



# National Emergency Grant (NEG) Program

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## NEG Electronic Application System (eSystem)

### On-the-Job Training (OJT) User Guide Implementation Plan Modification



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. This guide incorporates these requirements.

The OJT Implementation Plan User Guide is organized into the following major sections:

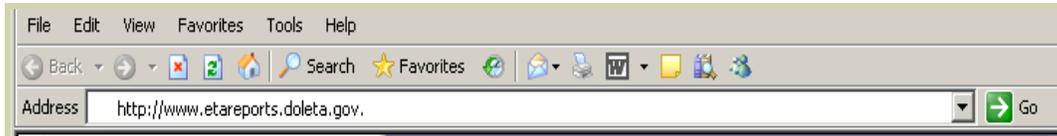
- [Accessing the NEG eSystem](#), which provides the information necessary to log into the modification section of the NEG eSystem;
- [Using the NEG eSystem](#), which describes the basic format of the data entry screens in the NEG eSystem, how to navigate among sections, and the guidelines for successful data entry;
- [Preparing an OJT Implementation Plan Modification](#), which describes the modification process; and asks the Grantee to review data previously submitted in the initial application and modify as appropriate; and
- [Finalizing and Submitting the Modification](#), which provides guidance regarding uploading documents, and validating and certifying the OJT Implementation Plan modification.

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

The NEG eSystem includes on-line [\*\*HELP\*\*](#), which provides specific definitions and instructions for individual data entry items.

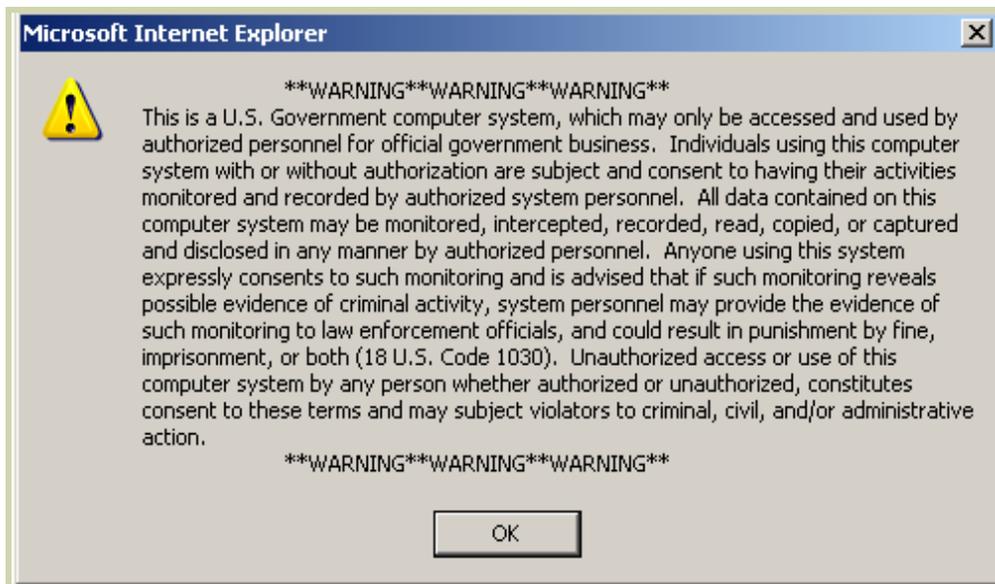
The information provided below, serves as a reminder for accessing the NEG eSystem. To access the NEG eSystem follow these four steps:

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



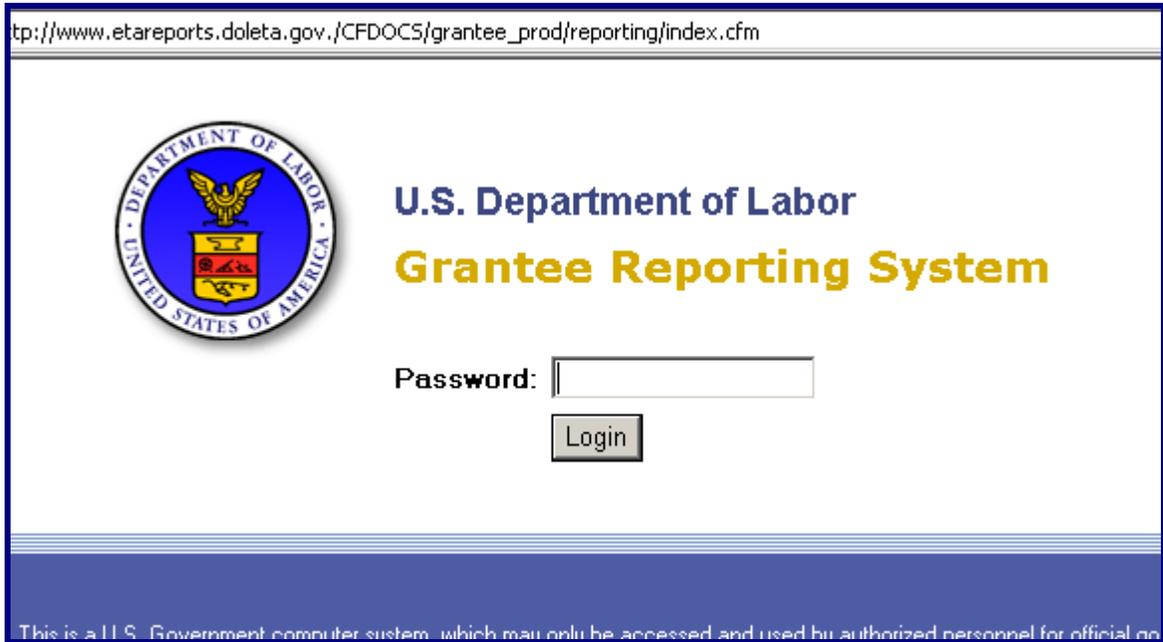
**Figure 1:** Web Browser – URL Location Field

