Job-Driven (JD) National Emergency Grant (NEG)

NEG Electronic Application System (eSystem) User Guide

Complete applications must be received by COB May 27, 2014 to be considered for funding

NOTE: The JD 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:

- **NEG eSystem User Authorization**, which provides basic information about accessing the NEG eSystem;
- **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 JD 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 JD 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.

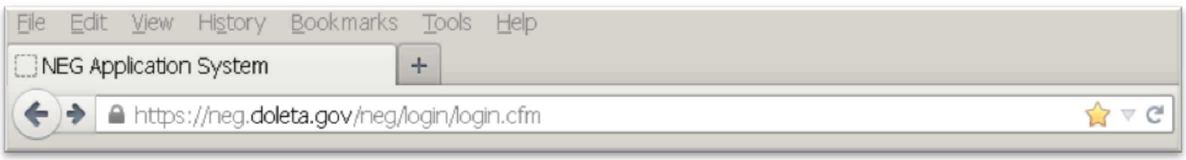
- Contact your servicing Regional Office if you are not a NEG eSystem user and wish to be recommended for access.

- 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.

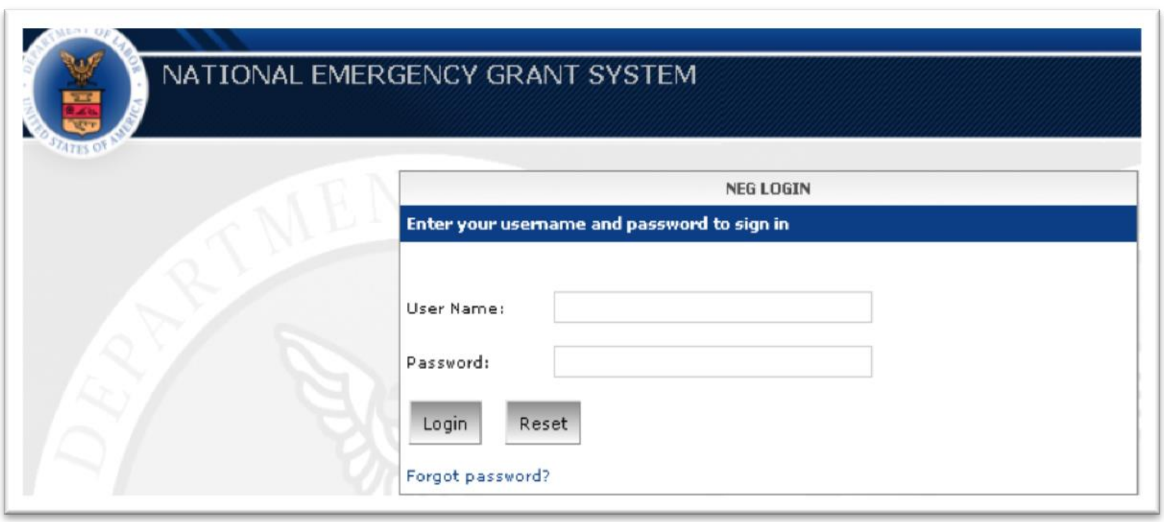
Accessing the NEG eSystem

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.

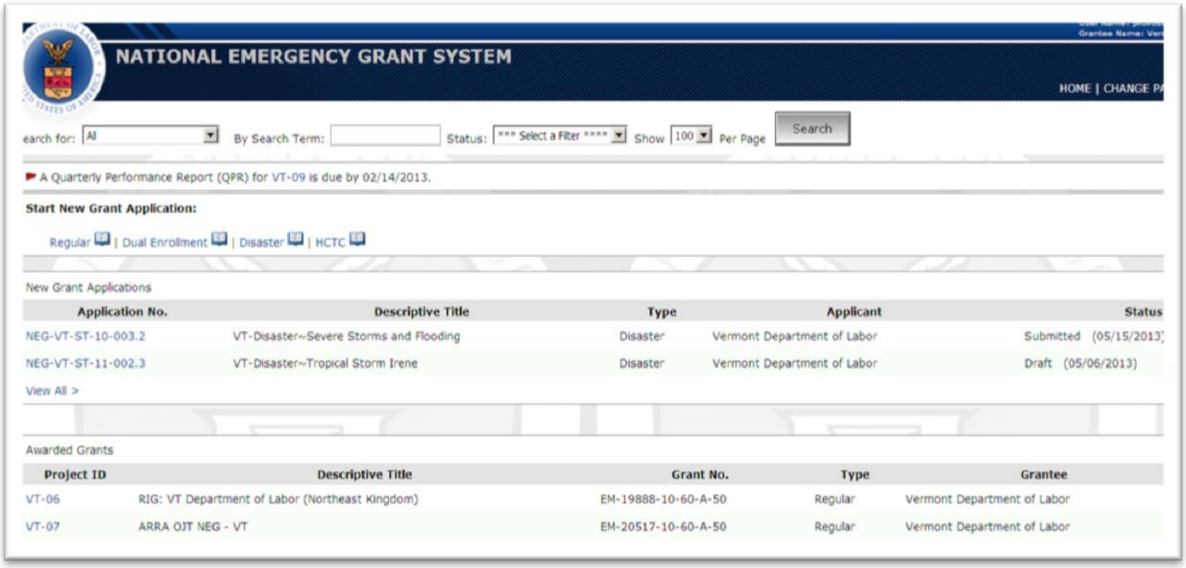


The **NEG Login screen** will be displayed



Enter your <u>User Name</u> and <u>Password</u> and click <u>Login</u>.

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

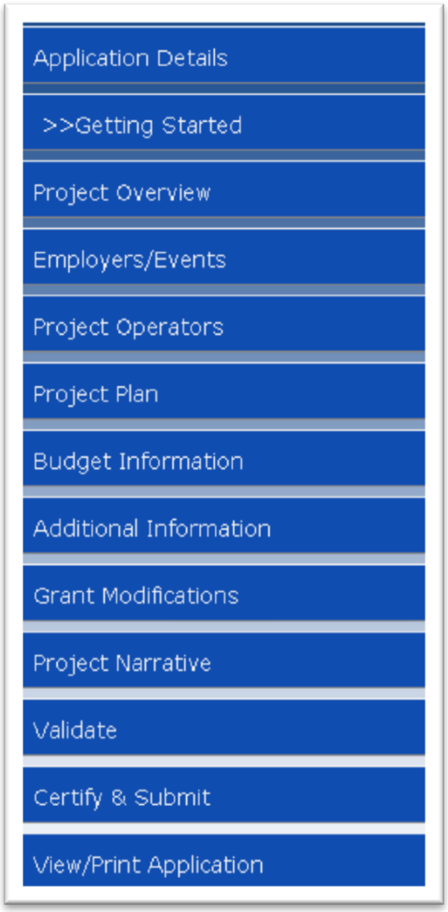
  This is a listing of the Grantee's approved active and inactive NEGs.

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 JD 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 re-enter the data.

Dates

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

INCORRECT	CORRECT
05/25/14	05/25/2014
December 31, 2014	12/31/2014

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 JD NEG Application

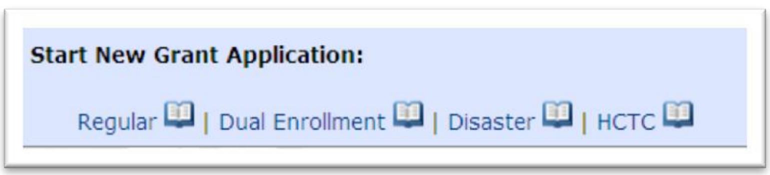
The application documents that are required for a JD NEG include:

- 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 JD 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.

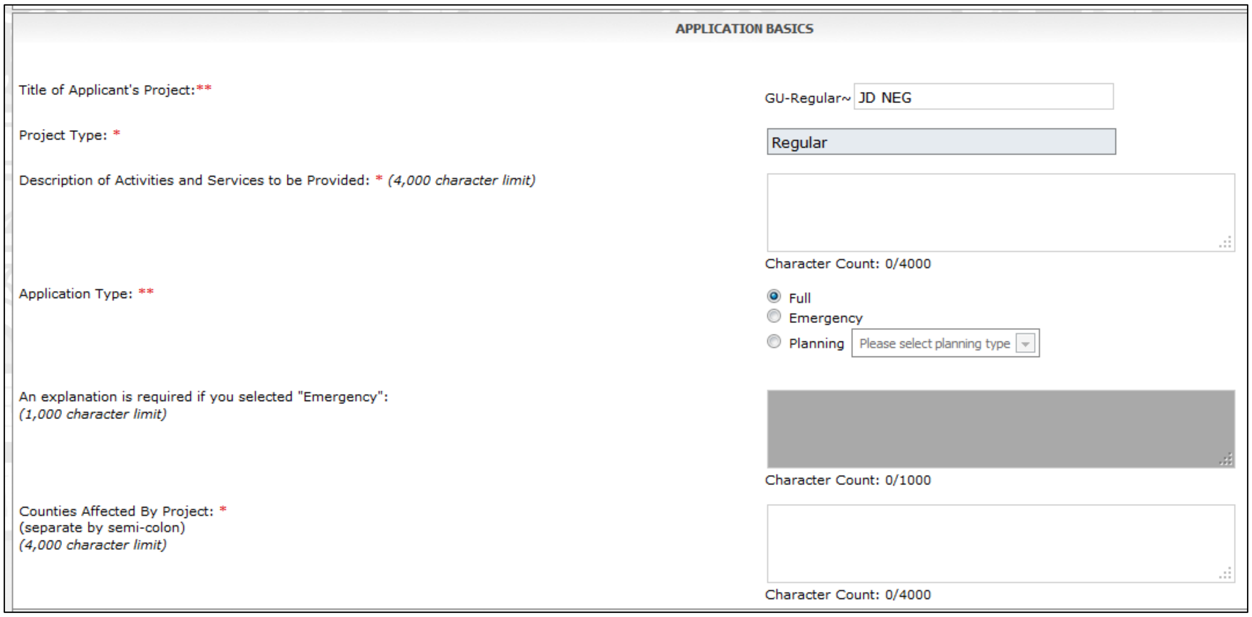
> **NOTE:** Only states and Federally Recognized Tribes are eligible to apply for a JD NEG. Individual Workforce Investment Boards (WIBs) are not eligible to apply directly. JD NEG awards may be used to implement new or expanded local and regional job-driven partnerships that provide workers opportunities to participate in work-based training, or occupational training that results in an industry-recognized credential, and/or other non-training reemployment services, such as coaching, counseling, and direct job placement that will enable them to obtain employment in industry sectors with demonstrated demand.

