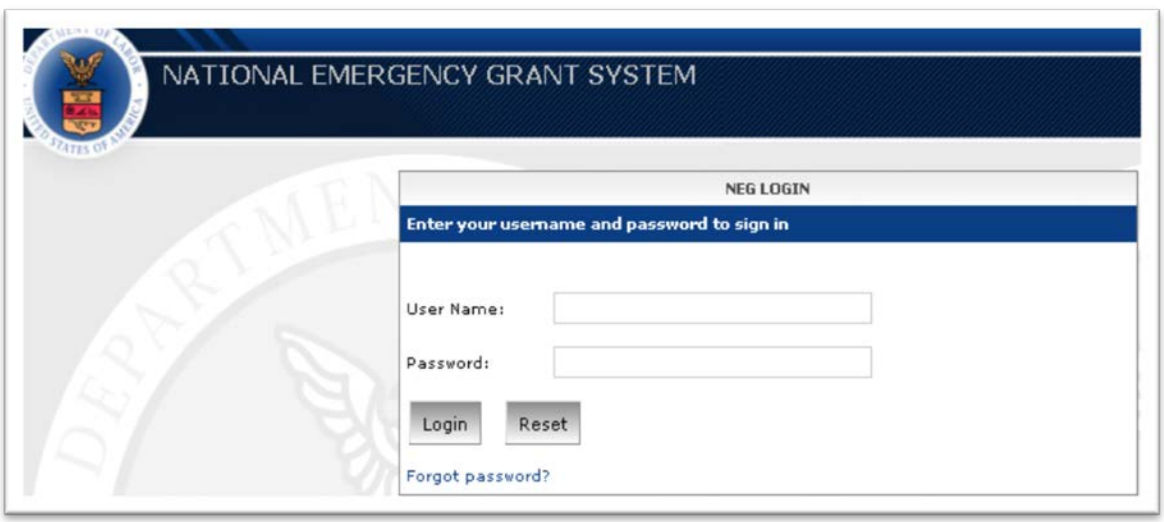
Accessing the NEG eSystem

To sign on to the NEG eSystem:

Open your Web browser and type this URL – neg.doleta.gov into the Address field. The application must be opened within a MS Internet Explorer or Firefox Web Browser.

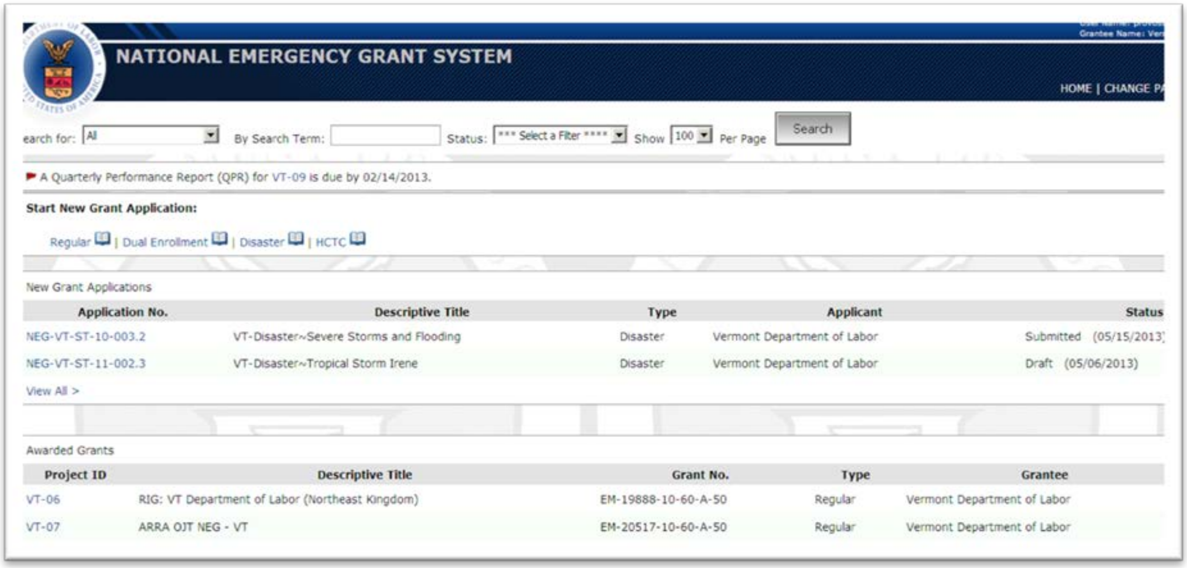


The **NEG Login screen** will be displayed



Enter your NEG User Name and Password and click Login.

The **Home Page** is the next screen to appear.



The **Home page** serves as the beginning screen for most NEG eSystem functions. From this page, you can create and view New Grant Applications, and view Awarded Grants. An example of the **Home page** is displayed above that shows the primary areas:

- Alerts An alert is displayed at the top of the **Home page** directly under the search bar. These alerts draw your attention to action items that require a response, i.e., an application has been returned for clarification, or that a report is due on a specific date.

- New Grant Applications The status of the applications listed in this section are either:
  - Draft, which is a NEG request that is still in progress and is available for editing.
  - Pre-submission, which indicates that the draft has been completed and has been submitted to the Regional Office for review.
  - Submitted, which indicates that the pre-submission document has been accepted by the Regional Office and was submitted for final review and approval.

- Awarded Grants

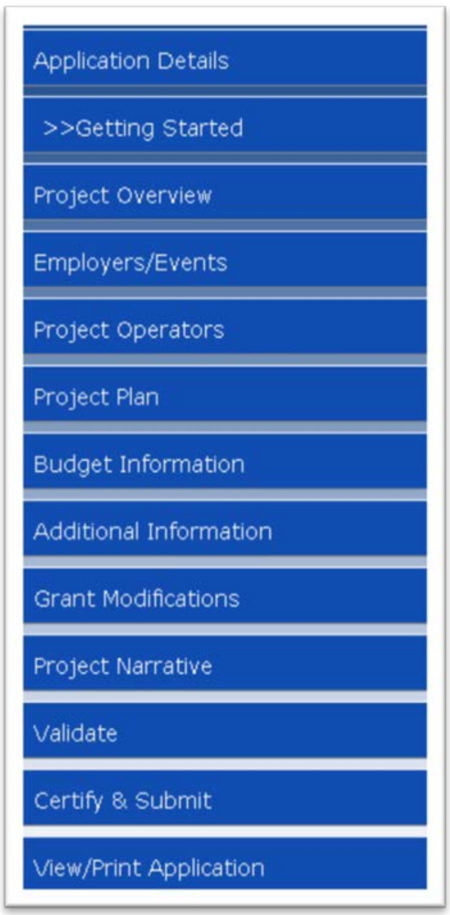
    This is a listing of the Grantee's approved active and inactive NEGs.

The **Home page** also displays the Start New Grant Application options. An explanation of the procedures for beginning the application creation process is found in the **Preparing a DWT NEG Application** section of this guide.

Using the NEG eSystem

The NEG 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 NEG 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.



The bottom of the screen provides three actions related to data entry.

Click **SAVE** to store 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 click **CANCEL**, all information that has been entered since the last **SAVE** action will be lost.

Data Entry Guidelines

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

Dates

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

INCORRECT	CORRECT
05/25/13	05/25/2013
December 25, 2013	12/25/2013

Alternatively, a pop-up calendar is available for most of the NEG eSystem fields that require a date.

Dollar Amounts

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

INCORRECT	CORRECT
2000.00	2000
1,500	1500
$489	489

Additional Information Icon Alert

When an Additional Information icon appears, it indicates that an explanation must be provided to clarify a particular data entry. Either click on the icon, which will open a narrative box in which you may enter the requested explanation, or go to the **Additional Information** section where all of the required narratives are listed.

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 DWT NEG Application

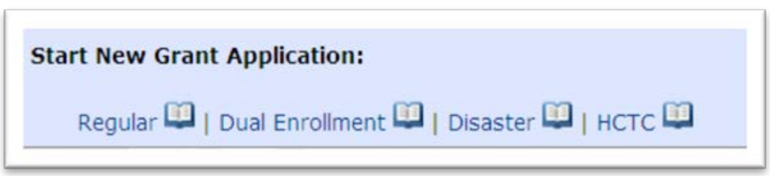
The application documents that are required for a DWT NEG include:

- A SF-424
- A SF-424A
- A Project Synopsis
- A Planning Form
- A brief narrative

The NEG eSystem screens that must be completed to create the application are:

- Getting Started
- Project Overview
- Project Plan
- Budget Information
- Additional Information

To begin the DWT NEG application, go to the Start New Grant Application section of the **Home page**.



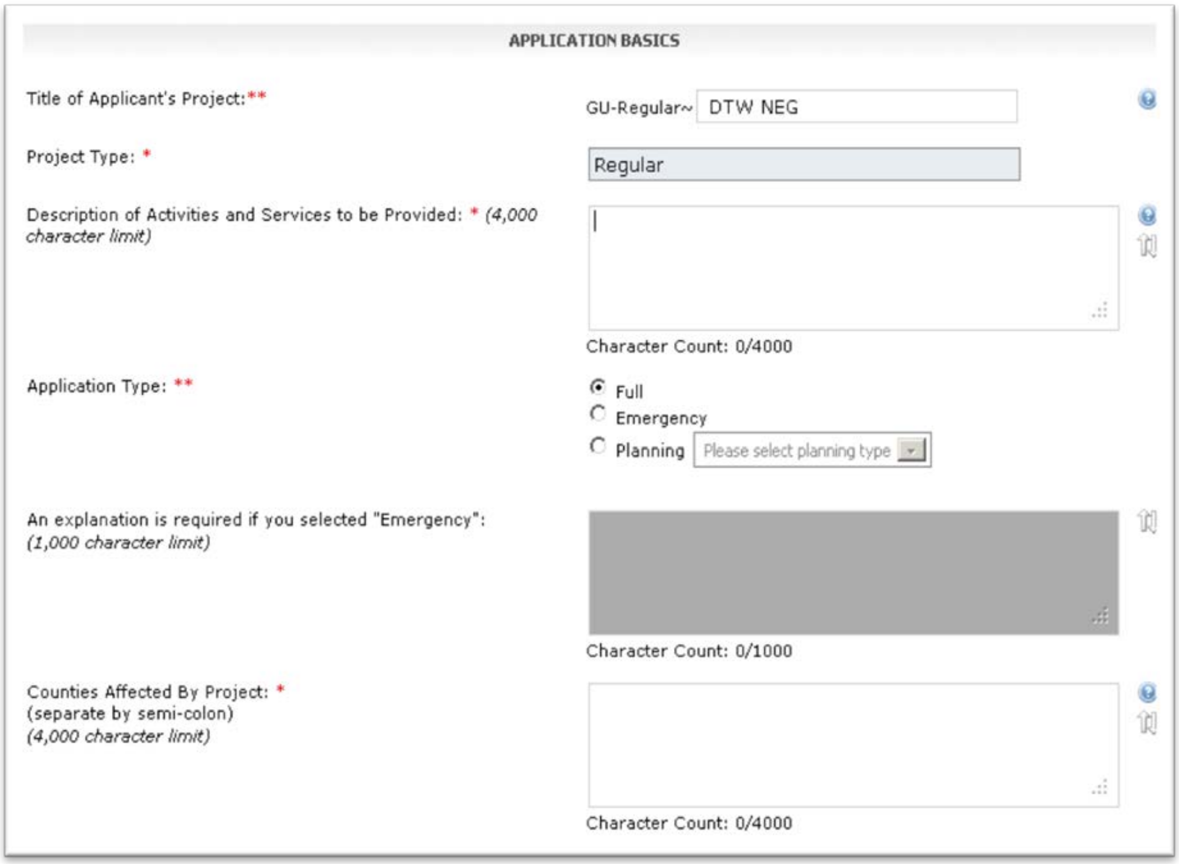
Click on Regular which will take you to the **Getting Started** application screen.