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



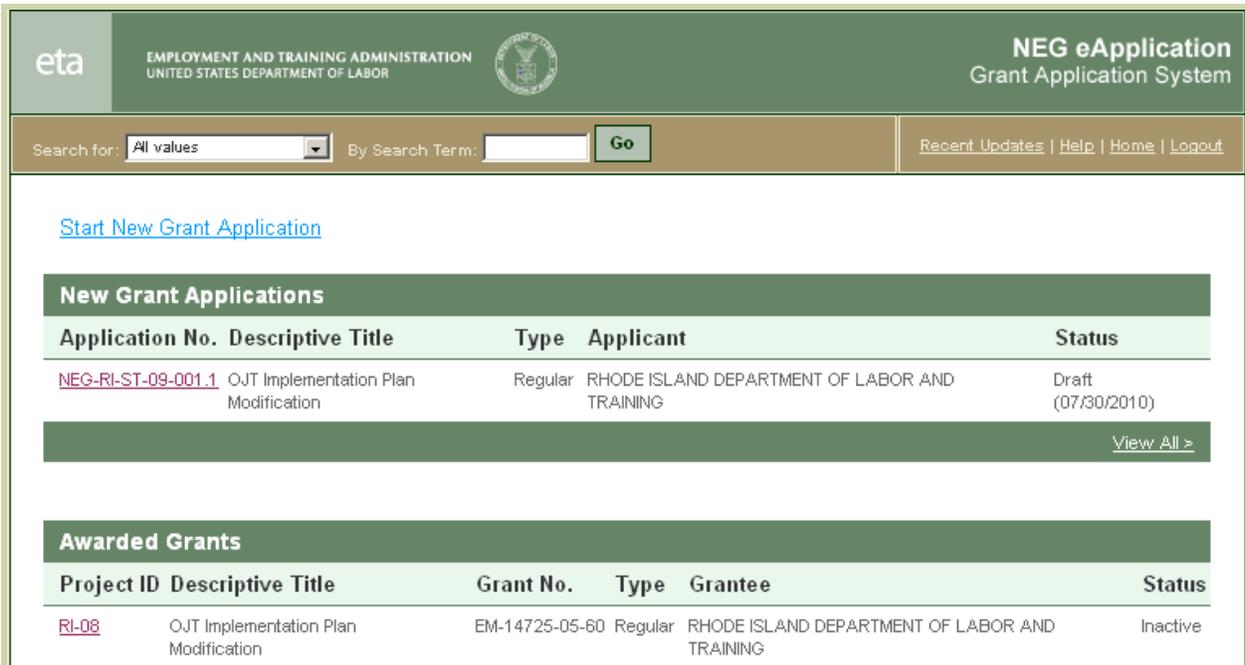
**Figure 2:** Security Advisory Notice

- Click OK and the Grantee Reporting System login screen will be displayed (Figure 3).



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

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



**Figure 4:** Home Page

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

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

- \* For applications, the required action may be to respond to a request to clarify data that was entered; and
- \* For grants, the required action may be to provide additional information in response to the grant terms and conditions.

Finally, this page, like all pages in the NEG eSystem, includes three features that assist in efficiently navigating through the NEG eSystem:

- \* **Help** provides step-by-step instructions for specific tasks displayed on the screen;
- \* **Home** returns you to the NEG eSystem Home/Main Page; and
- \* **Logout** exits you from 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 OJT Implementation Plan modification. Click the identifier/name to move from one section to another (Figure 5).



**Figure 5:** Menu Box

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



**Figure 6:** Data Entry Actions

Click **SAVE** to store additional information that has been entered into the screen

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

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

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

## Data Entry Guidelines

The 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 that specifies revision of the data as required.

### Dates

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

CORRECT	INCORRECT
01/01/2010	01/01/10
12/25/2010	December 25, 2010

### Dollar Amounts

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

CORRECT	INCORRECT
2000	2000.00
1500	1,500
489	\$489

### Additional Information Alert

An Additional Information icon/  will appear which indicates that an explanation must be provided to clarify a particular data entry. Grantees can add the narrative explanation by either clicking on the icon or via the **Additional Information** component where all required narratives will be 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.

The Home Page screen provides three options:

1. **Start New Grant Application;**
2. **New Grant Applications;** and
3. **Awarded Grants**

The **Awarded Grants** section provides a list of approved NEG, with the most recent awards showing first. From this list, Grantees should locate the OJT NEG award and click on the Project ID link (Figure 7, e.g., “AL-10”).

Search for:  By Search Term:   [Recent Updates](#) | [Help](#) | [Home](#) | [Logout](#)

[Start New Grant Application](#)

New Grant Applications				
Application No.	Descriptive Title	Type	Applicant	Status
<a href="#">NEG-AL-ST-09-025</a>	Nationals Baseball Inc.	Regular	Alabama Department of Economic and Community Affairs	Draft (06/16/2010)

Awarded Grants					
Project ID	Descriptive Title	Grant No.	Type	Grantee	Status
<a href="#">AL-08</a>	MILITARY EMPLOYMENT \$ TRAINING INITIATIVE	EM-14611-05-60	Regular	Regions Ahead Workforce Development Board	Inactive
<a href="#">AL-10</a>	OJT Implementation Plan Modification	EM-15065-05-60	Regular	Alabama Department of Economic and Community Affairs	Inactive
<a href="#">AL-X1</a>	RIG: Making the Economic Development Difference	EM-16561-08-60-A-1	Regular	Regions Ahead Workforce Development Board	Inactive

[View All >](#)

**Figure 7:** Home Page

# Preparing an Implementation Plan Modification

## Grant Details

After selecting the initial OJT NEG award from the list of **Awarded Grants** section, Grantees are now directed to the **Grant Details** screen. This section displays basic NEG details including Date of Award, Period of Performance, Approved Funding Level, Quarterly Performance Reports, and a Pending Activities link.

To begin the modification process, click on the link, "Submit Full Application (in response to emergency award)" (Figure 8).

**Grant Details: RI-08, OJT Implementation Plan Modification**

Grant Number: EM-14725-05-60  
Date of Award: 04/04/2005  
State: RI  
Grant Status: Inactive  
Period of Performance: 03/03/2005 - 09/30/2006  
Baseline Application: [NEG-RI-ST-09-001](#)  
Project Type: Regular  
Grantee: RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING  
Point of Contact: John Doe  
Telephone: (401) 123-4567

Approved (Up-To) Funding: \$100,000  
Awarded Funding To-Date: \$750,000  
To-date Expenditures Reported: \$0  
Expenditure Rate (Awarded): %

Approved (Up-To) Participants: 100  
To-date Participants Reported: 0  
Participant Enrollment Rate: %

Quarterly Performance Reports	QTR	END DATE	STATUS
	1	03/31/2005	(due 05/15/2005) <a href="#">Begin</a>

Pending Activities: [Submit Full Application \(in response to emergency award\)](#)

**Figure 8:** Grant Details

## Modification Details

The **Modification Details** screen will track and summarize all changes made to create the fully documented modification request. All information fields that should be

edited for this modification request will be open, and are accessed using the Navigation Links on the left. Required narratives can be entered and edited in the **Additional Information** section (Figure 9).