Applications must be received by COB May 27, 2014 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: JD NEG



APPLICATION BASICS

Title of Applicant's Project:** GU-Regular~ JD NEG

Project Type: * Regular

Description of Activities and Services to be Provided: * *(4,000 character limit)*

Character Count: 0/4000

Application Type: **

Full

Emergency

Planning Please select planning type

An explanation is required if you selected "Emergency":
(1,000 character limit)

Character Count: 0/1000

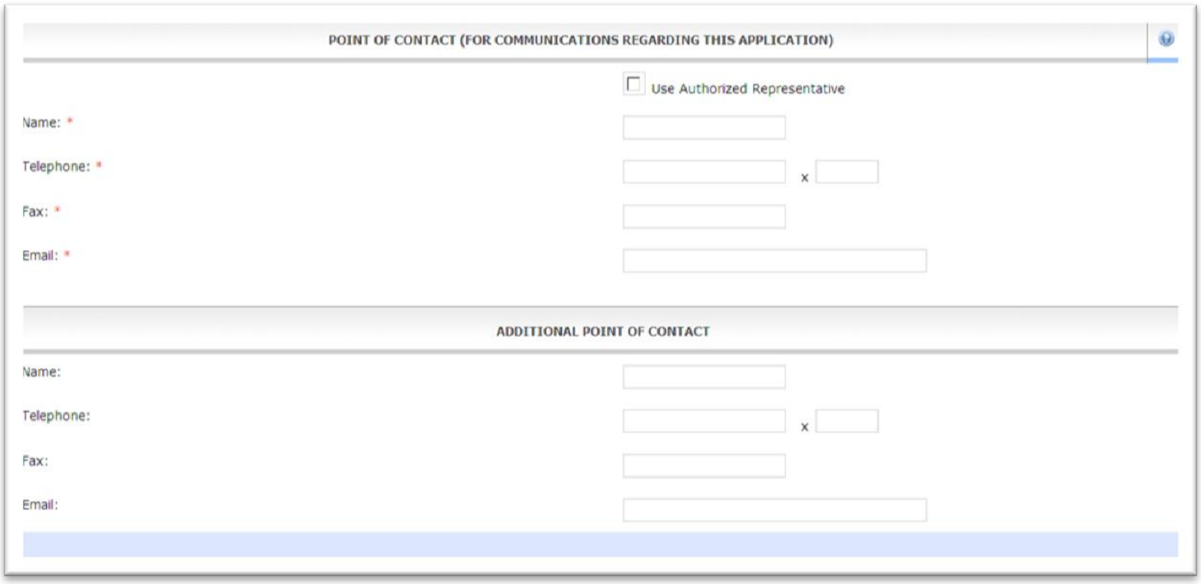
Counties Affected By Project: *
(separate by semi-colon)
(4,000 character limit)

Character Count: 0/4000

- To complete the Description of Activities and Services to be Provided: Describe how the proposed funding will implement new or expanded local and regional job-driven partnerships that provide workers opportunities to participate in work-based training, or occupational training that results in an industry-recognized credential, and/or other non-training reemployment services, that will enable them to obtain employment in industry sectors with demonstrated demand. 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.



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.

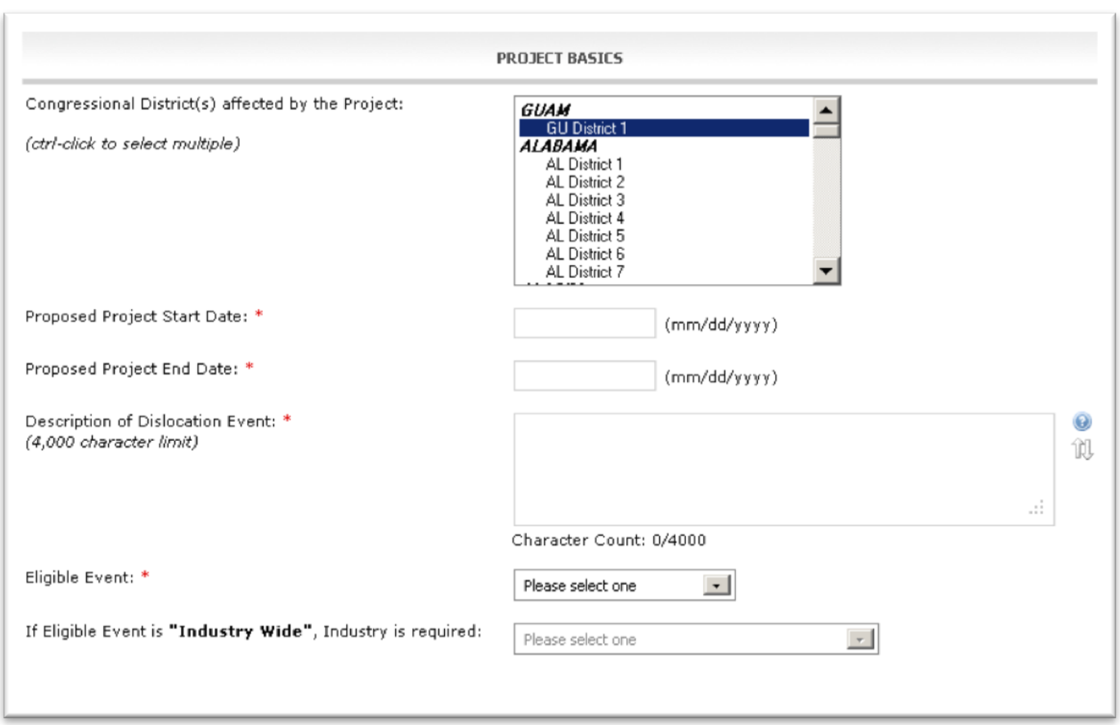
Project Overview

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 5/27/2014, but no later than 6/30/2014, and the proposed end date must be no later than 6/30/2016.
- Description of Dislocation Event: For purposes of a JD NEG application, enter the following: "Increasing capacity to implement new or expanded local and regional job-driven partnerships that will serve more dislocated workers and achieve better employment-related outcomes for this group of workers."
- Eligible Event: select "Plant Closure/Mass Layoff" from the dropdown menu for the field.



Funding Estimates

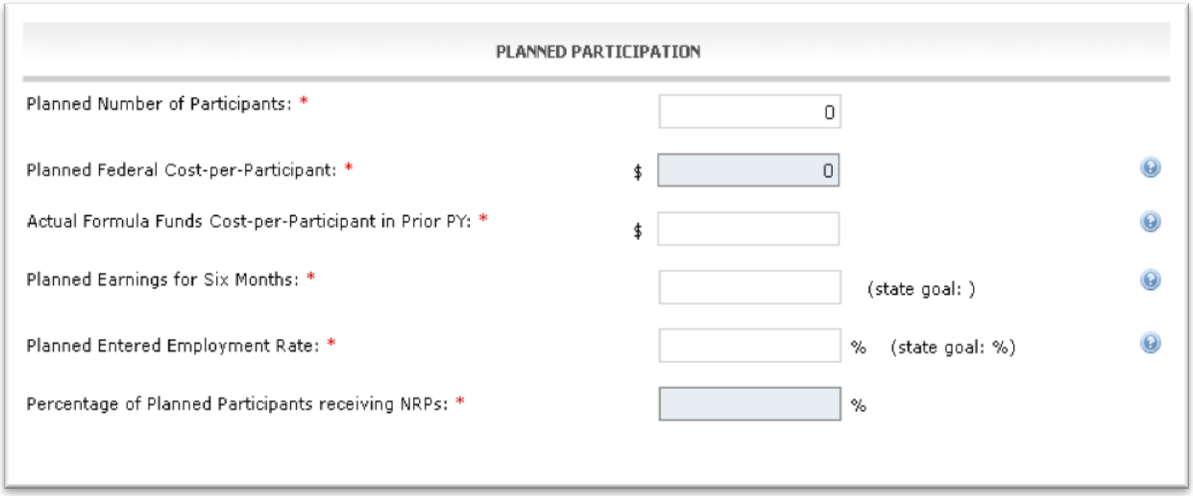
The entry in the Federal field should equal the amount of NEG funding being requested. Applicants should request funding at a level proportionate to its demonstrated need. JD NEG awards will range between $500,000 and $6 million.