NOTE: Only states that have expended or drawdown at least 70 percent or more of their Program Year (PY) 2011 Workforce Investment Act (WIA) Dislocated Worker formula funds are eligible to apply for a DWT NEG. Individual Workforce Investment Boards are not eligible to apply directly. DWT NEG awards may be used to provide dislocated workers the opportunity to participate in training, and acquire an industry-recognized credential that enables them to return to work and support themselves and their families. The focus of this NEG should be on expanding the use of training to meet the needs of dislocated workers, including those who are long-term unemployed and Unemployment Insurance (UI) recipients who have been profiled as likely to exhaust their benefits, with a priority on those who are long-term unemployed.

Applications must be received by June 7, 2013 to be considered.

Getting Started

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 created. Entering data into this screen partially creates the SF-424 for the application.

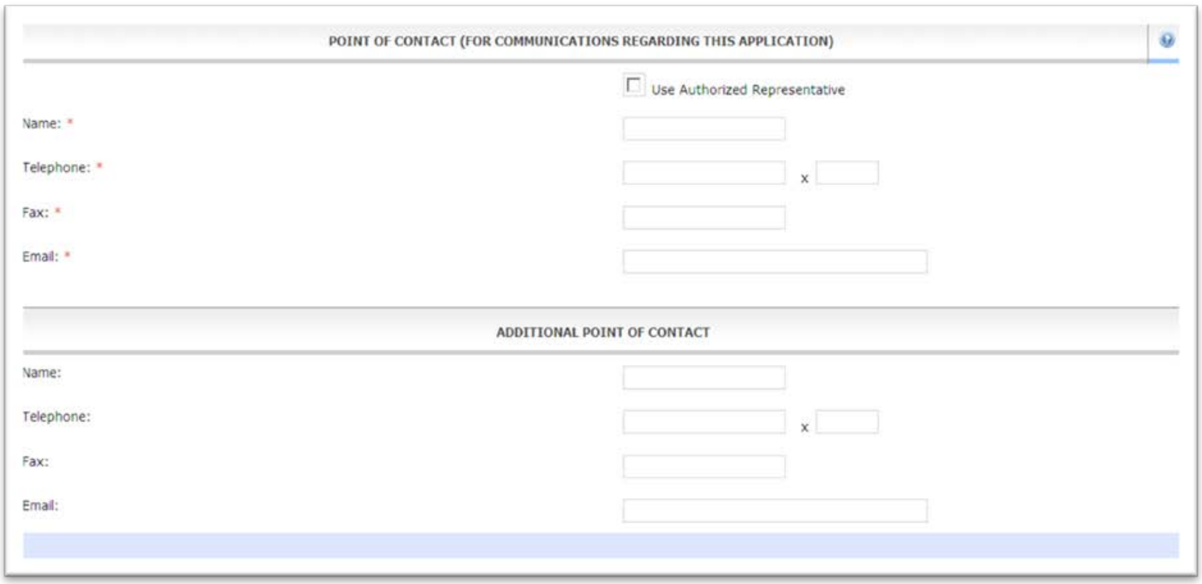


Complete the Title of Applicant's Project field as follows: DWT NEG

- To complete the Description of Activities and Services to be Provided: Describe how the proposed funding will provide dislocated workers the opportunity to participate in training, and acquire an industry-recognized credential that enables them to return to work. Do not include the amount requested or the number of planned participants in this entry.
- Select "Full" as the Application Type
- For Counties Affected By Project, either enter Statewide, or list affected counties as is appropriate for your service strategy.

Some of the fields in the Applicant Information section have been auto-populated. However, you must also enter data in any field that is marked with either one or two red asterisks. See the asterisks explanation at the bottom of the **Getting Started** screen.

Additional Applicant Information includes Points of Contact information. The Point of Contact section allows the applicant to enter into the NEG eSystem who, in addition to the Authorized Representative, should receive communications regarding this application.



<u>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.</u>

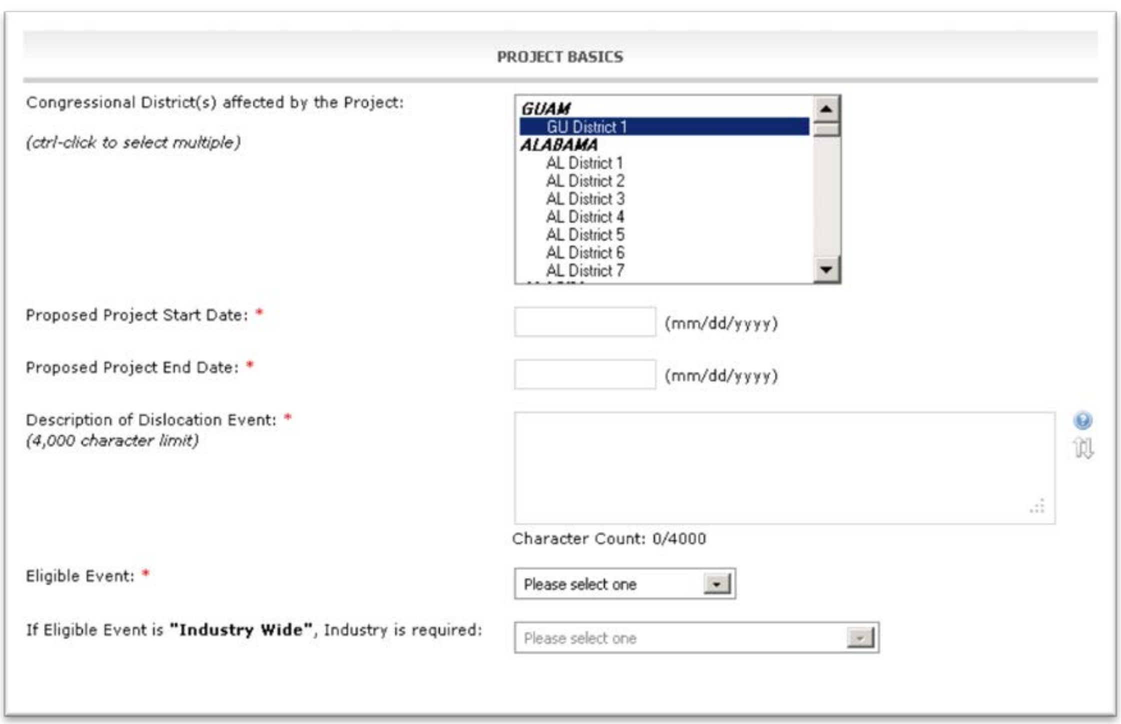
Project Overview

Data entered into this screen provides summary information on the planned project. Entering **Project Overview** data continues the creation of the SF-424 for the application.

To start, click on the Project Overview link in the Menu Box.

Project Basics

- 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 the proposed grant will be in effect. Entering these dates drives the number of project quarters that will be included in the Project Plan. The proposed start date must be after 6/27/2013, but no later than 6/30/2013, and the proposed end date must be no later than 6/30/2015.
- Description of Dislocation Event: For purposes of a DWT NEG application, enter the following: “Increasing the State’s capacity to provide training to dislocated workers.”
- Eligible Event: select “Plant Closure/Mass Layoff” from the dropdown menu for the field.



Funding Estimates

The entry in the Federal field should equal the amount of NEG funding being requested. Applicants should request funding at a level proportionate to its demonstrated need. DWT NEG awards will range between $500,000 and $6 million.

The Total Estimated Funding will calculate automatically.

If the project's work-based learning component contains On-the-Job Training, applicants should factor into their funding request wages for DWT NEG placements that are at, or above, the Federal or State minimum wage, whichever is higher, and are based on estimated total wages to be paid based on an estimated average rate of employer reimbursement. Although a participant may receive a higher wage, reimbursement of participant wages will be capped at the state's average wage rate.

FUNDING ESTIMATES		
Federal: *	$	0
Applicant:	$	0
State:	$	0
Local:	$	0
Other:	$	0
Program Income:	$	0
Total Estimated Funding:	$	0

Planned Participation

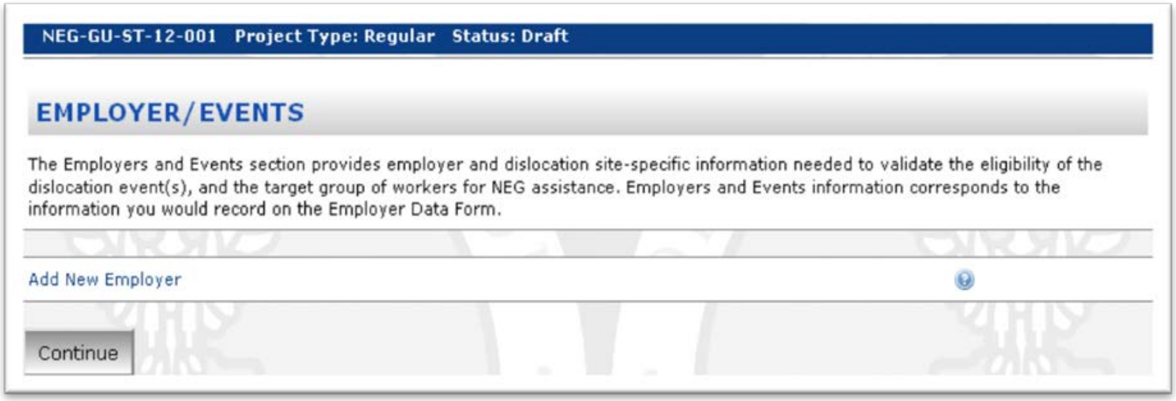
- Enter the appropriate data in each of the non-shaded fields.
- The Planned Federal Cost per-Participant will auto-populate

Note: The Planned Number of Participants must be the same number that is entered in the Employers/Event, Project Operator and the Project Plan.