>> Modification Details	<b>Modification Details: NEG-RI-ST-09-001.1</b>	<b>Status: Draft</b>								
Grant Details	<b>RI-08, OJT Implementation Plan Modification</b>									
Getting Started	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Grant Modification Request</b></p> <p>This screen will track and summarize changes made for this grant modification request. All information fields that can be edited for a modification request will be open and are accessible with the Navigation Links on the left. Required narratives can be entered and edited in the <a href="#">Additional Information</a> section.</p> </div>									
Project Overview	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Modification Type:</b></td> <td>Financial , Fully Documented</td> </tr> <tr> <td><b>Modification Explanation:</b></td> <td><b>Narrative Required.</b></td> </tr> </table>		<b>Modification Type:</b>	Financial , Fully Documented	<b>Modification Explanation:</b>	<b>Narrative Required.</b>				
<b>Modification Type:</b>	Financial , Fully Documented									
<b>Modification Explanation:</b>	<b>Narrative Required.</b>									
Employers/Events	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">AREA OF MODIFICATION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d9ead3;"><b>Period of Performance</b></td> <td>The Proposed Project Start and End Dates differ from the awarded Project Start and End Dates of the grant. Grant Period of Performance: 03/03/2005 to 09/30/2006 (7 quarters) Proposed Period of Performance: 06/30/2010 to 06/30/2012 (9 quarters). <b>Narrative Required.</b></td> </tr> <tr> <td style="background-color: #d9ead3;"><b>Funding</b></td> <td>The Total Federal Funding Amount on this application (\$1,000,000) is different from the approved up-to amount for this grant (\$100,000). <b>Narrative Required.</b></td> </tr> <tr> <td style="background-color: #d9ead3;"><b>Participation</b></td> <td>The Total Number of Planned Participants on this application (200) is different from the approved up-to amount for this grant (100). <b>Narrative Required.</b>  The Cost-Per-Participant on this application (\$5,000.00) is different from the approved calculated Cost-Per-Participant for this grant (\$1,000.00).</td> </tr> </tbody> </table>		AREA OF MODIFICATION	CHANGES	<b>Period of Performance</b>	The Proposed Project Start and End Dates differ from the awarded Project Start and End Dates of the grant. Grant Period of Performance: 03/03/2005 to 09/30/2006 (7 quarters) Proposed Period of Performance: 06/30/2010 to 06/30/2012 (9 quarters). <b>Narrative Required.</b>	<b>Funding</b>	The Total Federal Funding Amount on this application (\$1,000,000) is different from the approved up-to amount for this grant (\$100,000). <b>Narrative Required.</b>	<b>Participation</b>	The Total Number of Planned Participants on this application (200) is different from the approved up-to amount for this grant (100). <b>Narrative Required.</b>  The Cost-Per-Participant on this application (\$5,000.00) is different from the approved calculated Cost-Per-Participant for this grant (\$1,000.00).
AREA OF MODIFICATION	CHANGES									
<b>Period of Performance</b>	The Proposed Project Start and End Dates differ from the awarded Project Start and End Dates of the grant. Grant Period of Performance: 03/03/2005 to 09/30/2006 (7 quarters) Proposed Period of Performance: 06/30/2010 to 06/30/2012 (9 quarters). <b>Narrative Required.</b>									
<b>Funding</b>	The Total Federal Funding Amount on this application (\$1,000,000) is different from the approved up-to amount for this grant (\$100,000). <b>Narrative Required.</b>									
<b>Participation</b>	The Total Number of Planned Participants on this application (200) is different from the approved up-to amount for this grant (100). <b>Narrative Required.</b>  The Cost-Per-Participant on this application (\$5,000.00) is different from the approved calculated Cost-Per-Participant for this grant (\$1,000.00).									
Project Operators										
Project Plan										
Budget Information										
Additional Information										
Validate										
Certify & Submit										
View/Print Application										
Delete Modification										

**Figure 9:** Modification Details

## Getting Started

The information you provided in the initial OJT NEG application will auto-populate within the following sections of the Getting Started screen: **Application Basics**; **Applicant Information**; **Authorized Representative**; **Point of Contact (for communications regarding this application)**; and **Additional Point of Contact**. Please verify the information recorded to ensure that all information is current. Of particular note are the sections entitled Areas Affected By Project, Applicant Congressional District(s), and Point of Contact (for communications regarding this application). If there are any changes to the information previously provided, please make adjustments as appropriate (Figure 10).

### Application Basics

Descriptive Title of Applicant's Project: \*\* OJT Implementation Plan Modification

Project Type: \*\* Regular

Description of Activities and Services to be Provided: \* How this project will use OJT to better meet the needs of dislocated workers with prolonged unemployment and/or barriers to reemployment.  
(2,000 character limit)

Areas Affected By Project: \* List the areas affected (statewide, or by county and local service area(s))  
(1,000 character limit)

Applicant Identifier:

State Application Identifier:

### Applicant Information

Legal Name: RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

Organizational Unit (Department): \*

(Division):

Applicant Type: A - State Government

Address: \*

County: \*

City: \*

State: RI

Zip: \*

[Is this information incorrect?](#)

Employer ID Number (EIN): \* 12-1234567

DUNS: \* 123456789

**Figure 10:** Point of Contact

**REMINDER:**

At the bottom of the Getting Started page, and all of the other NEG eSystem data entry screens, there is a legend that explains the red asterisks \*.

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

Two asterisks \*\* mean that those fields must be completed before the user can SAVE the current screen, and continue (Figure 11).

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

**Figure 11:** Data Requirements

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

The **Project Overview** section records more detailed grant information and is populated with data previously entered from the initial OJT NEG award. Section headings include the following:

Project Basics

Funding Estimates

Planned Participation

Additional Funding Increment

As a condition of the Notice of Obligation (NOO), a Grantee may have been directed to modify certain sections of the application. Please verify the information previously recorded to ensure that all information is current, including:

### Project Basics

- Update as appropriate, the Congressional District(s) affected by the Project by holding down the Ctrl key, scrolling down the entries and clicking on each applicable district. A state or Federally Recognized Tribe should only select the districts affected by the project.
- The Proposed Project Start Date and Proposed Project End Date must align with the dates identified in the NOO. Entering these dates determines the number of Program Year (PY) project quarters that will be included in the **Project Plan** (Figure 12).

**Project Basics**

Congressional District(s) affected by the Project:  (ctrl-click to select multiple)

- RI District 1
- RI District 2

- AL District 1
- AL District 2
- AL District 3
- AL District 4
- AL District 5

Proposed Project Start Date: \*  (mm/dd/yyyy)

Proposed Project End Date: \*  (mm/dd/yyyy)

Description of Dislocation Event: \*  (2,000 character limit)

Eligible Event: \*

If Eligible Event is "Industry Wide", Industry is required:

**Figure 12:** Project Basics

## Funding Estimates

The **Funding Estimates** section will populate with information previously recorded in the initial OJT NEG submission. Please verify that the entry for **Federal** equals the total amount of the NEG award, as per the NOO. If there are changes to the additional entries (e.g., leveraged funding from State or Local sources), adjust as appropriate. The following definitions for **Funding Estimates** entries may serve as a helpful reminder for verifying or adjusting this section:

- **Applicant** is funding that is being contributed by the applicant organization from sources other than the Workforce Investment Act (WIA)
- **State** is WIA State-reserved Dislocated Worker funding
- **Local** is WIA local area Dislocated Worker funding
- **Other** may include funding from non-WIA State and local public agencies, private contributions, etc.
- **Program Income** will generally not be applicable to NEG projects
- **Total Estimated Funding** will auto-calculate (Figure 13).

**Funding Estimates**

Federal: \* \$

Applicant: \* \$

State: \* \$

Local: \* \$

Other: \* \$

Program Income: \* \$

Total Estimated Funding: \$

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

**Figure 13: Funding Estimates**

### Planned Participation

The **Planned Participation** section should record the most up-to-date Planned Number of Participants. If there are changes in the number of planned participants, please adjust accordingly. The NEG eSystem will auto-calculate the Planned Federal Cost-per-Participant based on the entry provided in the **Federal** line item of **Funding Estimates**. Changes to the Federal award (Figure 13) will prompt a change to the Planned Federal Cost-per-Participant. Actual Formula Funds Cost-per-Participant in Prior Program Year, Planned Earnings and Planned Entered Employment Rate are pre-filled with data previously recorded in the initial OJT NEG submission. As Needs-Related Payments are not authorized for the OJT NEG, the Percentage of Planned Participants receiving NRPs will remain “0” (Figure 14).