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 JD 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.

Planned Participation

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

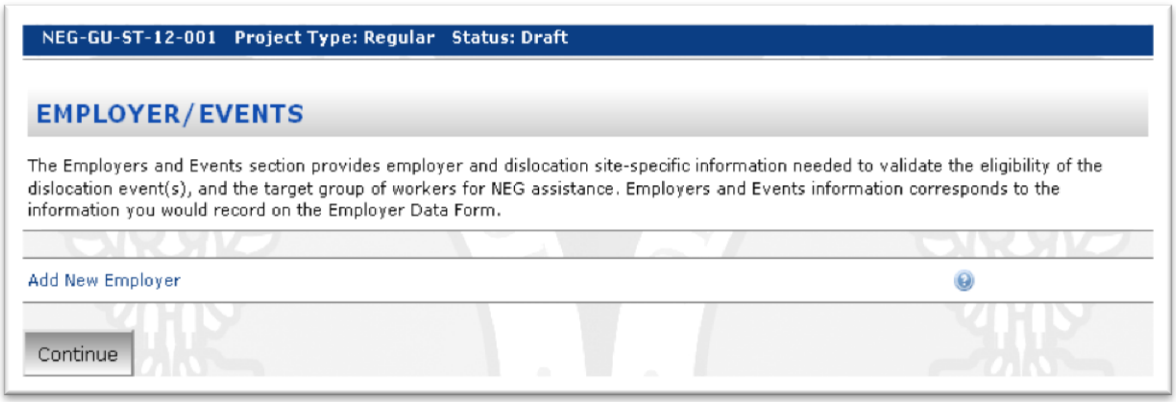


Note: The Planned Number of Participants must be the same number that is entered in the Employers/Event, Project Operator and the Project Plan.

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.

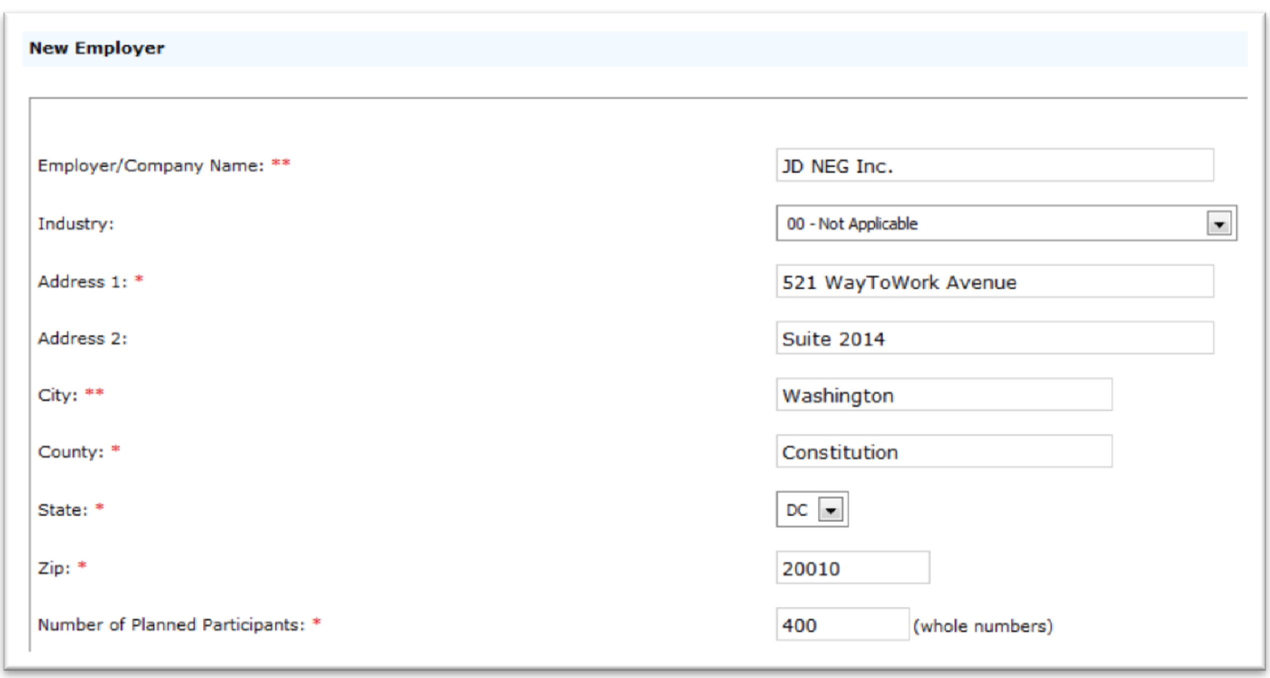
Employers/Event

To facilitate the creation of the JD 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.

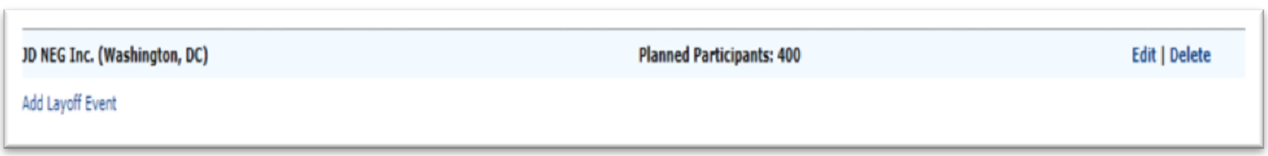
In the New Employer section, all fields marked with a red asterisk, either one* or two** must be completed. The Employer/Company Name should be "JD NEG, Inc." and the address information should be the same as the applicant's. The Number of Planned Participants must be the same number that is entered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



For Notifications Issued and Date of Notification, click “None”

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

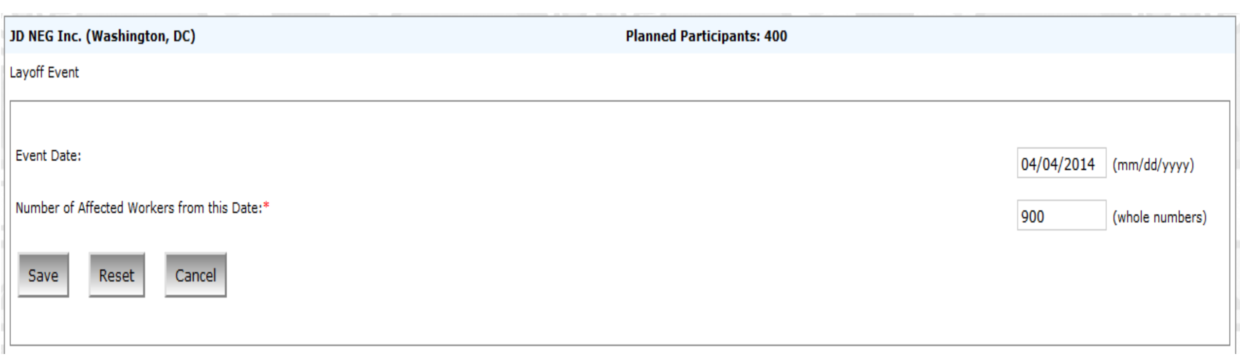
Click SAVE to display the Add Layoff Event screen.



Click on Add Layoff Event

Enter an Event Date that is prior to the Proposed Project Start Date

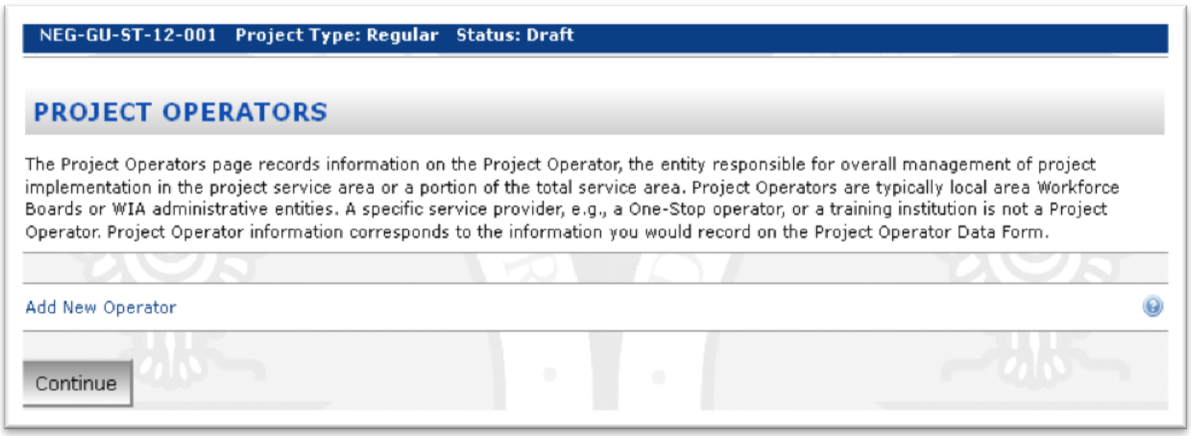
For the Number of Affected Workers from this Date enter a number that is more than twice the number of Planned Participants.