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/Event

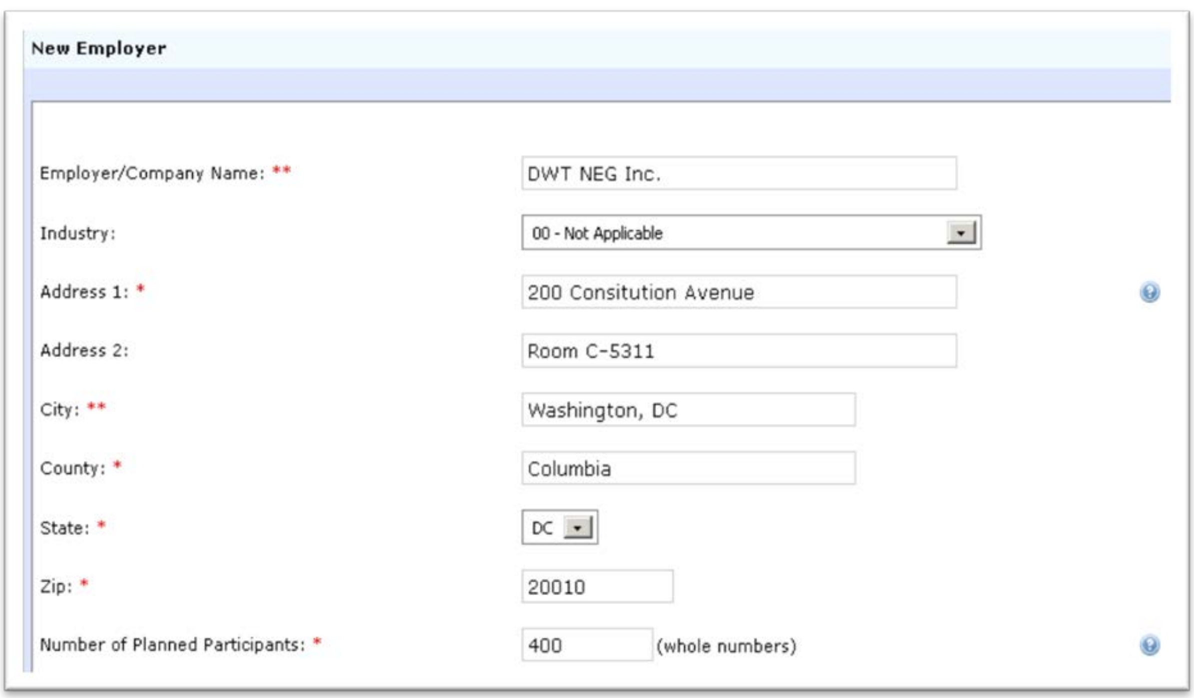
To facilitate the creation of the DWT NEG application, one Employer/Event form will be created.



Start by clicking on the Employers/Events link in the Menu Box.

Click on Add New Employer.

In the New Employer section, all fields marked with a red asterisk, either one* or two** must be completed. The Employer/Company Name should be "DWT NEG, Inc." and the address information should be the same as the State's. The Number of Planned Participants must be the same number that is entered in the Project Overview, Project Operator and the Project Plan.



For <u>Notifications Issued and Date of Notification,</u> click "None"

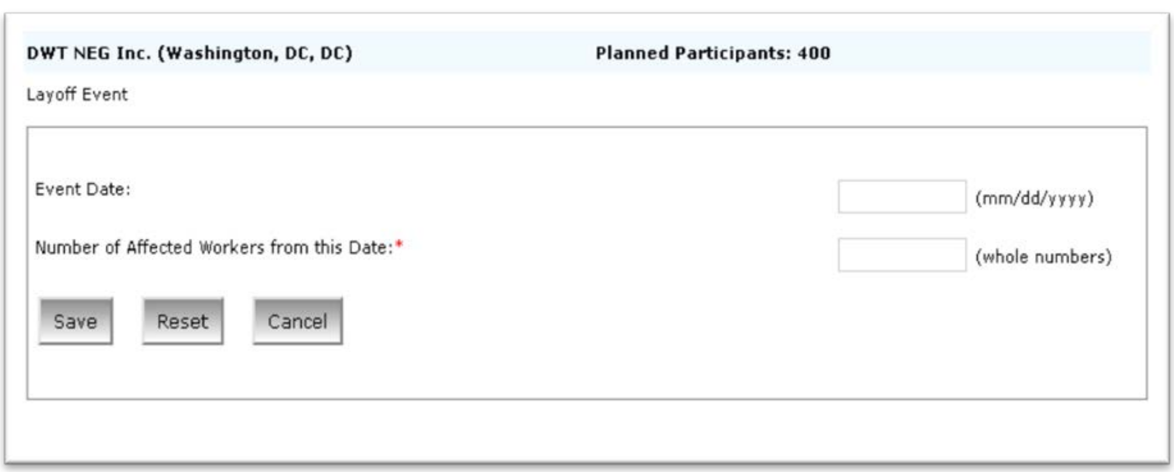
In the Date(s) of Rapid Response Actions(s), enter in the <u>Number of Workers Contacted*</u> field a number that is larger than the number of Planned Participants.

Click SAVE to display the Add Layoff Event screen.

Click on Add Layoff Event

Enter an <u>Event Date</u> that is prior to the Proposed Project Start Date

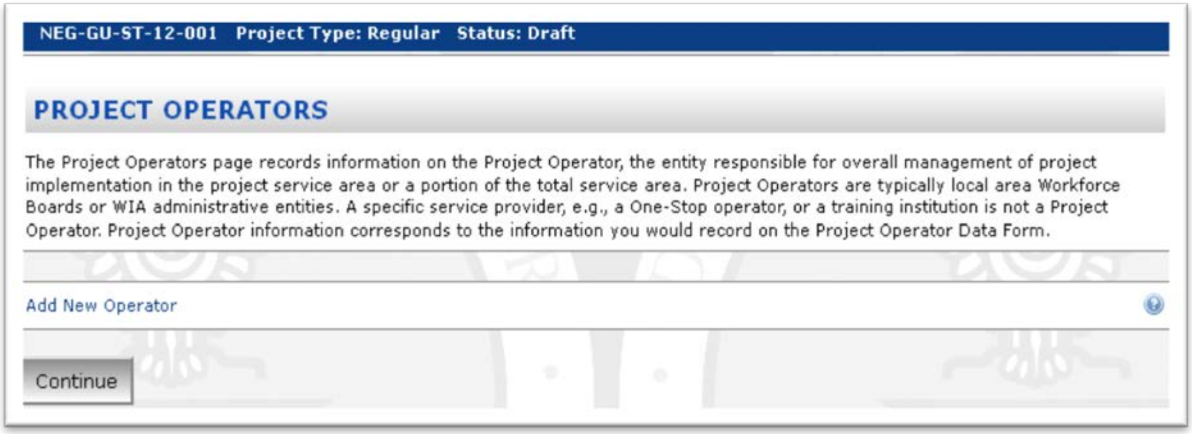
For the <u>Number of Affected Workers from this Date</u> enter a number that is more than twice the number of Planned Participants.



Project Operator

For a DWT NEG, the state will also be the Project Operator.

To start, click on the Project Operator link in the Menu Box.



NEG-GU-ST-12-001 Project Type: Regular Status: Draft

PROJECT OPERATORS

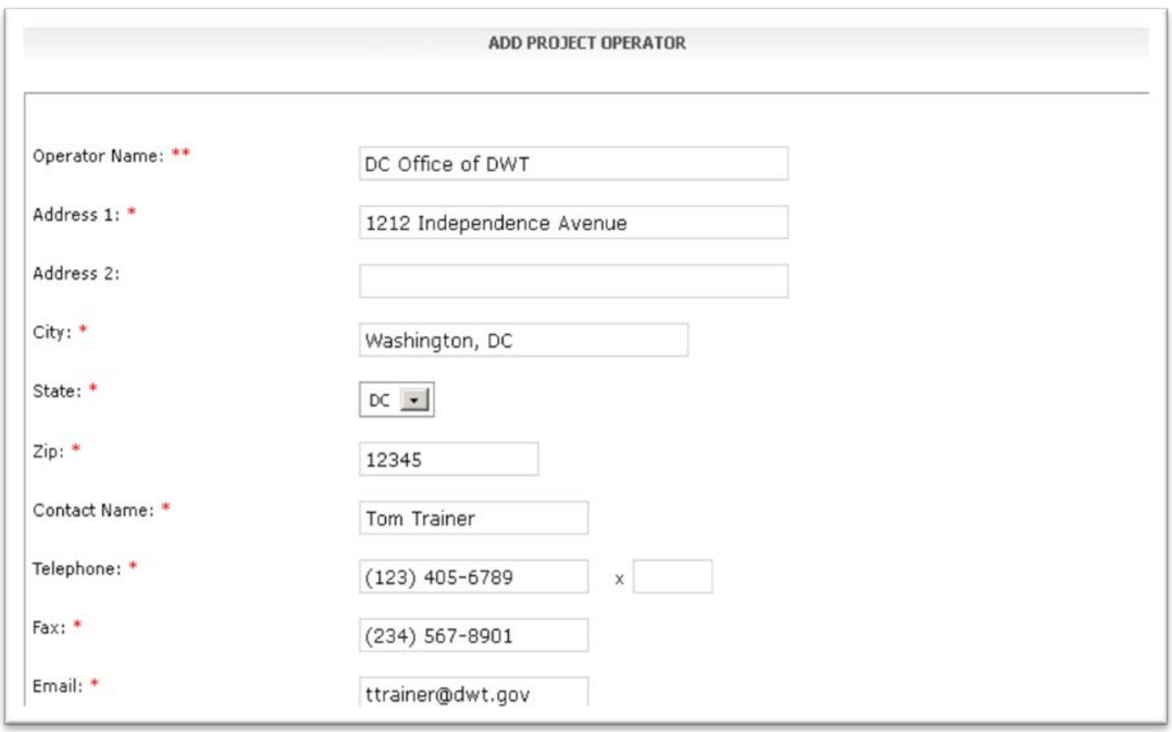
The Project Operators page records information on the Project Operator, the entity responsible for overall management of project implementation in the project service area or a portion of the total service area. Project Operators are typically local area Workforce Boards or WIA administrative entities. A specific service provider, e.g., a One-Stop operator, or a training institution is not a Project Operator. Project Operator information corresponds to the information you would record on the Project Operator Data Form.