**Planned Participation**

Planned Number of Participants : \*  (total affected workers: 500)

Planned Federal Cost-per-Participant: \* \$

Actual Formula Funds Cost-per-Participant  
in Prior Prog. Year: \$

Planned Earnings: \*  (state goal: )

Planned Entered Employment Rate: \*  % (state goal: %)

Percentage of Planned Participants receiving NRPs: \*  %

**Figure 14: Planned Participation**

## Additional Funding Increment

The **Additional Funding Increment** section records the Grantee’s intent to request an incremental award. However, for the OJT NEG initiative, the full funding award was allocated to Grantees, as per the NOO, at the initial award phase. Therefore, there is no need to complete this section other than to ensure Request for Increment is set to “No” (Figure 15).



**Additional Funding Increment**

Request for Increment?  Yes  No

Start Date of Period Covered By Increment:  (mm/dd/yyyy)

End Date of Period Covered By Increment:  (mm/dd/yyyy)

Amount of Increment Request:

**Figure 15:** Additional Funding Increment

**REMINDER:** Upon approval of this implementation plan modification, Grantees will be able to drawdown the remaining 90 percent of their funding award. The **Project Plan** must reflect planned participants and expenditures (Grantee-Level and Project Operator-Level) based on the full grant award.

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/Events

For purposes of an OJT NEG application, the economic recession is considered the layoff event. Therefore, a single customized Employer Data Form (Figure 16) was required in the initial OJT NEG submission. Data previously recorded will auto-populate to this section.

The screenshot shows the 'Employer/Events' section of the 'NEG eApplication Grant Application System'. At the top, the header includes the 'eta' logo, 'EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR', and the system title 'NEG eApplication Grant Application System'. Below the header is a search bar with a dropdown menu set to 'All values', a 'By Search Term:' field, and a 'Go' button. To the right are links for 'Recent Updates', 'Help', 'Home', and 'Logout'.

The main content area features a left-hand navigation menu with buttons for: 'Modification Details', 'Grant Details', 'Getting Started', 'Project Overview', '>> Employers/Events', 'Project Operators', 'Project Plan', 'Budget Information', 'Additional Information', 'Validate', 'Certify & Submit', 'View/Print Application', and 'Delete Modification'. The main content area displays the following information:

- NEG-RI-ST-09-001.1**      **Project Type:** Regular (Full)      **Status:** Draft
- RI-08, OJT Implementation Plan Modification**

Below this is a section titled 'Employer/Events' with a descriptive paragraph: 'The Employers and Events section provides employer and dislocation site-specific information needed to validate the eligibility of the dislocation event(s), and the target group of workers for NEG assistance. Employers and Events information corresponds to the information you would record on the Employer Data Form.'

A table lists the following event:

<b>ARRA OJT (Cranston, RI)</b>	Planned Participants: 200	<a href="#">Edit</a>   <a href="#">Delete</a>
06/10/2010	Affected Workers: 200	<a href="#">Edit</a>   <a href="#">Delete</a>

Below the table are links for [Add Layoff Event](#) and [Add New Employer](#). A 'Continue' button is located at the bottom of the main content area.

The footer contains the copyright notice '© 2005 U.S. Department of Labor | Employment and Training Administration' and icons for 'Accessibility', 'Privacy & Security', and 'Contact'.

**Figure 16:** Employer/Events

If the planned number of participants under this project has not changed since the initial OJT NEG submission, Grantees may proceed directly to the **Project Operator** section.

However, if there has been a change to the number of participants being served under this project, there are three fields within the **Employer/Events** section which require the following adjustment:

From the **Employer/Events** page, select the [Edit](#) link next to the “Planned Participants” which corresponds to the pseudo employer event. Adjust the (1) Number of Planned Participants to reflect the new planned participant number and record the same number for (2) Number of Workers Contacted (Figure 17).

ARRA OJT (Cranston, RI)		Planned Participants: 200
Employer/Company Name: **	<input type="text" value="ARRA OJT"/>	
Industry:	<input type="text" value="00 - Not Applicable"/>	
Address 1: *	<input type="text" value="Not applicable"/>	
Address 2:	<input type="text"/>	
City: **	<input type="text" value="Cranston"/>	
County: *	<input type="text" value="Providence"/>	
State: *	<input type="text" value="RI"/>	
Zip: *	<input type="text" value="02920"/>	
Number of Planned Participants: *	<input type="text" value="200"/>	(whole numbers)
Labor Organization Representation:	<input type="text"/>	
Closure:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Notifications Issued &amp; Date of Notifications: *</b>		
<input type="radio"/> WARN:	<input type="text"/>	(mm/dd/yyyy)
<input type="radio"/> Public Announcement by Employer:	<input type="text"/>	(mm/dd/yyyy)
<input type="radio"/> Other: (please specify)	<input type="text"/>	(mm/dd/yyyy)
<input checked="" type="radio"/> None		
<b>Date(s) of Rapid Response Action(s):</b>		
Contact With Employer:	<input type="text"/>	(mm/dd/yyyy)
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Contact With Workers:	<input type="text"/>	(mm/dd/yyyy)
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Number of Workers Contacted: *	<input type="text" value="200"/>	
Number of Field Surveys Completed:	<input type="text"/>	
<b>TAA Information:</b>		
TAA Applicable:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

**Figure 17:** Employer Data Form

**NOTE:** For purposes of this OJT NEG, the Labor Organization Representation field should remain blank. Partner organizations, including labor, should be recorded in the Implementation Plan attachment, as provided within the Terms and Conditions of the initial OJT award.

When all data has been entered, click **SAVE** at the bottom of the screen. This will return you to the Employer/Events menu.

Next, click the Edit button next to the “Affected Workers” which corresponds to your pseudo employer event. Adjust the (3) Number of Affected Workers from this Date as necessary, to correspond with the number previously recorded to equal the figure entered under Number of Planned Participants and Number of Workers Contacted (Figure 18).

The screenshot shows a web interface for modifying an OJT implementation plan. At the top, a header bar displays 'NEG-RI-ST-09-001.1', 'Project Type: Regular (Full)', and 'Status: Draft'. Below this, the title 'RI-08, OJT Implementation Plan Modification' is shown. The main section is titled 'Employer/Events' and contains a descriptive paragraph. Below the text is a table with the following data:

ARRA OJT (Cranston, RI)	Planned Participants: 200
06/10/2010	Affected Workers: 200

Below the table, the event type is identified as 'Layoff Event'. The form includes two input fields: 'Event Date: [ ] (mm/dd/yyyy)' and 'Number of Affected Workers from this Date: [ ] (whole numbers)'. At the bottom, there are three buttons: 'Save', 'Reset', and 'Cancel'.

**Figure 18:** Layoff Event

**NOTE:** Recording the same date for Number of Planned Participants and Number of Workers Contacted will generate a required response in the Narratives Explanation section of **Additional Information**. For purposes of this OJT NEG please record the following in the corresponding **Narrative Explanations** section: “This number represents the total participants to be served under this project.”