Project Operator

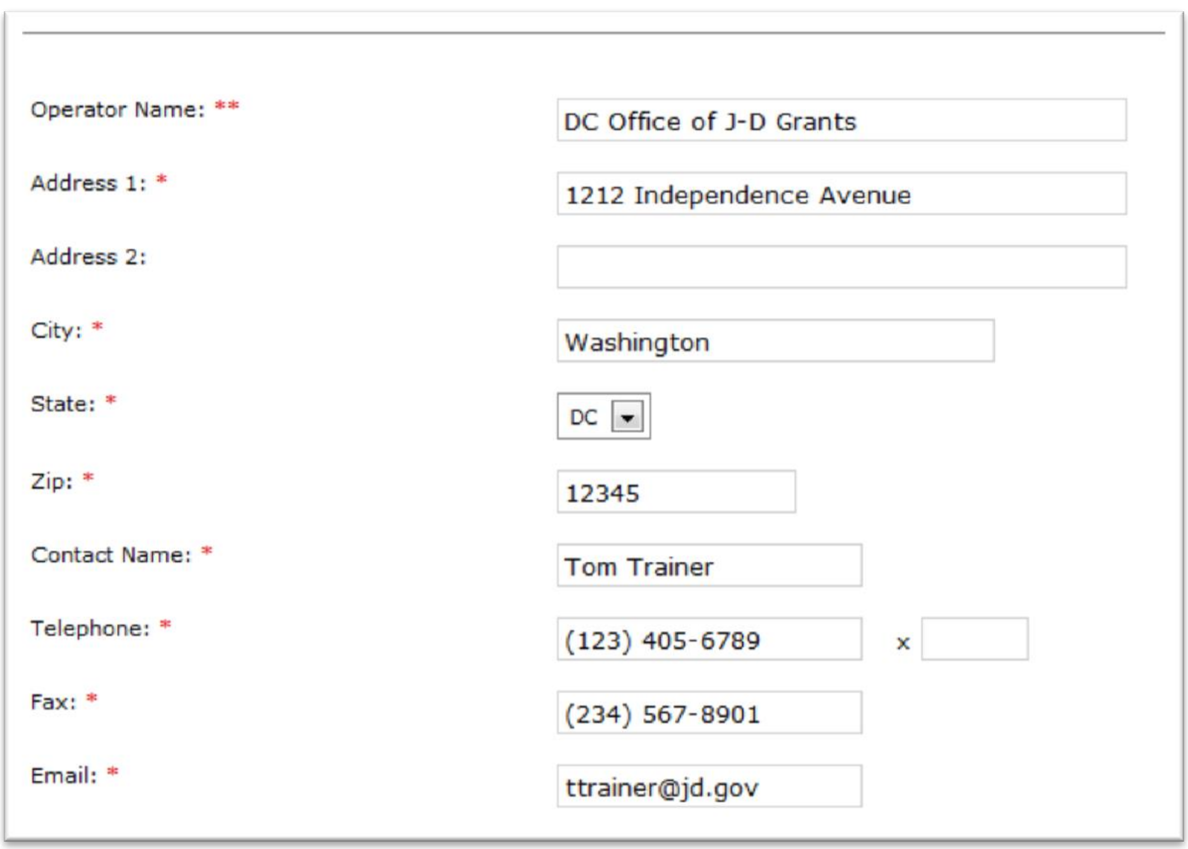
For a JD NEG, the applicant will also be the Project Operator.

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



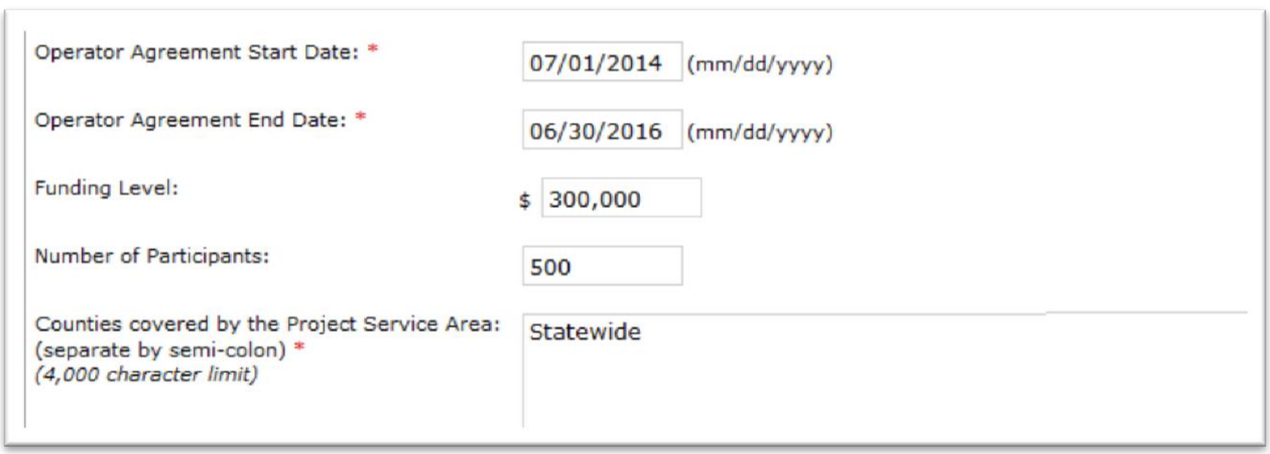
Click on Add New Operator.

Complete <u>all fields</u> on the screen, again using appropriate information for the applicant's agency.



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

			TOTAL PARTICIPANTS							
	ADMIN	PROGRAM	QTR 1 09/30/2005	QTR 2 12/31/2005	QTR 3 03/31/2006	QTR 4 06/30/2006	QTR 5 09/30/2006	QTR 6 12/31/2006	QTR 7 03/31/2007	QTR 8 06/30/2007
Receiving Intensive Services	0	0	0	0	0	0	0	0	0	0
Enrolled In Training	0	0	0	0	0	0	0	0	0	0
Enrolled in OJT Only	0	0	0	0	0	0	0	0	0	0
Receiving Supportive Services	0	0	0	0	0	0	0	0	0	0
Receiving Needs-Related Payments	0	0	0	0	0	0	0	0	0	0
Exits	0	0	0	0	0	0	0	0	0	0
Entering Employment At Exit	0	0	0	0	0	0	0	0	0	0
Entering OJT Employment at Exit	0	0	0	0	0	0	0	0	0	0
Entering OJT-Related Employment at Exit	0	0	0	0	0	0	0	0	0	0
Total Planned Participants	0	0	0	0	0	0	0	0	0	0

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:

Receiving Intensive Services: The cumulative number of grant participants who will receive intensive services funded by this NEG.

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 part of the minimum of 30 percent of the request that must be spent on work-based learning , **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.

Receiving Supportive Services: The cumulative number of grant participants who will receive supportive services funded by this NEG.

Receiving Needs-Related Payments: The cumulative number of grant participants who will receive needs-related payments funded by this NEG, if any.

Exits: The cumulative number of grant participants who have not received a service funded by the JD 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. **However, all participants must be shown as exiting the project in the last quarter of the Project Plan.**

Entering Employment at Exit: The cumulative number of grant participants who are employed any time once a participant begins receiving services from the JD 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 JD NEG must end by 6/30/2016. In order to use JD NEG funds to cover associated costs of training, all OJT contracts with participating employers must end by 6/30/2016.

The definitions of the entries for this section are:

Supportive Services: The planned expenditures for supportive services **at the grantee level**. Entries in this line are relatively uncommon, as supportive services are usually administered at the project operator 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). 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 JD NEG at the state and project operator levels. The combined total administrative costs at the Grantee and Project Operator Level must not exceed 10 percent.

NRP Processing: The planned expenditures for needs-related payments processing **at the grantee level,** if any.

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. **This may include grantee level costs associated with partnership development, employment tools, and the other allowable costs mentioned in the JD NEG TEN that are not allocable to any of the other line items.**

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 JD NEGs, this line item is not an allowable cost category. Therefore, this line item must remain "0".

<u>Total Expenditures: Grantee Level</u>: 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.


TOTAL EXPENDITURES: PROJECT OPERATOR LEVEL

ADMIN	PROGRAM	QTR 1	QTR 2	QTR 3	QTR 4	QTR 5	QTR 6	QTR 7	QTR 8
Core And Intensive Services									
0									
Training									
0									
OJT Training Employer Reimbursement (This line does not add into calculated total) (this line not included in calculated total)									
Supportive Services									
0									
NRPs*									
0									
Program Management & Oversight									
Admin Excluding NRP Processing*									
	0								
NRP Processing*									
	0								
Other*									
0									
Total: Program Management And Oversight									
Other*									
0									
Total Expenditures: Project Operator Level									

The definitions of the entries for this section are:

<u>Core and Intensive Services</u>: The planned expenditure of JD NEG funds to provide core and intensive services to grant participants. This entry is limited to the use of funds expended at the project operator level.