Add New Operator

Continue

Click on Add New Operator.

Complete all fields on the screen, again using appropriate information for your state agency.

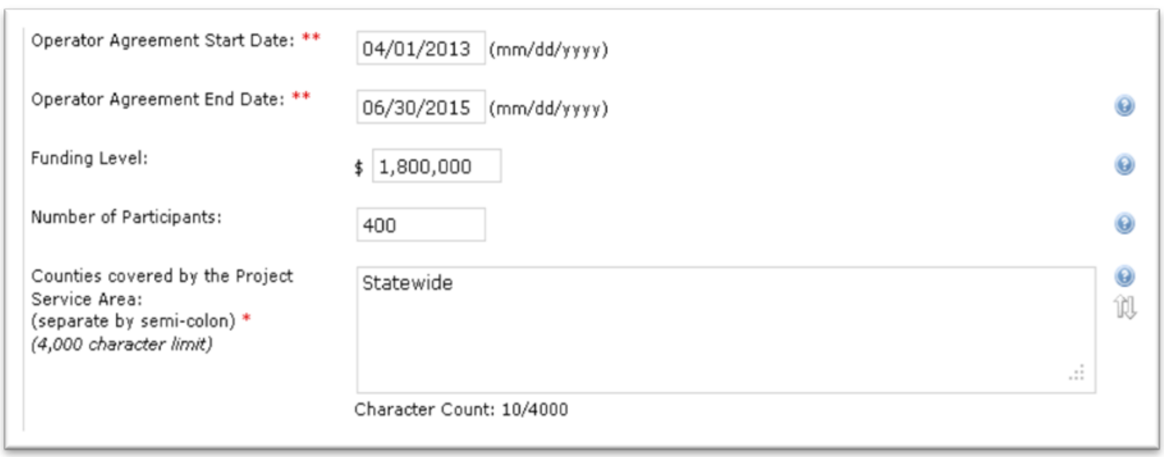


ADD PROJECT OPERATOR

Operator Name: **	DC Office of DWT
Address 1: *	1212 Independence Avenue
Address 2:	
City: *	Washington, DC
State: *	DC
Zip: *	12345
Contact Name: *	Tom Trainer
Telephone: *	(123) 405-6789 x
Fax: *	(234) 567-8901
Email: *	ttrainer@dwt.gov

Specifically note that the:

- Operator Agreement Start Date** and Operator Agreement End Date** must be the same as the Proposed Project Start and End Dates entered in the Project Overview.
- Funding Level must be the same as the Total Expenditures: Project Operator Level on the Project Plan.
- Counties covered by the Project Service Area must be the same as the entry for Counties Affected by Project in Getting Started.
- Number of Participants must be the same number that is entered in the Project Overview, Employers/Event and the Project Plan.



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

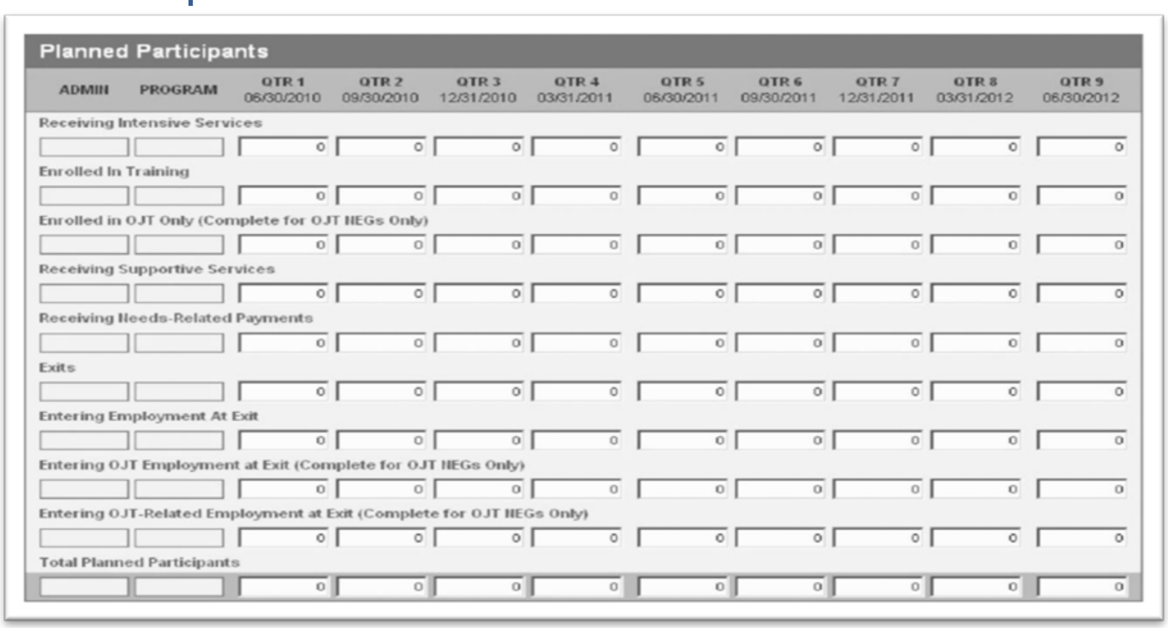
The Project Plan is the implementation schedule for the grant, providing a projection of participants and expenditures. The length of the project was determined by the planned start and end dates which were entered in the **Project Overview** screen.

To start, click on the Project Plan link in the Menu Box.

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 **Grantee Level and Project Operator Level Expenditures**.

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



Planned Participants

	ADMIN	PROGRAM	QTR 1 06/30/2010	QTR 2 09/30/2010	QTR 3 12/31/2010	QTR 4 03/31/2011	QTR 5 06/30/2011	QTR 6 09/30/2011	QTR 7 12/31/2011	QTR 8 03/31/2012	QTR 9 06/30/2012
Receiving Intensive Services			0	0	0	0	0	0	0	0	0
Enrolled In Training			0	0	0	0	0	0	0	0	0
Enrolled in OJT Only (Complete for OJT NEGs Only)			0	0	0	0	0	0	0	0	0
Receiving Supportive Services			0	0	0	0	0	0	0	0	0
Receiving Needs-Related Payments			0	0	0	0	0	0	0	0	0
Exits			0	0	0	0	0	0	0	0	0
Entering Employment At Exit			0	0	0	0	0	0	0	0	0
Entering OJT Employment at Exit (Complete for OJT NEGs Only)			0	0	0	0	0	0	0	0	0
Entering OJT-Related Employment at Exit (Complete for OJT NEGs Only)			0	0	0	0	0	0	0	0	0
Total Planned Participants			0	0	0	0	0	0	0	0	0

The DWT NEG **does not allow** for the full range of WIA services that are allowable under Regular NEGs. Therefore, in the Planned Participants section there should be **no entries** for:

- Receiving Intensive Services
- Receiving Supportive Services
- Receiving Needs-Related Payments

Total Planned Participants in the last quarter must be the same number that is entered in the Project Overview, Employers/Event and Project Operator.

The definitions of the entries for this section are as follows:

Enrolled in Training: The cumulative number of grant participants who will receive training funded by this NEG. Training services may include On-the-Job Training.

- If an On-the-Job (OJT) component will be a training option, **in addition** to completing the Enrolled in Training, Exits, and Entering Employment at Exit lines, each of the following OJT-specific lines must be also completed:
    - Enrolled in OJT ~~Only~~ (Only does not apply.)
    - Entering OJT Employment at Exit
    - Entering OJT-Related Employment at Exit

NOTE: All Project Plan OJT-specific lines are inactive subsets. Data entered into the OJT-specific lines does not add into the total training figures.

Enrolled in OJT ~~Only~~: The cumulative number of grant participants who will receive OJT as a training service.

Exits: The cumulative number of grant participants who have not received a service funded by the DWT NEG or a partner program for 90 consecutive calendar days and are not scheduled for future services. The date of exit is applied retroactively to the last day on which an individual received a service funded by the grant or a partner program.

Entering Employment at Exit: The cumulative number of grant participants who are employed anytime once a participant begins receiving services from the DWT NEG through completion of the NEG period of performance. Participants should be reported in the Entering Employment at Exit count for the report quarter in which they are also reported as exited and in any quarter thereafter. Participants can only be counted once in this field. Employment is defined as working any number of hours and making a wage greater than $0. OJT does not count as employment, for purposes of this definition.

Entering OJT Employment at Exit: The planned cumulative number of grant participants who are expected to obtain unsubsidized employment, following an OJT placement, with the employer providing the OJT.