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

## Project Operators

The Grantee designates the Project Operators, or sub-grantees, that will be responsible for implementing and coordinating the activities that will be provided with grant funds. Sub-grantees may include Workforce Investment Boards and One-Stop Career Centers, direct contractors, and state agencies (Figure 19).

Getting Started
Project Overview
Employers/Events
>> Project Operators
Project Narrative
Validate
Certify & Submit
View/Print Application

### 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.

Local Area 1	<a href="#">Edit</a>   <a href="#">Delete</a>
--------------	---

[Add New Operator](#)

**Figure 19:** Project Operators

Click the [Add New Operator](#) link on the **Project Operators** screen and the Project Operator data form will appear. Grantees are responsible for completing a separate Project Operator form for each operator that will receive funds. The data entered here provides descriptive and contact information for each Project Operator.

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

- The Operator Agreement Start Date **cannot precede** the project start date, as authorized by the NOO;
- The Operator Agreement End Date **cannot be later than** the project end date, as authorized by the NOO;
- The cumulative total of the funds allocated to all Project Operator(s) must equal the total Project Operator expenditures reflected on the **Project Plan**;
- The cumulative total of the Number of Participants for all Project Operators must equal the total number of participants recorded in the **Project Overview, Employer/Events, and Project Plan** sections; and
- The Service Area should not include any entries that are not included in the entry for the total project in the **Project Overview** section (Figure 20).

**New Operator**

Operator Name: \*\*

Address 1: \*

Address 2:

City: \*

State: \* AL

Zip: \*

Contact Name: \*

Telephone: \*  x

Fax: \*

Email: \*

Operator Agreement Start Date:  (mm/dd/yyyy)

Operator Agreement End Date:  (mm/dd/yyyy)

Funding Level: \$  0

Number of Participants:  0

City(s)/County(s) covered by Operator's Service Area:

(separate by semi-colon) \*

**Figure 20:** New Operator

When all data has been entered, click **SAVE** at the bottom of the screen. This will return you to the Project Operator main page. From here, you can add another Project Operator by clicking on the [Add New Operator](#) or select **Continue** to return to main page.

## Project Plan

The **Project Plan** is the implementation schedule for the grant, providing a projection of participants and expenditures. The number of quarters will be determined by the planned start and end dates of the project, which were entered in the **Project Overview** section.

**NOTE:** As a reminder, the period of performance and associated expenditures for this OJT NEG must end by 6/30/2012. In order to use NEG funds to cover associated costs of training, all OJT contracts with participating employers must end by 6/30/2012.

Additionally, the Project Plan must reflect planned participants and expenditures (Grantee-Level and Project Operator-Level) based on the total funding awarded for this NEG, and reflected across the full period of performance as directed by the NOO.

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

This section should build from the [Number of Planned Participants](#) figures provided in the **Project Overview** section. Specifically, the “Total Planned Participants” in the

last quarter should equal the sum of the “Planned Participants” listed on the **Project Plan** (Figure 21).

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										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Enrolled In Training										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Enrolled in OJT Only (Complete for OJT HEGs Only)										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Receiving Supportive Services										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Receiving Needs-Related Payments										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Exits										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Entering Employment At Exit										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Entering OJT Employment at Exit (Complete for OJT HEGs Only)										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Entering OJT-Related Employment at Exit (Complete for OJT HEGs Only)										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								
Total Planned Participants										
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>								

**Figure 21:** Planned Participants

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

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

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

Enrolled in OJT Only (Complete for OJT NEG's Only): The cumulative number of grant participants who will receive **only** OJT as the training service. This line item is intended to be a subset of "Enrolled in Training" and excludes individuals who require complimentary training services in conjunction with OJT (e.g., ABE or ESL).

**NOTE:** \*OJT is the primary skills training mode for each participant. Although grant funds can be used to provide other training services such as adult literacy, ESL, and skills upgrading, use of grant funds for these purposes should be minimal and determined to be necessary in the individual training plan developed with the employer. Such training, where needed, should be provided in conjunction with, not prior to, the OJT. Use of grant funds for entrepreneurial training and customized training is not allowed.

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

Receiving Needs-Related Payments: Needs-Related Payments are not authorized for the OJT NEG initiative. Therefore, allow this line item to remain "0".

Exits: The cumulative number of grant participants who have not received a service funded by the grant 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 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. On-the-job training does not count as employment, for purposes of this definition.

Entering OJT Employment at Exit (Complete for OJT NEG's Only): The planned cumulative number of grant participants who are expected to obtain unsubsidized employment, following an OJT placement, by the employer providing the OJT training.

Entering OJT-related Employment at Exit (Complete for OJT NEG's Only): 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 training.

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 entity 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 and allows for arrangements where the Grantee may pay the costs of Supportive Services directly or through a central contractor based on actual need (Figure 22).

Grantee-Level Expenditures										
ADM#	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
<b>Supportive Services</b>										
		0	0	0	0	0	0	0	0	0
<b>Program Management And Oversight</b>										
Admin Excluding NRP Processing*										
		0	0	0	0	0	0	0	0	0
NRP Processing*										
		0	0	0	0	0	0	0	0	0
Other*										
		0	0	0	0	0	0	0	0	0
<b>Total: Program Management And Oversight</b>										
		0	0	0	0	0	0	0	0	0
<b>Indirect* (this line not included in calculated total)</b>										
		0	0	0	0	0	0	0	0	0
Other*										
		0	0	0	0	0	0	0	0	0
<b>Total Expenditures: Grantee Level</b>										
		0	0	0	0	0	0	0	0	0

**Figure 22:** Grantee-Level Expenditures

The definitions of the entries for this section are:

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

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. 20 CFR 667.220.

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

NRP Processing\*: Needs-Related Payments and associated NRP Processing are not authorized for the OJT NEG. Therefore, allow this line item to remain “0”.

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.

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

Total Program Management and Oversight: This entry will auto-calculate based on entries for “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, and this entry will not be included in the calculation of Total Expenditures at the grantee level.

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

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

Total Expenditures-Grantee Level: will auto-calculate based on entries for Supportive Services and Total Program Management and Oversight (which includes “Admin, excluding NRP Processing” and “Other”). “Indirect” and the “Other” field below “Indirect” will not auto-calculate into this field.

### **Project Operator-Level Expenditures**

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

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
<b>Core And Intensive Services</b>										
<input type="text"/>	<input type="text"/> 0									
<b>Training</b>										
<input type="text"/>	<input type="text"/> 0									
<b>OJT Training Employer Reimbursement (Complete for OJT HEGs Only)</b>										
<input type="text"/> 0	<input type="text"/>	<input type="text"/> 0								
<b>Supportive Services</b>										
<input type="text"/>	<input type="text"/> 0									
<b>HRPs*</b>										
<input type="text"/>	<input type="text"/> 0									
<b>Other*</b>										
<input type="text"/>	<input type="text"/> 0									
<b>Program Management And Oversight</b>										
Admin Excluding NRP Processing*										
<input type="text"/> 0	<input type="text"/>	<input type="text"/> 0								
NRP Processing*										
<input type="text"/> 0	<input type="text"/>	<input type="text"/> 0								
Other*										
<input type="text"/>	<input type="text"/> 0									
<b>Total: Program Management And Oversight</b>										
<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0
<b>Total Expenditures: Project Operator Level</b>										
<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0	<input type="text"/> 0

**Figure 23:** Project Operator-Level Expenditures

The definitions of the entries for this section are:

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

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

OJT Training Employer Reimbursement (Complete for OJT NEGs Only): 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” and excludes the complimentary training services provided in conjunction with OJTs (e.g., ABE or ESL).