<u>Training</u>: The planned expenditure of JD NEG funds for training of grant participants. **At least 30 percent of the total request (the minimum amount for work-based**

learning under JD NEGs) must be entered in this line; however, this amount can be up to 90 percent of the requested funds, depending on the amount of other activities listed in the JD NEG TEN that the grantee decides to undertake under its JD NEG. 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.

Supportive Services: The planned expenditure of JD NEG funds to provide supportive services to grant participants. This entry is limited to the use of funds expended at the project operator level.

Needs-Related Payments: The planned expenditure of JD NEG funds to provide needs-related payments to grant participants. This entry is limited to the use of funds expended at the project operator 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 JD NEG at the state and project operator levels. The combined total administrative costs at the Grantee and Project Operator Level must not exceed 10 percent.

NRP Processing: The planned expenditures for needs-related payments processing at the project operator level, if any.

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 JD NEG funds that will be expended at the grantee level. **This may include project operator level costs associated with partnership development, employment tools, and the other allowable costs mentioned in the JD NEG TEN that are not allocable to any of the other line items.**

Total: Program Management and Oversight: This entry will auto-calculate based on the above entries.

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

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 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 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:

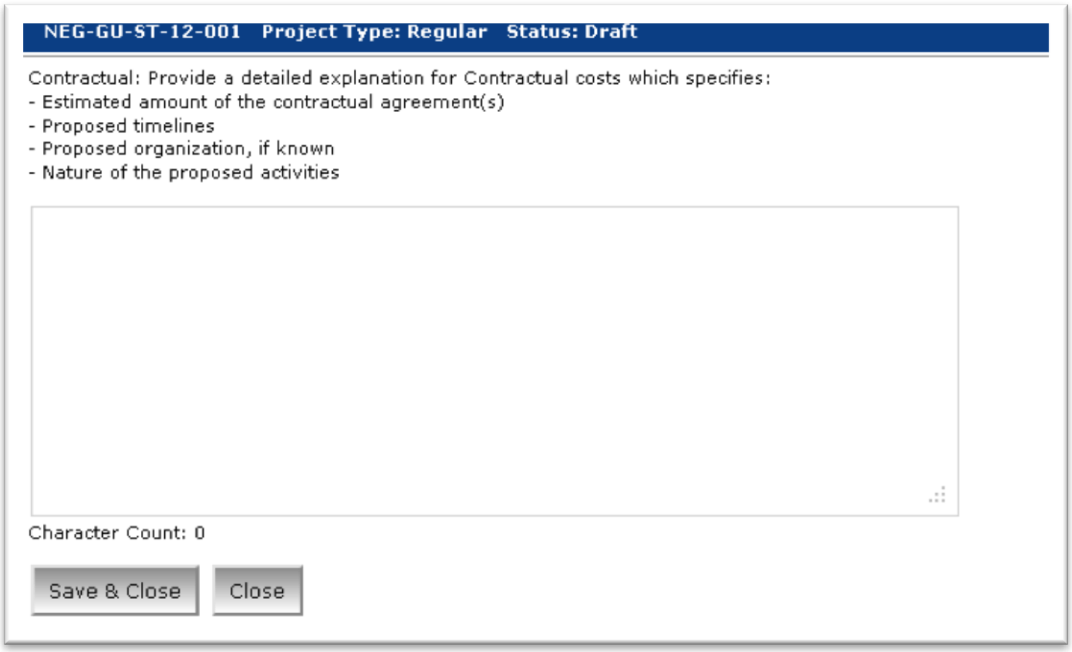
- “Contractual” costs must provide narrative detail which lists:
  - Estimated amount of the contractual agreement(s)
  - Proposed timelines
  - Proposed organization, if know, and,
  - Nature of the proposed activities

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.

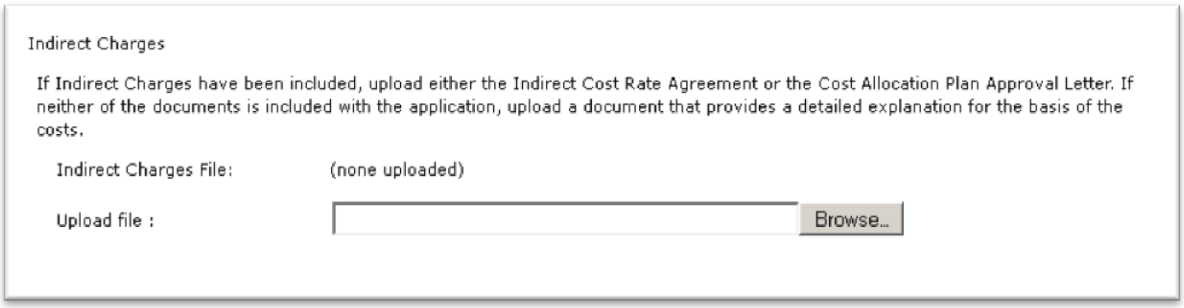
Additional Budget Information

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

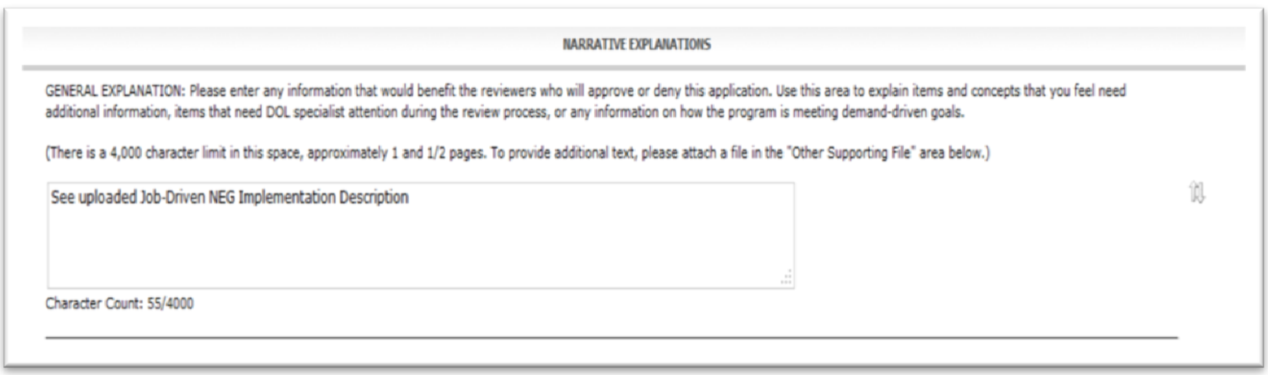
The Additional Information section contains two parts, **Narrative Explanations** and **Uploaded Files**.

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

Narrative Explanations

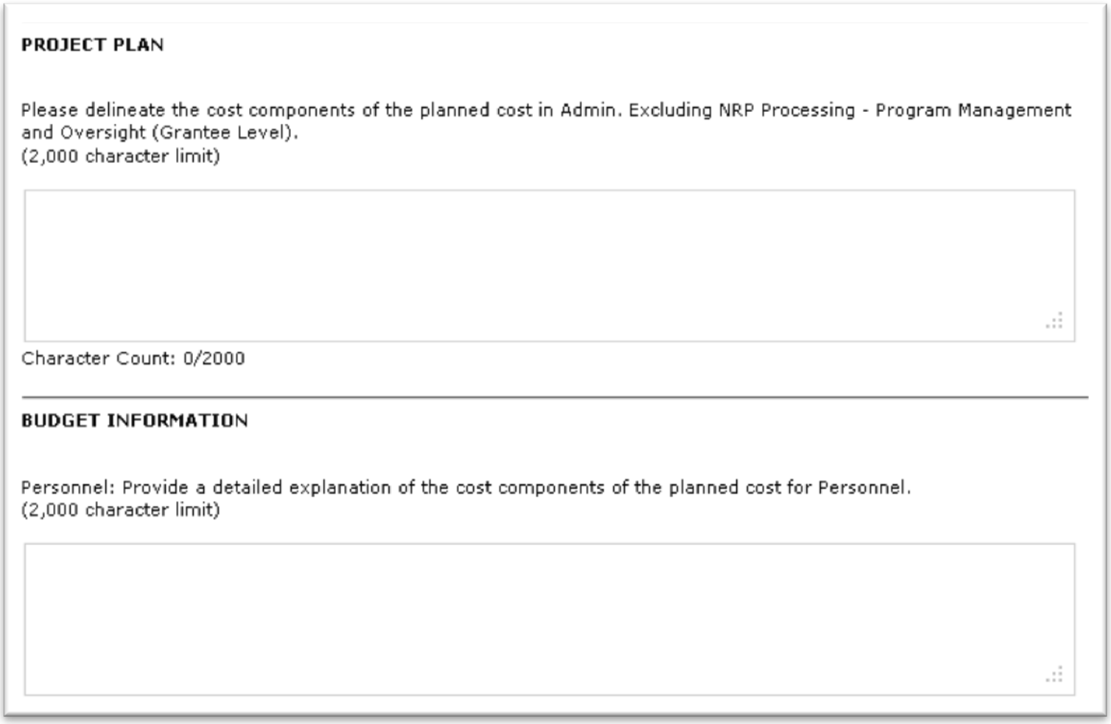
The **Narrative Explanations** part of this section contains a GENERAL EXPLANATION narrative box and smaller narrative response boxes which are defined below.