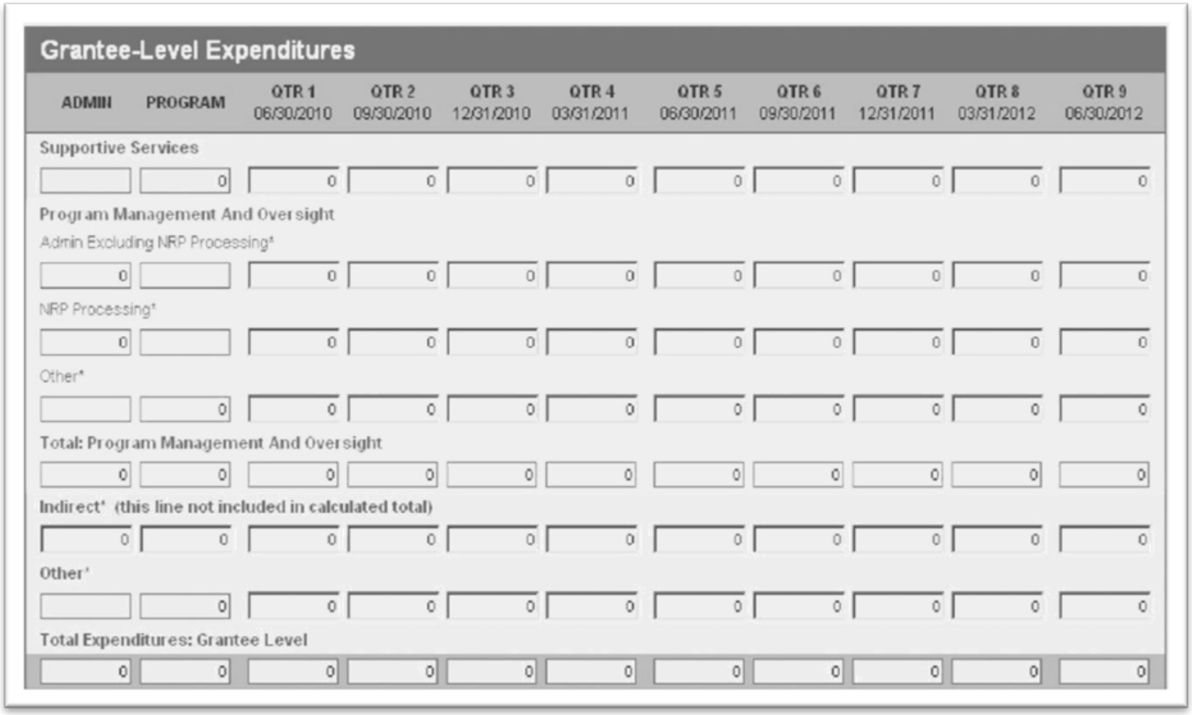
Entering OJT-Related Employment at Exit: The planned cumulative number of grant participants who are expected to obtain unsubsidized employment following an OJT placement, within an industry or occupation in which the individual uses a substantial portion of the skills acquired in the OJT; but who are not hired by the employer providing the OJT.

Total Planned Participants: The cumulative number of participants who are planned 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.

Grantee Level Expenditures

This section includes expenditures that will be incurred by the grantee directly. It does not include 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.

Grantee-Level Expenditures



Grantee-Level Expenditures

	ADMIN	PROGRAM	QTR 1 06/30/2010	QTR 2 09/30/2010	QTR 3 12/31/2010	QTR 4 03/31/2011	QTR 5 06/30/2011	QTR 6 09/30/2011	QTR 7 12/31/2011	QTR 8 03/31/2012	QTR 9 06/30/2012
Supportive Services		0	0	0	0	0	0	0	0	0	0
Program Management And Oversight											
Admin Excluding NRP Processing*	0		0	0	0	0	0	0	0	0	0
NRP Processing*	0		0	0	0	0	0	0	0	0	0
Other*		0	0	0	0	0	0	0	0	0	0
Total: Program Management And Oversight	0	0	0	0	0	0	0	0	0	0	0
Indirect* (this line not included in calculated total)	0	0	0	0	0	0	0	0	0	0	0
Other*		0	0	0	0	0	0	0	0	0	0
Total Expenditures: Grantee Level	0	0	0	0	0	0	0	0	0	0	0

NOTE: As a reminder, the period of performance and associated expenditures for this DWT NEG must end by 6/30/2015. In order to use DWT NEG funds to cover associated costs of training, all OJT contracts with participating employers must end by 6/30/2015.

DWT NEGs **do not allow** for the full range of WIA services that are allowable under Regular NEGs. Therefore, in the Grantee Level Expenditures section there should be **no entries** for:

- Supportive Services
- NRP Processing

The definitions of the entries for this section are:

<u>Admin, Excluding NRP Processing*</u>: 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. This entry is limited to the use of funds expended at the grantee level.

NOTE: Administrative Costs - Up to 10 percent of the award may be used to cover administrative costs associated with operating the DWT NEG at the state and project operator levels. The total administrative costs at the Grantee and Project Operator Level must not exceed 10 percent.

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

Total: Program Management and Oversight: This entry will auto-calculate based on entries for “Admin, excluding NRP Processing” and “Other”.

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; this entry will not be included in the calculation of Total Expenditures: Grantee Level.

Other*: For purposes of the DWT NEG, this line item is not an allowable cost category. Therefore, this line item must remain “0”.

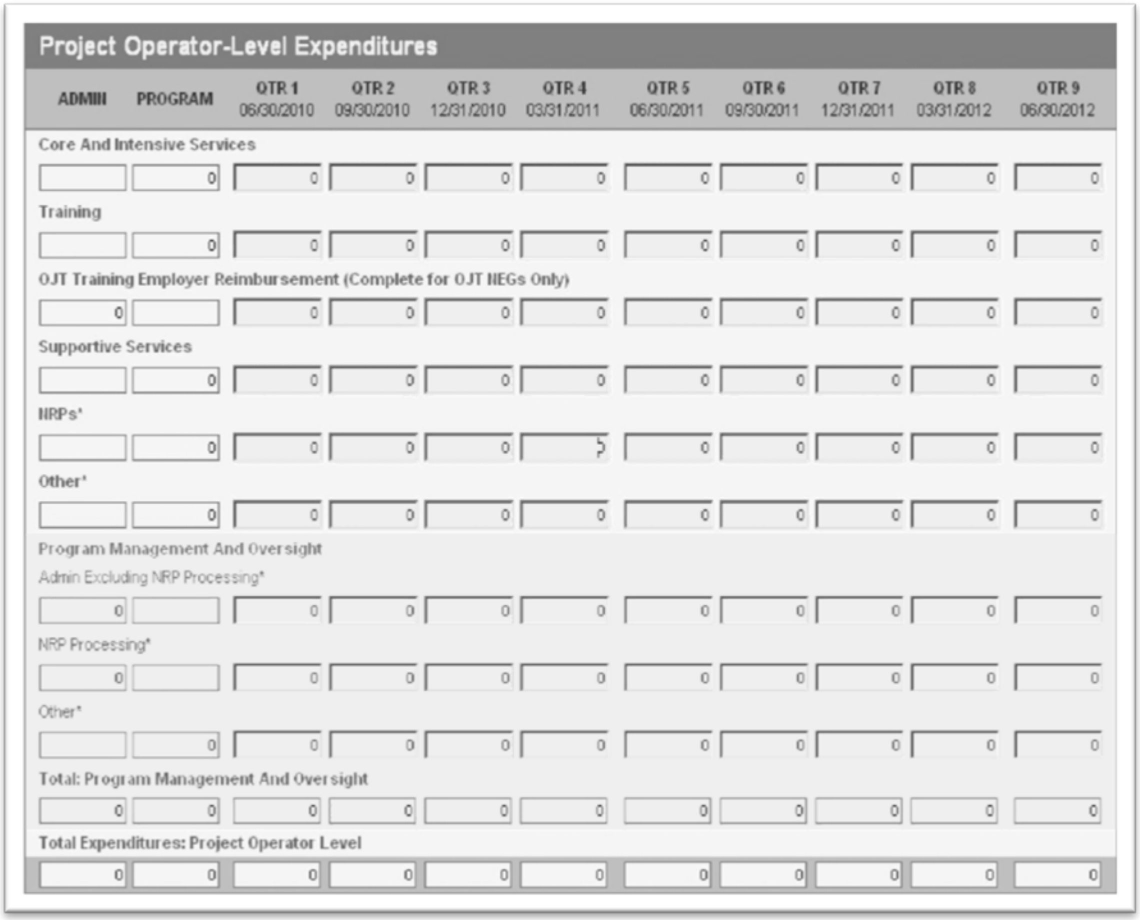
Total Expenditures: Grantee Level: Will auto-calculate based on entries for Total Program Management and Oversight. “Indirect” and the “Other” field below “Indirect” will not auto-calculate into this field.

Project Operator Level Expenditures

This section should include the planned expenditures for direct participant services that will be incurred by the project operator(s) and that are not included in the **Grantee-Level Expenditures** section.

DWT NEGs **do not allow** for the full range of WIA services that are allowable under Regular NEGs. Therefore, in the **Project Operator-Level Expenditures** section there will be **no entries** for:

- Core and Intensive Services
- Supportive Services
- NRPs
- NRP Processing



Project Operator-Level Expenditures

	ADMIN	PROGRAM	QTR 1 06/30/2010	QTR 2 09/30/2010	QTR 3 12/31/2010	QTR 4 03/31/2011	QTR 5 06/30/2011	QTR 6 09/30/2011	QTR 7 12/31/2011	QTR 8 03/31/2012	QTR 9 06/30/2012
Core And Intensive Services		0	0	0	0	0	0	0	0	0	0
Training		0	0	0	0	0	0	0	0	0	0
OJT Training Employer Reimbursement (Complete for OJT NEGs Only)	0		0	0	0	0	0	0	0	0	0
Supportive Services		0	0	0	0	0	0	0	0	0	0
NRPs*		0	0	0	0	[illegible]	0	0	0	0	0
Other*		0	0	0	0	0	0	0	0	0	0
Program Management And Oversight											
Admin Excluding NRP Processing*	0		0	0	0	0	0	0	0	0	0
NRP Processing*	0		0	0	0	0	0	0	0	0	0
Other*		0	0	0	0	0	0	0	0	0	0
Total: Program Management And Oversight	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures: Project Operator Level	0	0	0	0	0	0	0	0	0	0	0

The definitions of the entries for this section are:

Training: The planned expenditure of DWT NEG funds for training of grant participants that is paid with DWT NEG funds. This entry is limited to the use of funds expended at the project operator level.

OJT Training Employer Reimbursement: The planned amount to be paid to employers to cover the costs of OJT. This line item is intended to be a subset of "Training" expenditures.

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

Admin, 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. This entry is limited to the use of funds expended at the project operator level.

NOTE: Administrative Costs - Up to 10 percent of the award may be used to cover administrative costs associated with operating the DWT NEG at the state and project operator levels. The total administrative costs at the Grantee and Project Operator Level must not exceed 10 percent.

Other*: For purposes of the DWT NEG, this line item is not an allowable cost category. Therefore, this line item must remain "0".

Total: Program Management and Oversight: This entry will auto-calculate based on entries for "Admin, Excluding NRP Processing."

Total Expenditures: Project Operator Level: Will auto-calculate from the above entries.

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.

Budget Information

The Budget Information section displays the expected Administration and Program costs for the project. Entering data into this screen creates the SF-424A. As data is entered, a narrative icon will appear, prompting applicants to provide an explanation for each cost category. Completing the narratives creates the SF-424 Budget Narrative.

The Budget Information section is made up of four components:

- Budget Categories
- Budget Narrative
- Additional Budget Information
- Indirect Charges

To start, click on the Budget Information link in the Menu Box.

Budget Categories

This section displays the administrative and program data entry fields for "Object Class Categories" costs. All project costs should be shown on the appropriate lines.

