

## Initial Application Process for On-the-Job Training (OJT) National Emergency Grants (NEGs)

- All OJT NEG applications must be submitted through the NEG electronic application system (e-System): <http://www.etareports.doleta.gov>
- To submit a complete OJT NEG application that is eligible for consideration, the applicant must submit the following through the NEG e-System:
  - A Standard Form 424 Application Form which identifies the applicant and the area to be served
  - A Standard Form 424A Budget Information Form and Budget Narrative
  - A Project Synopsis which contains a brief summary of the services to be provided and the number of dislocated workers to be served
  - A brief narrative (please see below for the elements that must be addressed in the narrative)
  - A signed letter from at least one named employer
- The brief narrative should address the following:
  - How the applicant plans to select areas (regions, local areas, or a subset) for participation in the creation and implementation of the OJT program:
    - How the selected areas have been disproportionately impacted by the current economic downturn
    - A description of the areas with the highest levels of poverty and the lowest employment to population ratio (and how these correlate to selected areas)
    - State, regional, and or county Labor Market Information (LMI) data identifying industries and/or occupations with projected growth
    - Job losses in highly-impacted industries in areas to be served
  - A discussion of the capacity in the selected areas or providers to administer an OJT program that meets the objectives of this initiative:
    - Previous successes or strategies in operating/implementing training programs such as OJT, or programs to reemploy those with prolonged unemployment or who have barriers to employment
    - A description of OJT programs, if any, currently in place
    - Planned collaboration partners, including the role(s) for the local workforce system, Community-Based Organizations (CBOs), and other intermediaries, such as labor unions, Chambers of Commerce, etc., as appropriate
    - Potential employer interest in participating (including, but not limited to, the employer that signed the letter uploaded as part of the application)
  - A discussion of how the amount of the NEG request was determined:
    - The estimated wages to be paid and the estimated average rate of employer reimbursement
    - The estimated number of OJT opportunities that will be created
    - The estimated cost of supportive services

Requests for NEG e-System access or technical assistance with submitting an application should be sent to [NEGESystem@dol.gov](mailto:NEGESystem@dol.gov)