For purposes of the JD NEG, the applicant should enter the following into the GENERAL EXPLANATION narrative box: See uploaded JD NEG 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

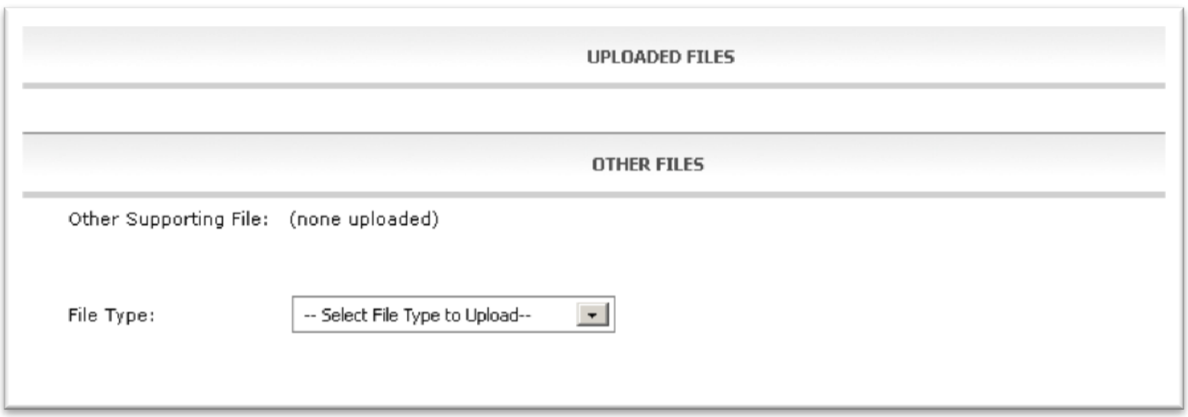
BUDGET INFORMATION

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

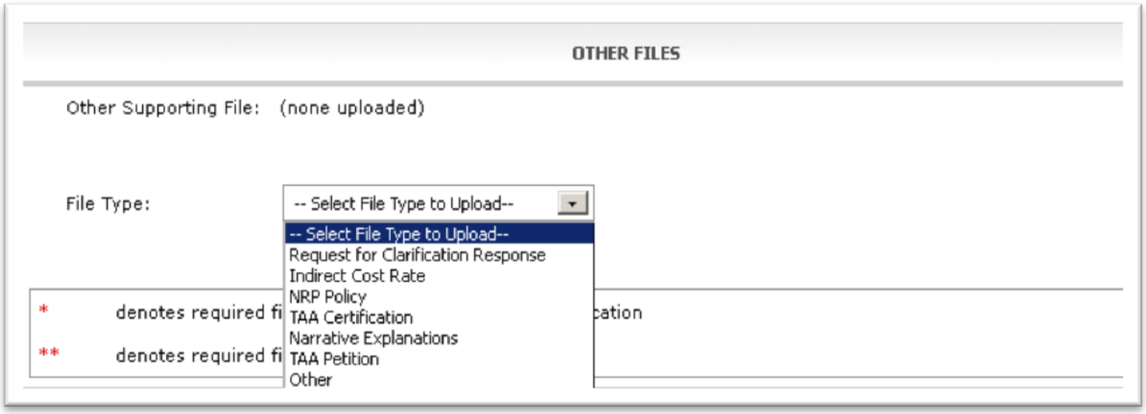
Uploaded Files

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

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

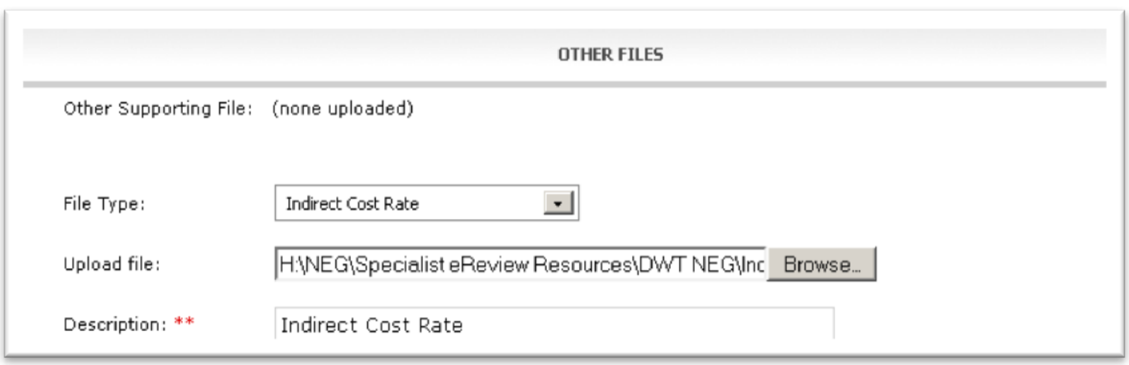


Click on the drop down button for --Select File Type to Upload--.



Choose the File Type for upload. For a JD NEG application, <u>only</u> <u>two</u> files should be uploaded, an Other (JD NEG Narrative) 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 Supporting File: location.

JD NEG Narrative Description

As part of the JD NEG application, applicants must attach a narrative that addresses the following points contained in Section 4 of the JD NEG TEN:

Workforce and Industry/Employer Partnerships

The applicant should describe and discuss the partnerships the applicant has, or will develop, with local WIBs, employers and/or industry groups, training providers, such as community colleges, and other organizations, such as labor unions, nonprofit organizations, and community-based organizations, to effectively serve JD NEG participants and other dislocated workers.

The employer partnerships discussion must include the specific sector or sectors that have a demonstrated demand for new employees. Such information may be supported by identifying a group of employers or industries that are concentrated within a regional economic area for which training and employment opportunities will be targeted. Data on the targeted sectors/regional economic data must be used to support the targeted opportunities. The demonstrated demand must be supported by data from recognized sources which bear out the industry growth and job opportunities. If these employer partnerships don’t already exist, the applicant must provide a concrete plan as to how these partnerships will be identified and formed, and what sectors the applicant will be targeting for partnerships.

Participant Identification

The applicant should describe and discuss the outreach, systems, processes, and partners that will be used to identify and enroll eligible participants, especially those who are long-term unemployed, in the proposed JD NEG.

Work-Based Training Models

A key component of JD projects will be work-based training models, which research has shown to be effective in helping jobseekers to quickly reenter the workforce, learn the desired skills in the workplace, and obtain employment utilizing the newly acquired skills and competencies. Applicants must discuss the types of work-based learning to be undertaken under the JD NEG. Examples of work-based training models include:

- Creation or expansion of Registered Apprenticeship programs and pre-apprenticeship programs with a pipeline to Registered Apprenticeship
- Creation or expansion of on-the-job training (OJT) programs
- Creation or expansion of customized training programs in partnership with an employer or multiple employers from a similar industry sector (not incumbent worker training)
- Expansion of existing career pathways programs that align adult education, career and technical education, occupational skills training, soft skills, and supportive services
- Expansion of accelerated learning models, such as contextualized learning models that combine career content with basic skills development, leading to faster course completion and matriculation into employment and/or higher level training

Alignment and Coordination with Other Resources

Similar to the partnerships necessary to effectively meet the needs of JD NEG participants and other dislocated workers, alignment and coordination with other resources is crucial. Applicants must describe how they will deliver services in coordination with at least two other federal, state, or local programs, which can include, but are not limited to:

- Unemployment Insurance
- Wagner-Peyser Employment Service
- WIA Adult and DW programs
- Trade Adjustment Assistance
- Jobs for Veterans State Grants
- Career and Technical Education
- Adult Education
- Vocational Rehabilitation
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Economic development, such as Manufacturing Extension Partnerships
- Transportation infrastructure, such as Transportation Investment Generating Economic Recovery (TIGER) grants

Coordination with these programs may include the leveraging of funds, participant referrals, co-enrollment or other demonstrated formal partnerships. In addition to public funding streams, applicants are also encouraged to leverage resources and activities with relevant philanthropic and community-based organization efforts in their target communities. Additionally, applicants must indicate how the WIA State Plan activities will support (or be modified to support) and incorporate these principles to maximize the NEG investment and drive change into the workforce investment system.