Budget Categories

	Grant Program, Function or Activity		
Object Class Categories	**Admin Costs**	**Program Costs**	**Total**
Personnel	$0	$0	$0
Fringe Benefits	$0	$0	$0
Travel	$0	$0	$0
Equipment	$0	$0	$0
Supplies	$0	$0	$0
Contractual	$0	$0	$0
Construction	$0	$0	$0
Other	$0	$0	$0
Total Direct Charges	$0	$0	$0
Indirect Charges	$0	$0	$0
Totals *	$0	$0	$0

Budget Narrative

All **Budget Information** must be accompanied by an appropriate **Budget Narrative** that provides sufficient detail to allow reviewers to make judgments on cost reasonableness. The Budget Narrative should include explanatory detail on such items as Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other and Indirect Costs:

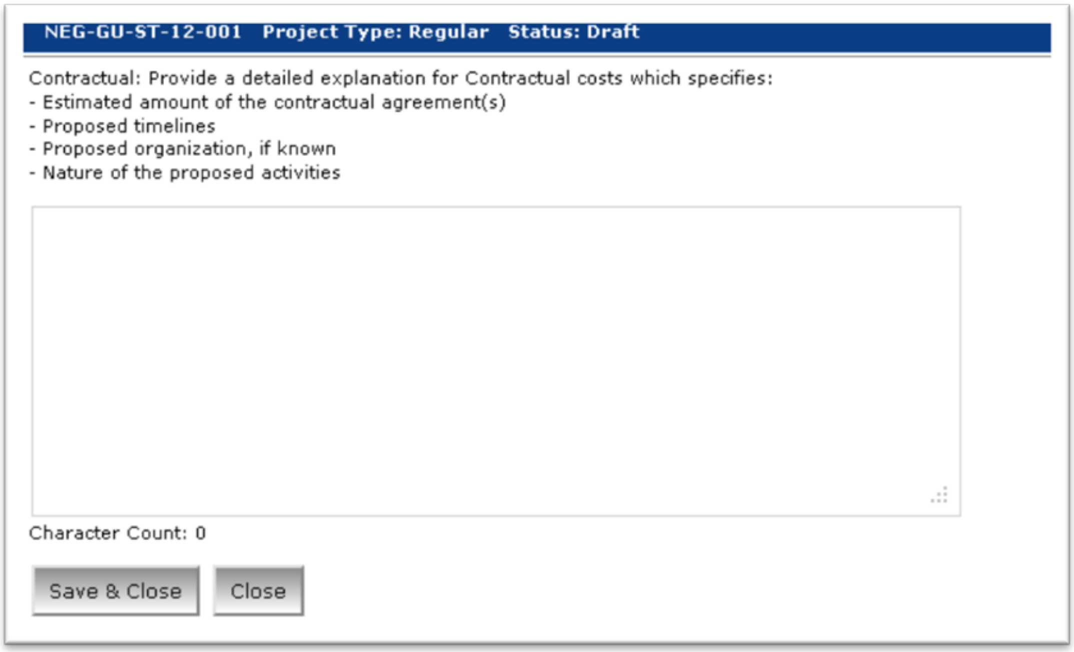
- "Contractual" costs must provide narrative detail which lists:
  - Estimated amount of the contractual agreement(s)
  - Proposed timelines
  - Proposed organization, if know, and,
  - Nature of the proposed activities

When an amount is entered into the field for an Object Class, an Additional Information icon/ will appear to the right of the category.

Budget Categories

	Grant Program, Function or Activity	
Object Class Categories	**Admin Costs**	**Program Costs**
Personnel	$20,000	$300,000
Fringe Benefits	$20,000	$0
Travel	$25,000	$0
Equipment	$0	$25,000
Supplies	$25,000	$0
Contractual	$110,000	$1,400,000
Construction	$0	$0
Other	$0	$75,000

Click on the icon to open the **Narrative Explanation Entry** box for that cost category. The label at the top of the explanation box specifies the **Budget Narrative** information to be entered. When all of the Narrative boxes have been completed, the Budget Narrative has been created.



The **Narrative Explanation Entry** boxes are also accessible on the Additional Information screen.

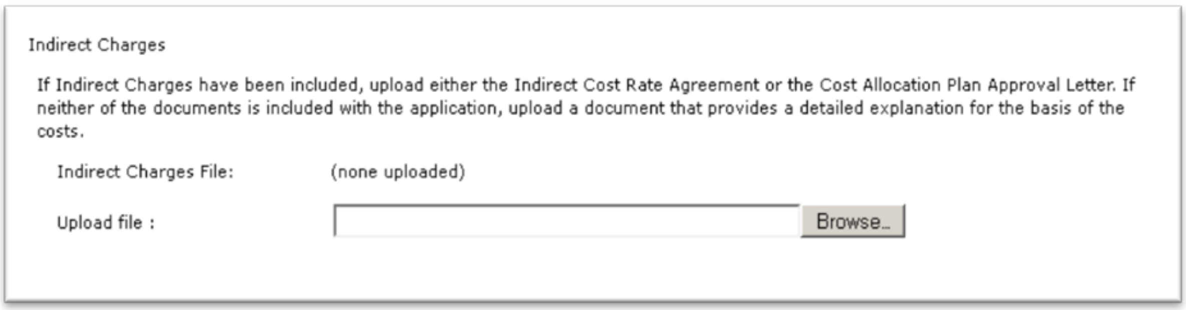
Additional Budget Information

Entering information into the Additional Budget Information box is not required. This section may be used to further clarify budget entries/provide additional budget-related information the applicant wishes to give to the reviewers.

Indirect Charges

“Indirect” charges must be based on the State’s federally approved Indirect Cost Rate or Cost Allocation Plan approved by the cognizant Federal agency.

A copy of the approval document must be uploaded if the applicant has entered Indirect Costs within the Project Plan and Budget Information sections.


Indirect Charges

If Indirect Charges have been included, upload either the Indirect Cost Rate Agreement or the Cost Allocation Plan Approval Letter. If neither of the documents is included with the application, upload a document that provides a detailed explanation for the basis of the costs.

Indirect Charges File: (none uploaded)

Upload file : Browse...

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

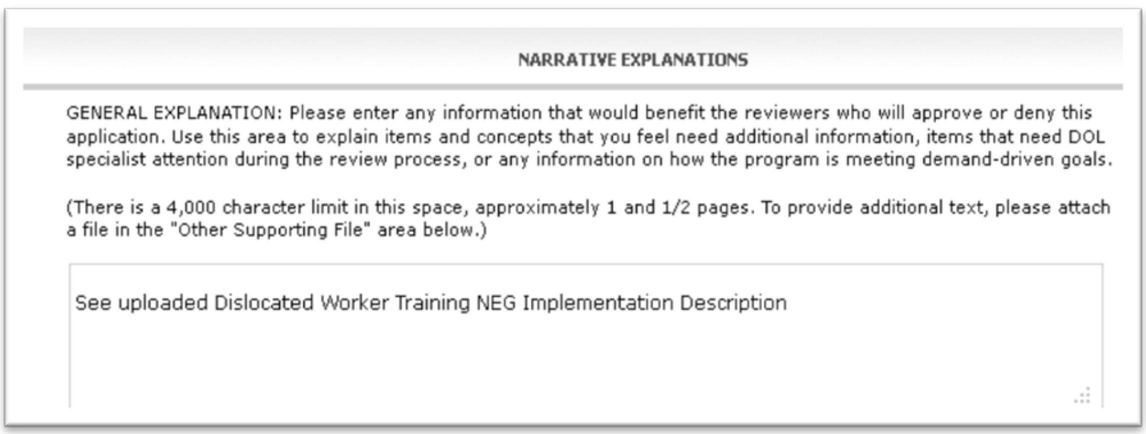
The Additional Information section contains two parts, **Narrative Explanations** and **Uploaded Files**.

To start, click on the Additional Information link in the Menu Box.

Narrative Explanations

The **Narrative Explanations** part of this section contains a GENERAL EXPLANATION narrative box and smaller narrative response boxes which are defined below.

For purposes of the DWT NEG, the applicant should enter the following into the GENERAL EXPLANATION narrative box: "See uploaded DWT NEG Implementation Description."



The smaller narrative response boxes were created when an Additional Information icon/ appeared on one of the previous data entry screens, indicating that clarification of a particular data entry item was required.

Displayed above each narrative box is the title of the component (i.e., Project Plan) and the statement that specifies what additional information is required. The applicant should review these entries to ensure that they are accurate and/or provide the needed narratives, if they were not completed on previous screens.

PROJECT PLAN

Please delineate the cost components of the planned cost in Admin. Excluding NRP Processing - Program Management and Oversight (Grantee Level).
(2,000 character limit)

Character Count: 0/2000

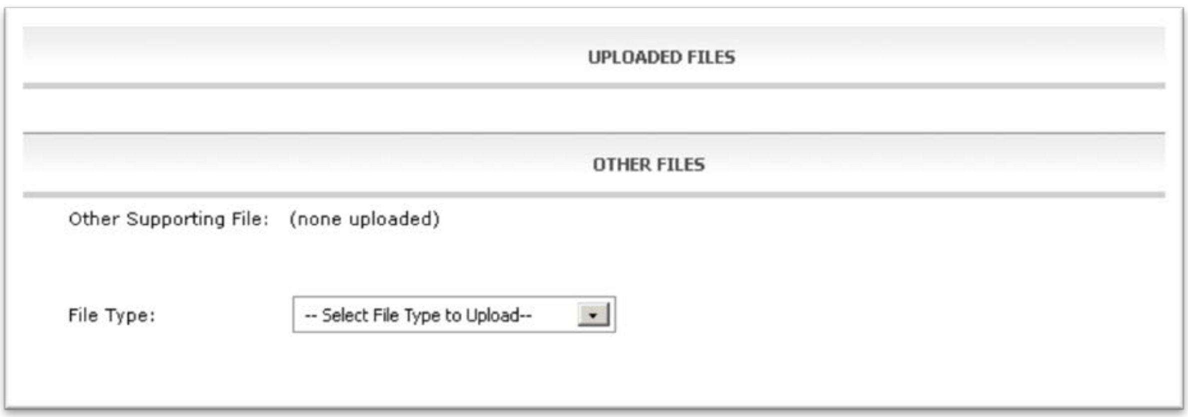
BUDGET INFORMATION

Personnel: Provide a detailed explanation of the cost components of the planned cost for Personnel.
(2,000 character limit)

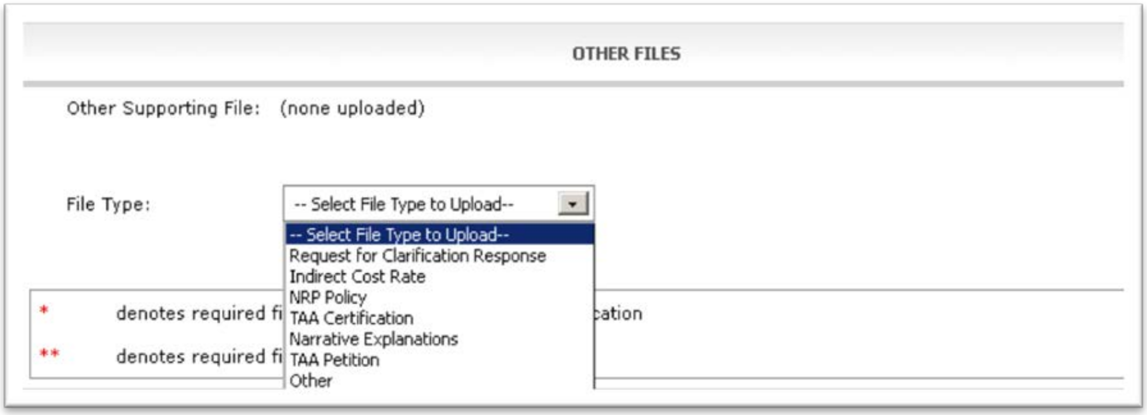
Uploaded Files

The **Uploaded Files** section facilitates attaching additional information that is needed for the DWT NEG application.