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

NRPs\*: Needs-Related Payments are not an allowable cost under this grant. Therefore, allow this line item to remain "0".

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 NEG funds that will be expended at the grantee level.

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

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(s) level.

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

NRP Processing\*: Needs-Related Payments and associated NRP Processing are not authorized for the OJT NEG. Therefore, allow this line item to remain "0".

Other\*: For purposes of the OJT NEG, this line item is not an allowable cost category. Therefore, allow this line item to remain "0".

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

Total Expenditures-Project Operator Level: will auto-calculate based on entries for all

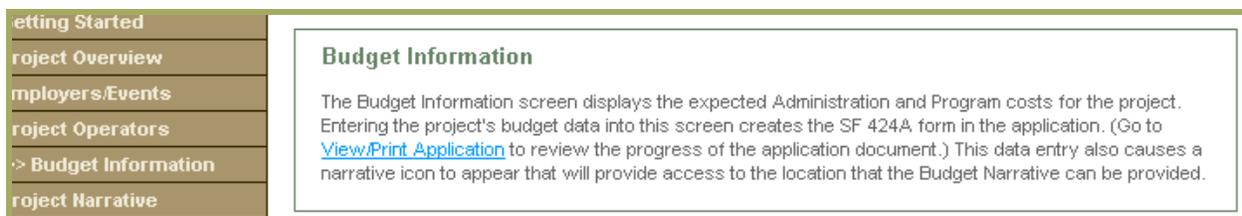
of the Project Operator Level fields.

Most of the expenditure entries in the **Project Plan** are clearly identifiable as *either* administrative or program costs. In these cases, the entry in the applicable column will be equal to the entry in the last quarter. However, where the line item can include *both* administrative and program cost items, the applicant must separate the total cost (i.e., the last quarter's entry) for that line item into the administrative and program components and enter into the appropriate column. In all cases, the sum of the entries in the "administrative" and "program" columns must equal the entry in the last quarter.

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

## Budget Information

The Budget Information displays the expected Administration and Program costs for the project. Although the NEG eSystem "Note" indicates that this form is optional, for purposes of the OJT NEG, Grantees are required to complete this screen. Entering the Budget data into this screen creates the SF 424A (Section B) form for this modification. As data is entered, a narrative icon will appear, prompting Grantees to provide an explanation for each cost category (Figure 24).



**Figure 24:** Budget Information

The Budget Information component is made up of four sections:

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

## Budget Categories

This section displays administrative and program data entry fields for “Object Class Categories” costs. The sub-total Admin Costs and Program Costs for each Object Class, and the grand budget totals, will auto calculate (Figure 25).

<b>Budget Categories</b>			
<b>Grant Program, Function or Activity</b>			
<b>Object Class Categories</b>	<b>Admin Costs</b>	<b>Program Costs</b>	<b>Total</b>
Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Fringe Benefits	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Contractual	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Construction	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total Direct Charges</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect Charges	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Totals</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Figure 25:** Budget Categories

## 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 Travel, Equipment, Contractual, Other, and Indirect Costs:

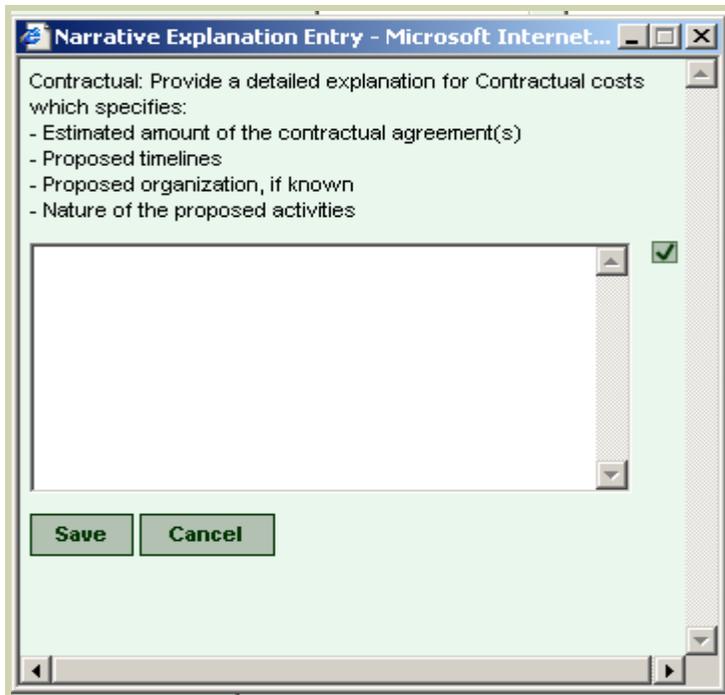
- “Contractual” costs must provide narrative detail which lists:
  - ▶ Estimated amount of the contractual agreement(s);
  - ▶ Proposed timelines;
  - ▶ Proposed organization, if known; and,
  - ▶ Nature of the proposed activities.

When an amount is entered into Object Class field, an Additional Information icon/  will appear to the right of the category (Figure 26).

Budget Categories		
Object Class Categories	Grant Program, Function or	
	Admin Costs	Program
Personnel 	10,000	
Fringe Benefits 	3,000	
Travel 	1,000	
Equipment 	1,000	
Supplies 	1,000	
Contractual 	100,000	

**Figure 26:** Additional Information Icons

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 (Figure 27).



The screenshot shows a window titled "Narrative Explanation Entry - Microsoft Internet...". The main text reads: "Contractual: Provide a detailed explanation for Contractual costs which specifies:" followed by a bulleted list:

- Estimated amount of the contractual agreement(s)
- Proposed timelines
- Proposed organization, if known
- Nature of the proposed activities

Below the list is a large empty text area with a vertical scrollbar and a green checkmark icon to its right. At the bottom of the window are two buttons: "Save" and "Cancel".

**Figure 27:** Budget Narrative Boxes

The **Narrative Explanation Entry** boxes are also accessible by going directly to the Project Narrative page.

## Additional Budget Information

Entering information into the Additional Budget Information Narrative box is not mandatory. This section may be used to further clarify budget entries, or to provide additional budget related information to bring to the attention of the NEG Specialist or the Grant Officer (Figure 28).