Evaluation

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

Beyond these core components, applicants are encouraged to address the following elements in their narrative that describes their job-driven approach to serving dislocated workers:

Job Coaching and Job Matching Models

ETA is interested in ways that employment services can be used and enhanced to ensure dislocated workers gain the necessary skills and find employment that is the right fit for both the worker and the employer. Specifically, ETA is interested in innovative models that help dislocated workers, particularly the long-term unemployed, receive the specialized services they need to rapidly reenter the workforce. Examples of job coaching, job placement, and/or job matching models that could be considered include:

- The expansion or enhancement of integrated case management functions that connect UI claimants and/or the long-term unemployed to reemployment services, including career counseling and job placement
- Long-Term Unemployment Specialists or Navigators --staff dedicated at some American Job Centers, or partnerships with intermediaries, who would work specifically with the long-term unemployed and employers to support job placement, work-based training, and other JD activities
- Coordination and alignment of various job matching activities, including those provided by workforce intermediaries and community-based organizations. These job matching activities may include comprehensive assessments, sophisticated use of real-time labor market information from employers, and

facilitated job matching and placement services from career counselors and job developers

- Development and use of instruments to assess dislocated workers' skills and how those skills can be transferred or adapted to high-growth occupations

Innovation and Flexibility

While the terms and conditions associated with JD NEG awards will include language that provides for some of the common requests for flexibility (group-based or cohort training and a sliding scale for OJT and customized training reimbursements based on the skill gap of the worker or the size of the business), applicants are encouraged to include other innovations to increase employer satisfaction and service flexibility, such as:

- Use of technology and social media in participant and employer recruitment, job search, distance learning, and labor market information collection and dissemination
- Specialized services and techniques that address the specific needs of the targeted populations, such as financial counseling; innovative strategies for engaging and serving long-term unemployed dislocated workers; and intensive one-on-one coaching and job matching
- Development of methods for determining employer satisfaction and success. Such measures could include initial employer involvement, the depth of the employer's involvement, a demonstration of repeat usage of the workforce investment system by the employer, and other employer outcomes

Use of Funds

Applicants must address the following parameters in their narrative, as well as complete the budget forms that are part of the application process described above, that show the requested funding being distributed according to these parameters:

- Work-Based Learning – In recognition of the fact that work-based learning can bridge the divide between unemployment and employment for long-term unemployed individuals, and that studies show that employment and earnings outcomes for workers are higher when training is closely targeted to specific occupations and industries, particularly in real work-based settings, **a minimum of 30 percent of the total funds must be used for one or more of the work-based training models identified in the narrative**.
  - OJT opportunities and customized training must be provided under a contract with an employer in the private-nonprofit or private sector
  - Credential attainment is **not** required to be a part of OJT, and OJT will continue to be exempt from the Department's credential measure. However, grant recipients are strongly encouraged to prioritize OJT opportunities to include a formal training component that leads to a credential
  - The parameters associated with OJT in ETA's current OJT NEG guidance, TEGLs 4-10 and 16-12, apply to any OJT opportunities offered under JD NEGs, notwithstanding the definition of prolonged unemployed contained in these guidance documents
    - Updated wage cap information will be issued at a later date for states that receive a JD NEG award

- Administrative Costs – **Up to 10 percent** of the award may be used for administrative costs associated with operating the JD NEG at the state and project operator levels. The applicant must describe how the 10 percent available for administrative activities will be distributed/split between the state and local project operators.

- Employment Tools – **Up to 5 percent** of funds may be used for developing, enhancing, and/or purchasing tools to be used for the program and program participants, such as job matching and labor market information web sites, including underlying tools for making data more available to job seekers. To prevent duplication, the applicant must describe how the proposed new tools either address a defined need that cannot be met with currently available state or federal employment tools/online resources, or enhance current tools with new features and abilities.

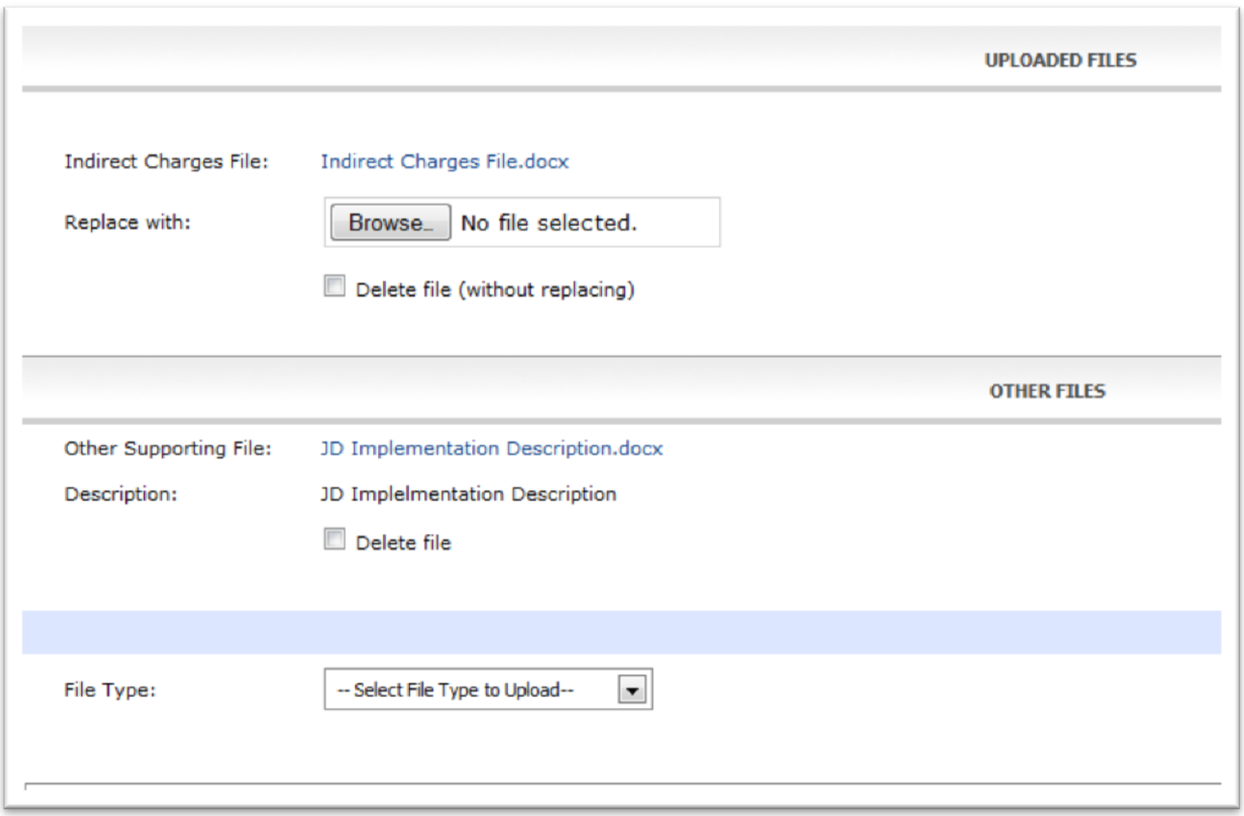
- Partnership Development – **Up to 5 percent** of funds may be used for partnership development and/or strategic planning in areas related to operating the JD NEG, such as convening groups of employers, meetings, etc.

- Other Allowable Activities – The balance of the funds must be used to provide other core, intensive, supportive, and training services, such as job coaching and job matching models, classroom training, Long-Term Unemployment Specialists or Navigators, etc.

For non-work-based training, project operators must limit the training opportunities provided to training providers listed in their Eligible Training Provider List (ETPL), as proposed training programs must have demonstrated success in serving the targeted population. **Training for incumbent workers is not an allowable use of JD NEG funds.** Applicants should also describe how the proposed training will lead to eligible credentials, if applicable. See TEGL 15-10 (Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System), which defines eligible credentials.

Uploading the JD NEG Narrative Description

- Be sure to make JD NEG Narrative Description the title of the document
- In the "File Type" drop down choose: Other
- Click "Browse" to locate the JD NEG Narrative Description document on your computer.
- In the Description** field, enter JD NEG Narrative 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.

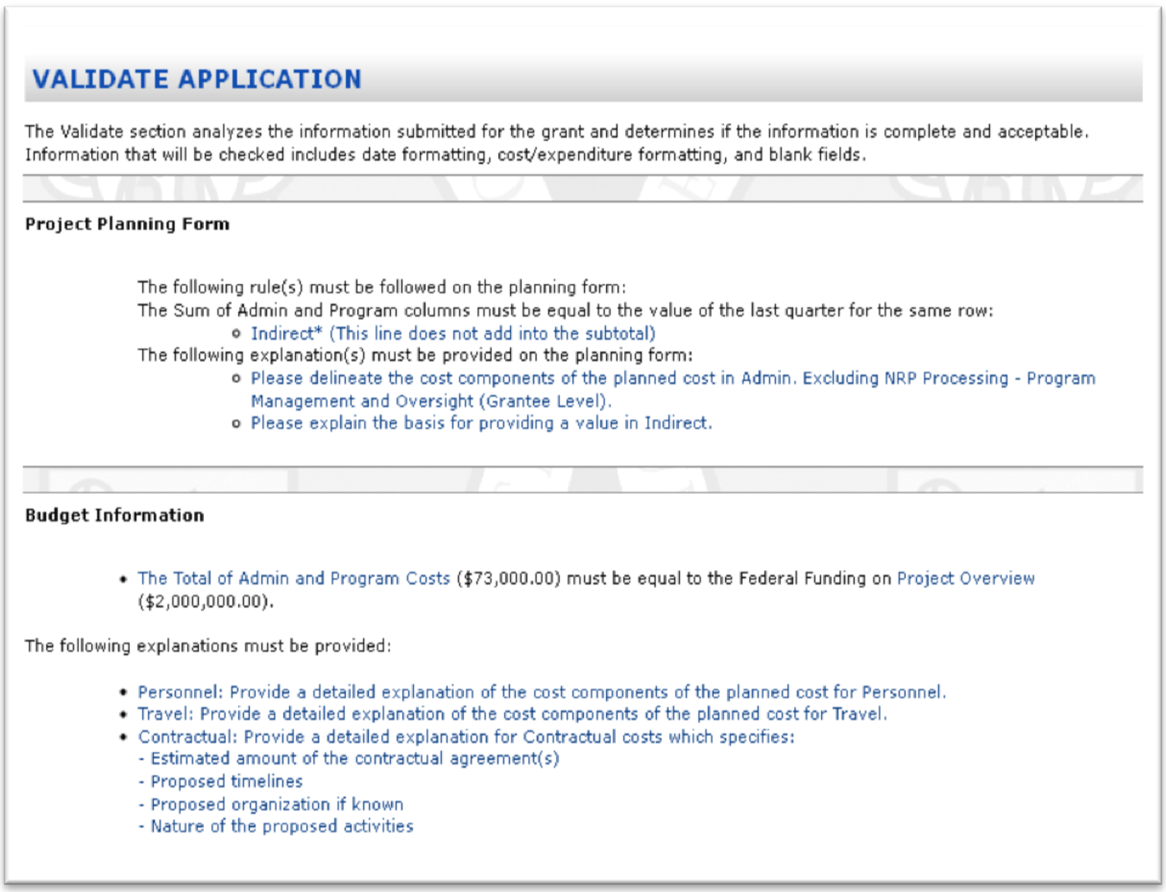


Validate

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 JD NEG application cannot 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 a different number is referenced in a narrative, this may result in a term and condition being applied to any grant award.