To begin, click on the Additional Information link in the Menu Box and scroll down to the Uploaded Files section.

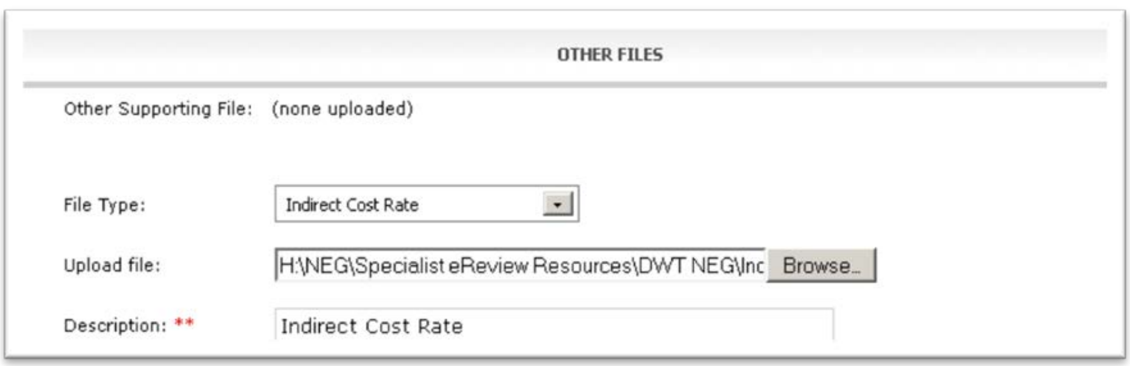


Click on the drop down button for --Select File Type to Upload--.



Choose the File Type for upload. For a DWT NEG application, <u>only</u> <u>two</u> files should be uploaded, an Other (DWT Implementation Description) and an Indirect Cost Rate approval document, if applicable.

NOTE: File uploads are limited to only PDF files, Microsoft Word documents, and Microsoft Excel spreadsheets.



Click “Browse” to locate the document you want to upload from your computer.

Enter a description of the document in the <u>Description</u> field, i.e. Approved Indirect Cost Rate.”

Click the SAVE button at the bottom of the screen, which will return you to the Menu Box.

Click on the Additional Information screen link. The title of the uploaded document will be displayed in the Other Support File: location.

DWT Implementation Description

As part of the DWT NEG application, applicants must address the following points contained in the DWT NEG Training and Employment Notice (TEN) in a narrative (Section 4 of TEN 38-12):

- The outreach, systems, processes, and partners that will be used to identify eligible dislocated workers, especially those who are long-term unemployed, to be enrolled in the proposed DWT NEG. This description must also include a discussion of the state's definition of long-term unemployed. At a minimum, the state's long-term unemployed definition must be based on individuals having been unemployed for a minimum of 27 weeks; however, the state may further define the population it intends to serve within the subset of the long-term unemployed.
- How the proposed DWT NEG will be coordinated with reemployment services that are particularly relevant for helping the long-term unemployed become job ready and reconnect to the labor market, including, but not limited to, job search assistance, resume writing, mock interviews, and other supports necessary to help training participants obtain employment.
- How the proposed DWT NEG will be coordinated with complementary activities, including but not limited to, Reemployment Eligibility Assessments/Reemployment Services (REA/RES), the Veterans' Gold Card initiative, and other WIA activities.
- How the proposed training will lead to eligible credentials.

    - TEGL No. 15-10: Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System, defines eligible credentials.
    - Identification of the high-demand industries and related credentials in which training will be provided. In addition, the accreditation and/or employer endorsements of these credentials also should be discussed— www.careerinfonet.org/certifications_new is a resource that may be helpful to applicants in developing this discussion.
- How partnerships, including, but not limited to, businesses or consortium of businesses; community-based organizations; economic development agencies; and business-related nonprofit organizations, such as industry associations, local Chambers of Commerce, small business federations, and labor organizations will support the completion of participants' training and training-related activities.
- How the available funding for both administrative and program activities will be distributed/split between the state and local project operators.

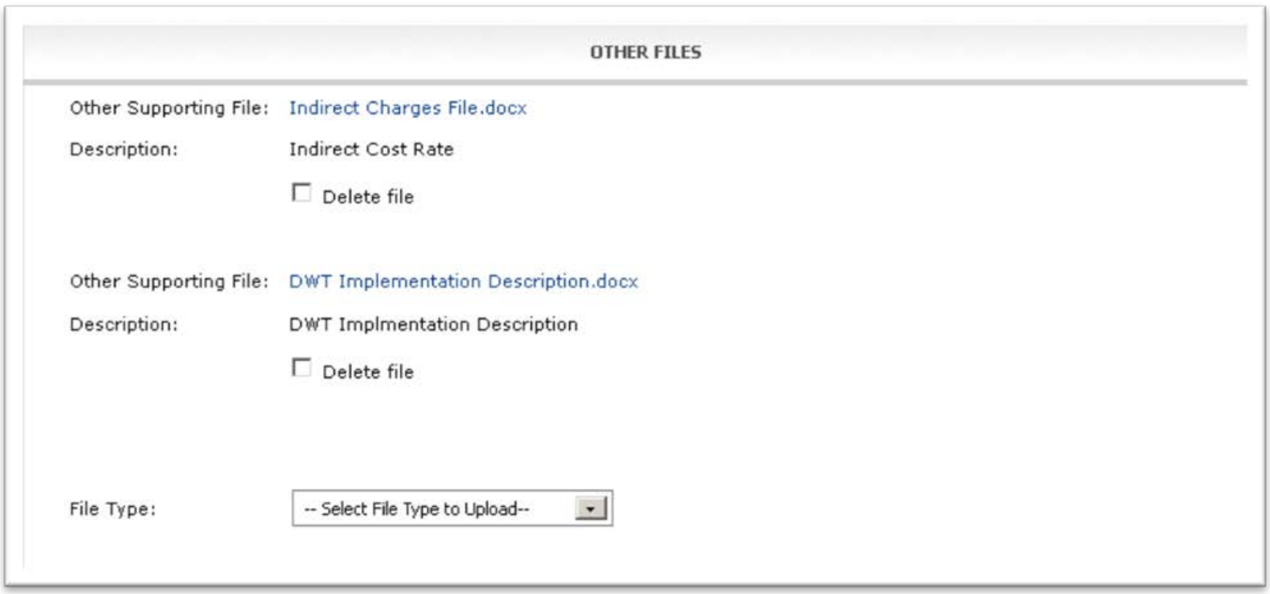
In addition, if the proposal includes OJT:

- Employers that are expanding operations, and have expressed a commitment to providing OJTs, or those that will be targeted by outreach, must be identified.
- If the applicant has an approved sliding scale waiver for OJT employer reimbursement under their WIA DW formula program and wishes to apply their approved waiver to their proposed DWT NEG project, a statement that indicates such must be included.

Applicants must also acknowledge that they understand that ETA may conduct an independent evaluation of the outcomes and benefits of DWT NEGs, and by accepting a DWT NEG award, agree to participate in such an evaluation.

Uploading the DWT Implementation Description

- Be sure to make DWT Implementation Description the title of the document
- In the "File Type" drop down choose: Other
- Click "Browse" to locate the DWT Implementation Description document on your computer.
- In the Description** field, enter DWT Implementation Description
- Click the SAVE button at the bottom of the screen, which will return you to the Menu Box.
- Click on the Additional Information screen link. The title of the uploaded document will be displayed in the Other Support File: entry.