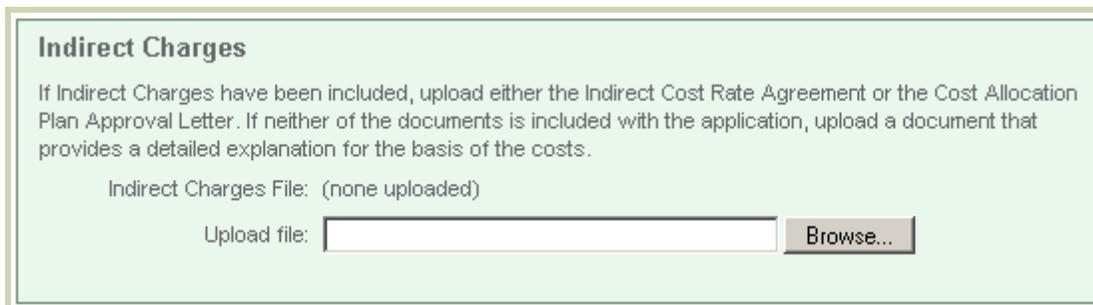
The screenshot shows a web form titled "Additional Budget Information". It features a text input field for "Additional Narrative" with a note "(4,000 character limit)". To the right of the input field are four small icons: a vertical scrollbar, a downward arrow, an upward arrow, and a green checkmark.

**Figure 28:** Additional Budget Information

## Indirect Charges

“Indirect” charges are based on the Grantees federally approved Indirect Cost Rate or Cost Allocation Plan by the cognizant federal agency. This document must be

uploaded if the Grantee has entered indirect costs within the Project Plan (Figure 29).

The screenshot shows a web form titled "Indirect Charges". It contains a paragraph of instructions: "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." Below this is a label "Indirect Charges File: (none uploaded)" and an "Upload file:" label next to a text input field and a "Browse..." button.

**Figure 29:** Indirect Charges

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

## Additional Information

The Additional Information component contains two sections, **Narrative**

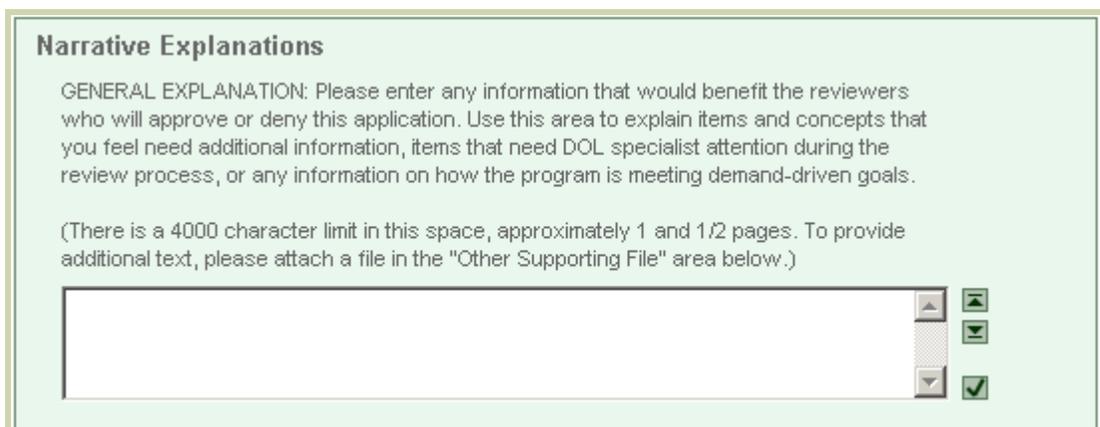
## Explanations and Uploaded Files:

- Narrative Explanations
  - ▶ GENERAL EXPLANATION
  - ▶ GRANT MODIFICATIONS
  - ▶ PROJECT OVERVIEW
- Uploaded Files
  - ▶ Current Expenditure File
  - ▶ Indirect Charges File
  - ▶ Other Supporting Files

### Narrative Explanations

The **Narrative Explanations** segment of this component contains a GENERAL EXPLANATION narrative box (4000 characters max). For purposes of the OJT NEG, the **Implementation Plan Narrative**, as provided within the terms and conditions of

the NOO, will serve as the narrative. Therefore, for the GENERAL EXPLANATIONS section please state, "See attached Implementation Plan Narrative" (Figure 30).



**Narrative Explanations**

GENERAL EXPLANATION: Please enter any information that would benefit the reviewers who will approve or deny this application. Use this area to explain items and concepts that you feel need additional information, items that need DOL specialist attention during the review process, or any information on how the program is meeting demand-driven goals.

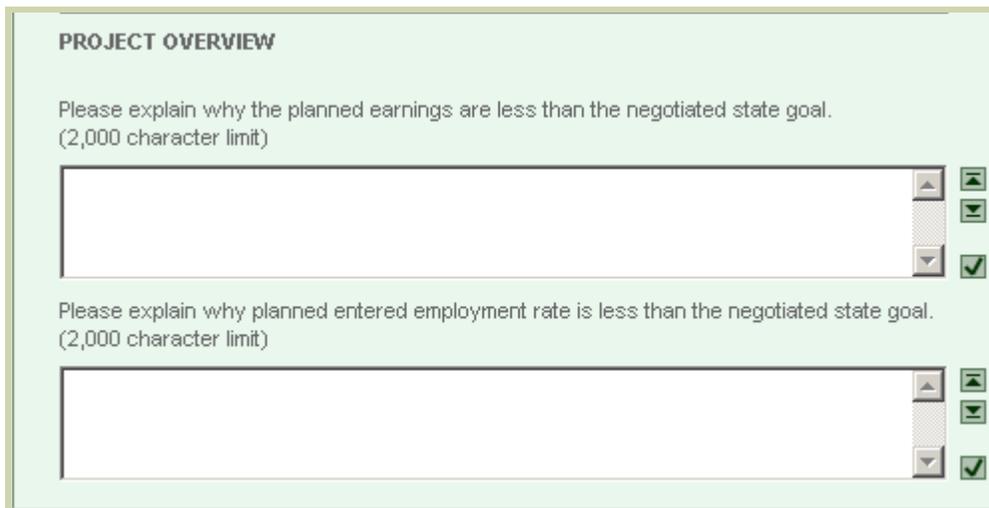
(There is a 4000 character limit in this space, approximately 1 and 1/2 pages. To provide additional text, please attach a file in the "Other Supporting File" area below.)

**Figure 30:** General Narrative Explanation

The smaller, 2,000 character narrative boxes, (approx. 1/2 page), are created when the Additional Information icon/  appears, indicating that clarification of a particular data entry item is required. Displayed above the narrative box is the title

of the component (i.e., Project Overview) and the statement that specifies what additional information is required.

The sections GRANT MODIFICATIONS and PROJECT OVERVIEW, require additional narrative responses related to items the user modified within the NEG eSystem. For example, as discussed in the [Employer/Events](#) section, recording the same date for Number of Planned Participants and Number of Workers Contacted will generate a required response in the [Narratives Explanations](#) section. Therefore, please record the following in the PROJECT OVERVIEW section, “This number represents the total participants to be served under this project.” (Figure 31).