VALIDATE APPLICATION

The Validate section analyzes the information submitted for the grant and determines if the information is complete and acceptable. Information that will be checked includes date formatting, cost/expenditure formatting, and blank fields.

Project Planning Form

The following rule(s) must be followed on the planning form:
The Sum of Admin and Program columns must be equal to the value of the last quarter for the same row:

- Indirect* (This line does not add into the subtotal)

The following explanation(s) must be provided on the planning form:

- Please delineate the cost components of the planned cost in Admin. Excluding NRP Processing - Program Management and Oversight (Grantee Level).
- Please explain the basis for providing a value in Indirect.

Budget Information

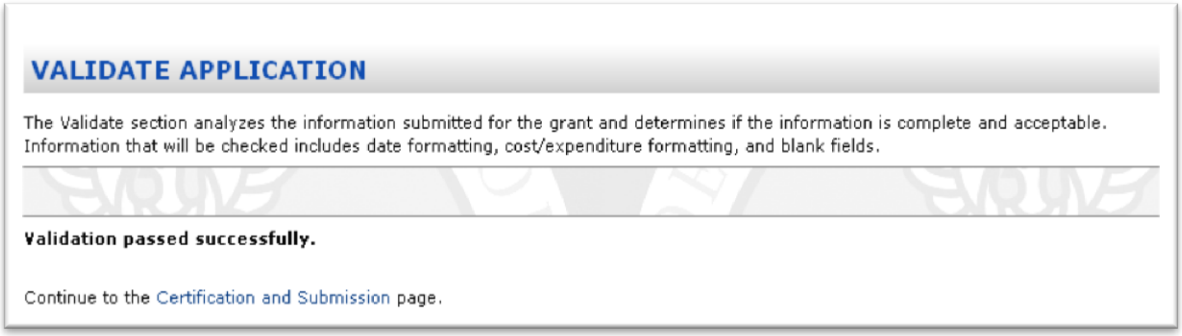
- The Total of Admin and Program Costs ($73,000.00) must be equal to the Federal Funding on Project Overview ($2,000,000.00).

The following explanations must be provided:

- Personnel: Provide a detailed explanation of the cost components of the planned cost for Personnel.
- Travel: Provide a detailed explanation of the cost components of the planned cost for Travel.
- Contractual: Provide a detailed explanation for Contractual costs which specifies:
  - Estimated amount of the contractual agreement(s)
  - Proposed timelines
  - Proposed organization if known
  - Nature of the proposed activities

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

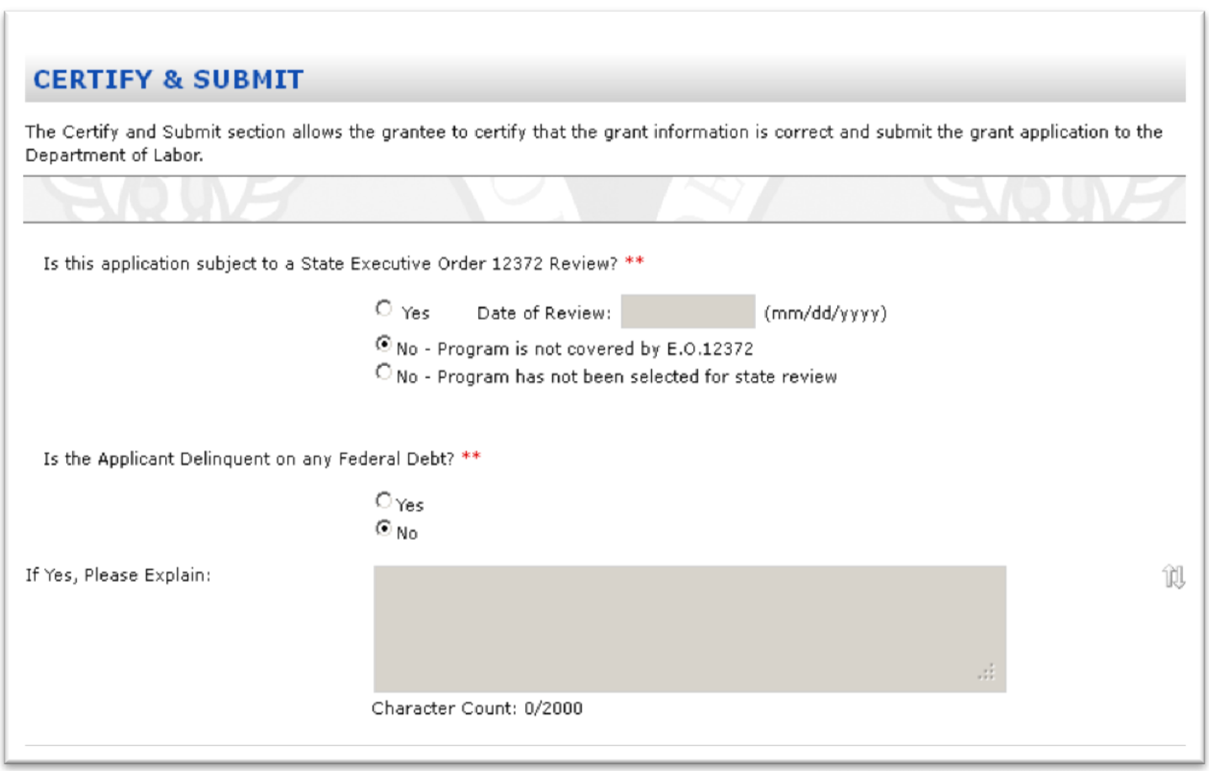
The Certify & Submit section allows the applicant to certify that the grant information is correct and to submit the grant application to the Department of Labor.

For the purposes of the JD 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 JD NEG applications, as this funding opportunity is a semi-competitive process.**

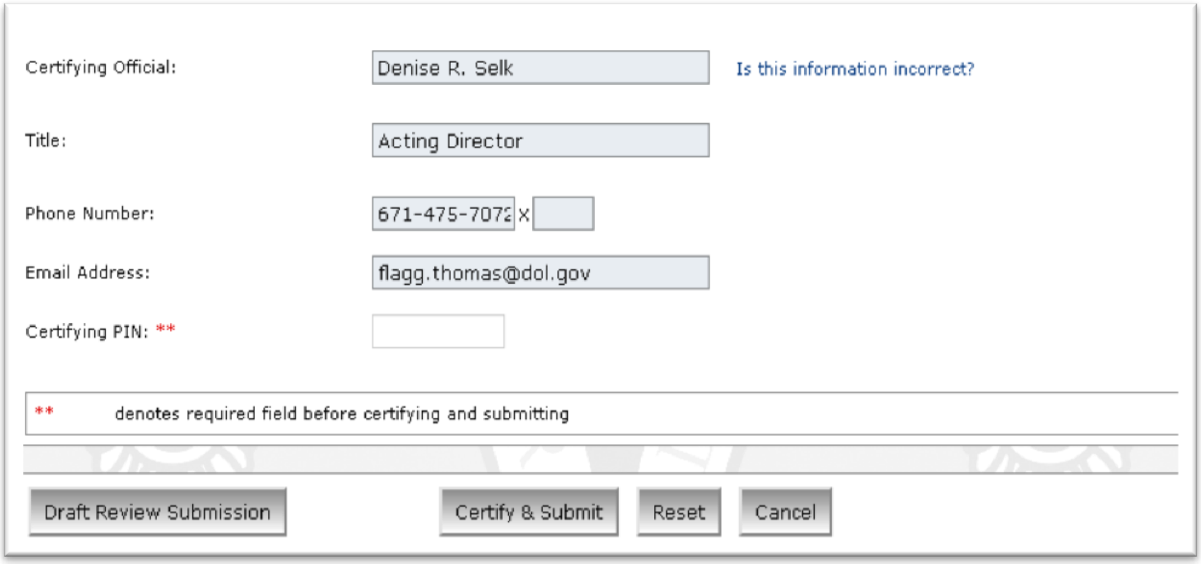
The first Certify & Submit action is a "Yes" or "No" response for the two certification questions:

- "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).



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 JD NEG application has now been submitted to ETA for consideration.