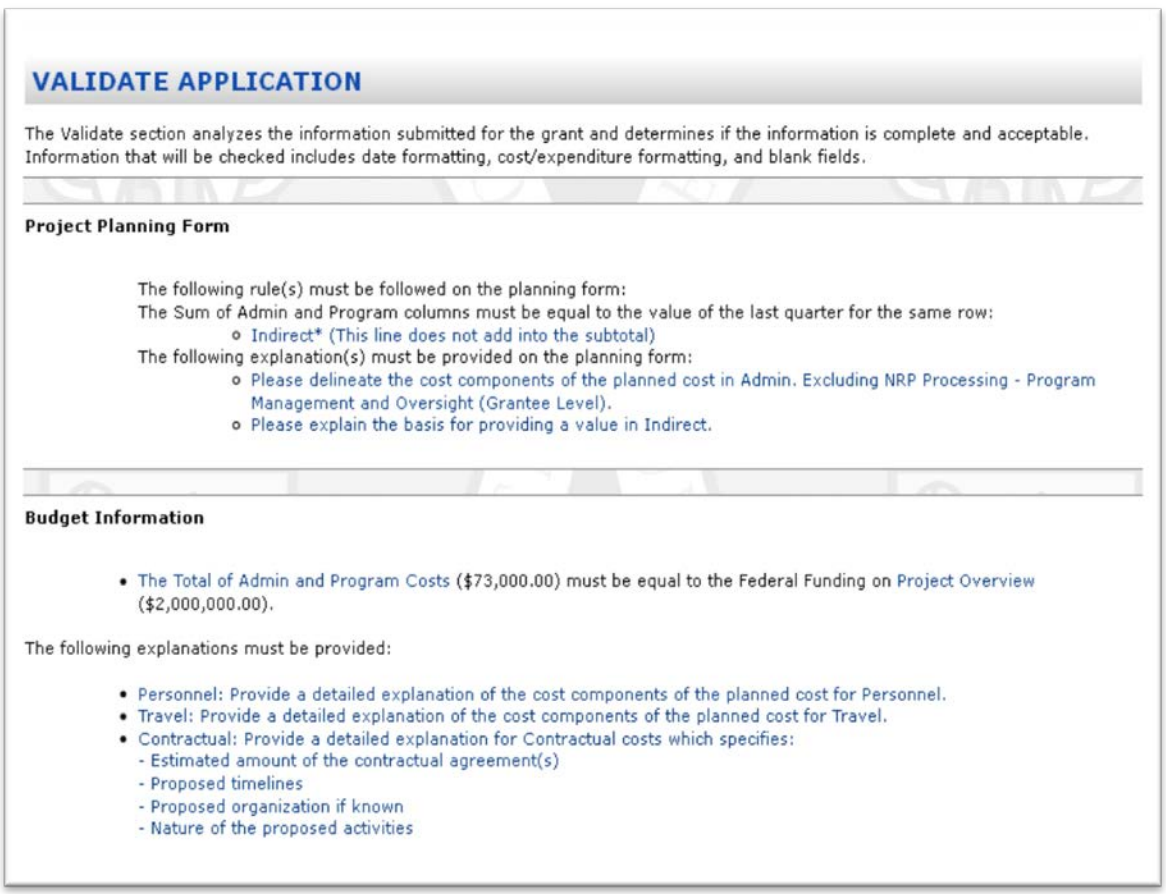


Validate

The Validate section compares information provided in the data entry screens for the grant and determines if the information is complete, consistent, and acceptable.

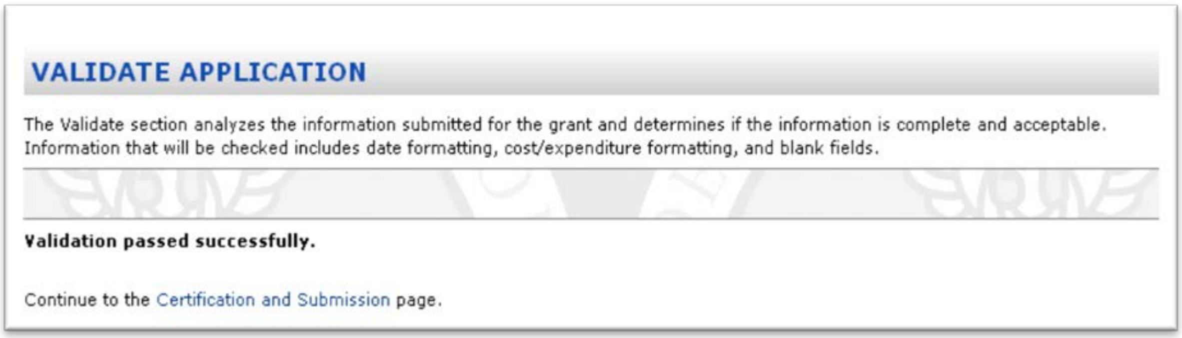
All of the validation issues that are described on the screen must be addressed, or the DWT NEG application can not be submitted.

NOTE: The NEG eSystem can only validate information that is entered into data fields. It cannot review narrative entries. If, for example, the number of participants passes validation (the same number is entered in all of the appropriate locations), but if a different number is referenced in a narrative, this may result in a term and condition being applied to any grant award.



Each of the bulleted entries on the Validate Application screen is a direct link to where the data needs to be revised. Click on each highlighted sentence to update the information.

When all of the corrections have been made, the application will pass validation.



Certify & Submit for Final Review

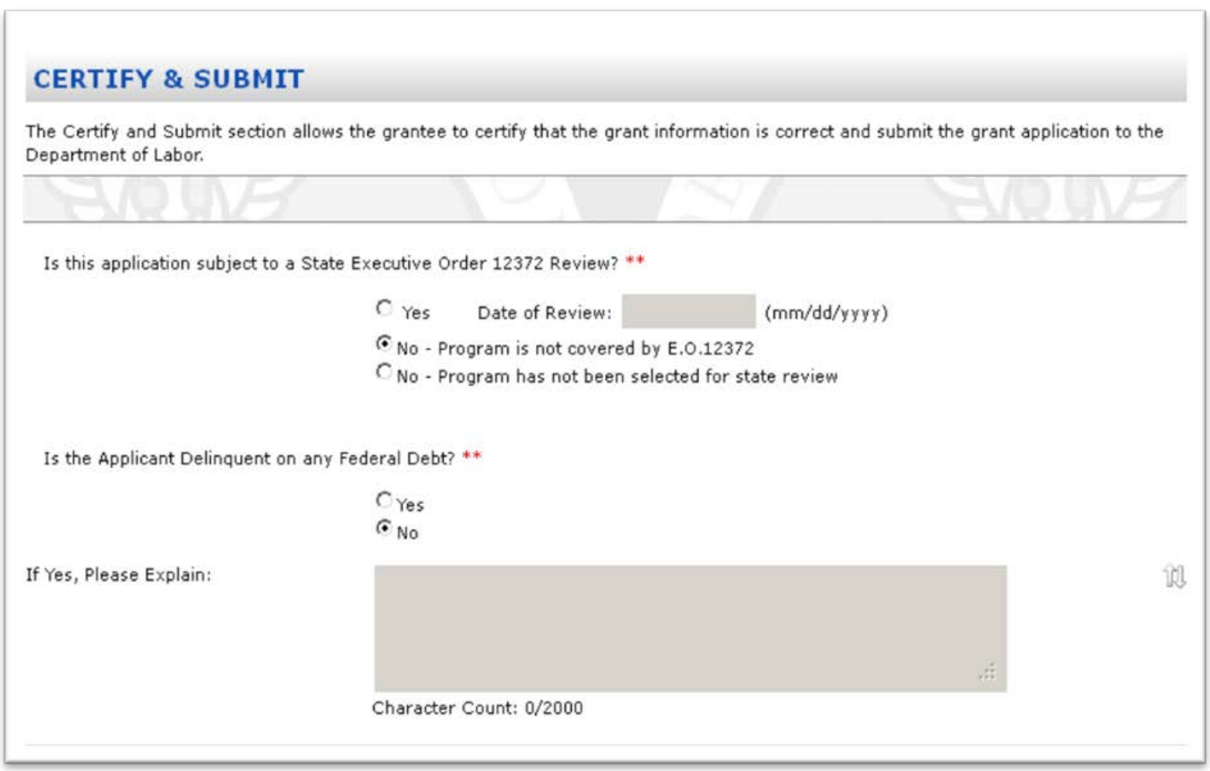
The Certify & Submit section allows the applicant to certify that the grant information is correct and to submit the grant application to the Department of Labor.

For the purposes of the DWT NEG application, two components of the Certify & Submit section require action. **PLEASE NOTE: The Pre-Submission Review procedures (review of a draft by ETA's Regional Offices) used for all other NEG applications will not be utilized for DWT NEG applications, as this funding opportunity is a semi-competitive process.**

The first Certify & Submit action is a "Yes" or "No" response for the two certification questions:

- "Is this application subject to a State Executive Order 12372 Review?"
- "Is the Applicant Delinquent on any Federal Debt?"

This information, which is displayed on the SF-424, is required by the Office of Management and Budget (OMB).


CERTIFY & SUBMIT

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

Is this application subject to a State Executive Order 12372 Review? **

Yes Date of Review: (mm/dd/yyyy)
No - Program is not covered by E.O.12372
No - Program has not been selected for state review

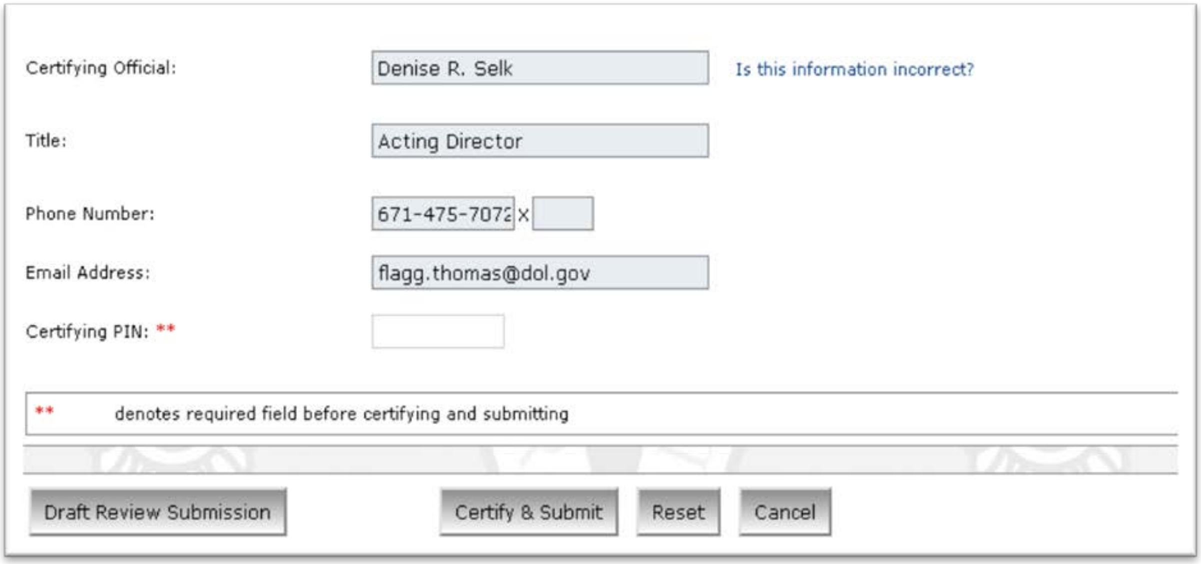
Is the Applicant Delinquent on any Federal Debt? **

Yes
No

If Yes, Please Explain:

Character Count: 0/2000

The second Certify & Submit action is to enter the PIN and submit.



The NEG eSystem will have displayed the name of the Certifying Official (Primary Signatory/Authorized Representative) and his/her Title, Phone Number, and E-mail Address.

The applicant should verify that the Certifying Official information is correct, then enter the PIN, and click on the Certify & Submit button.

The DWT NEG application has now been submitted to ETA for consideration.