**Figure 31:** Narrative Justifications

## Uploaded Files

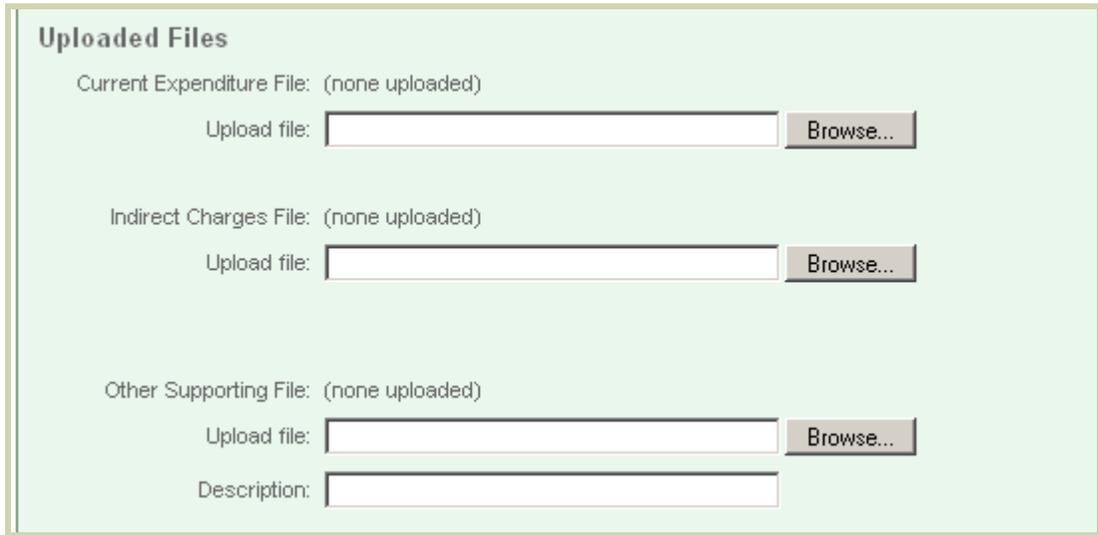
[Current Expenditure File](#) is not required for the Implementation Plan Modification, as the SF 424A, generated by entering data into the Budget Information and Budget Information Narrative sections, will satisfy this requirement.

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

[Indirect Charges File](#) represents the Grantees federally cognizant Indirect Cost Rate approval or Cost Allocation Plan. This document must be uploaded if the Grantee

has entered indirect costs within the Project Plan.

**Other Supporting Files** should include the required **Implementation Plan Narrative**, as directed within the Grantees terms and conditions; and any support documentation that has been requested by the Regional Office, the Grant Officer, or the NEG Specialist (Figure 32).



**Uploaded Files**

Current Expenditure File: (none uploaded)  
Upload file:

Indirect Charges File: (none uploaded)  
Upload file:

Other Supporting File: (none uploaded)  
Upload file:    
Description:

**Figure 32:** Uploaded Files

**NOTE:** Uploads are limited to PDF files, Microsoft Word documents and Microsoft Excel spreadsheets.

To Upload a file:

- Click **Browse...** and locate the file that you want to upload;
- Click on the appropriate file; the name will be highlighted, and move into File Name field; and,
- Click on Open, which is to the right of the File Name, and the file will move to the Upload File field on the screen.

To Upload more than one file to the same location:

- After you have uploaded the first file, scroll to the bottom of the page and

click **SAVE**.

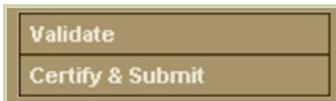
- Follow the procedures as listed above.

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

## Finalizing and Submitting the Modification

Once a modification has been prepared, the final steps are to authenticate the data that has been entered and then submit the document.

The two required actions that are listed on the menu on the upper left side of the page, are to validate the modification (i.e., in terms of completeness and consistency of the information) and to certify and submit the documentation (Figure 33).



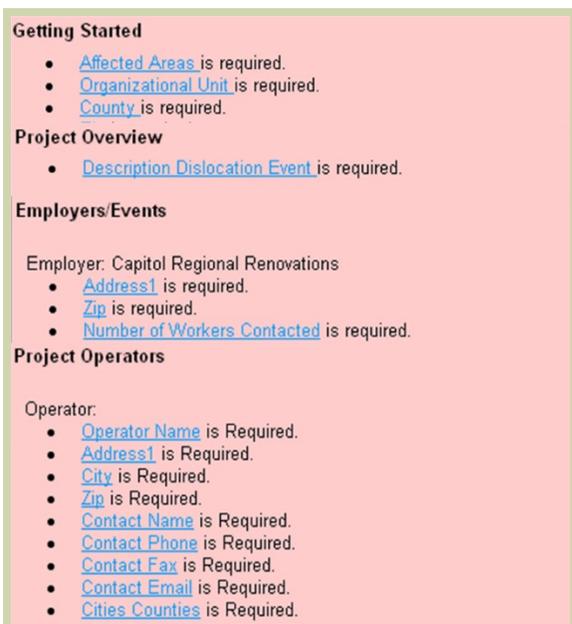
**Figure 33:** Validate/Certify & Submit

### Validate

The **Validate** section analyzes the information submitted in the modification, and determines if the information is complete.

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

To access the fields that need updating, click on each underlined phrase, and you will be taken to the page where the correction needs to be made (Figure 34).



**Figure 34:** Validate Application

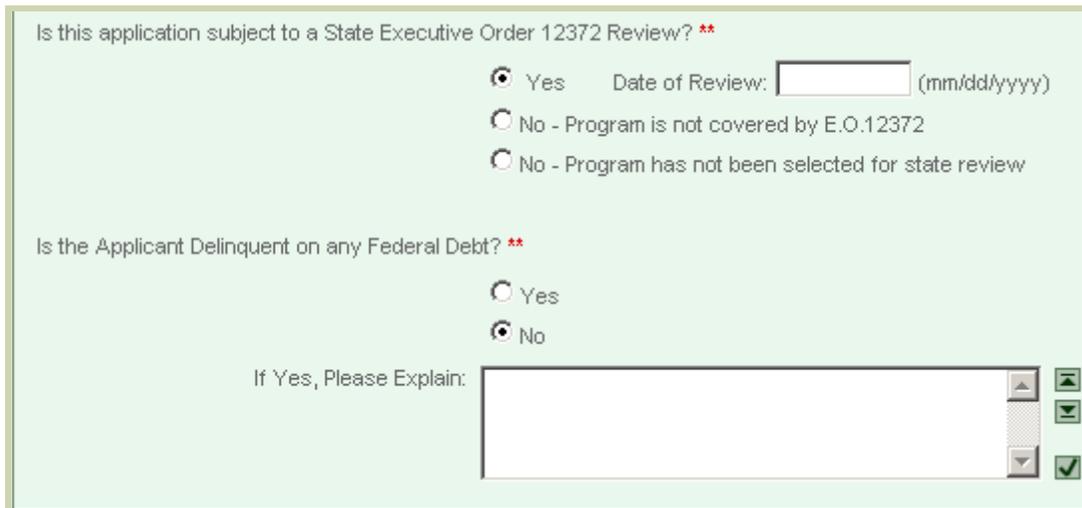
## Certify and Submit

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

The Certify & Submit screen requires three entries:

- There are two Certification Questions which require a Yes or No response (Figure 35):
  - ▶ “Is this application subject to a State Executive Order 12372 Review?”
  - ▶ “Is the Applicant Delinquent on any Federal Debt?”

This is data that is required by the Office of Management and Budget (OMB) and is displayed on the SF 424. For more information regarding these questions, go to the View/Print Application link, scroll down to page 6 , numbers 19 and 20 of the OMB instructions.



The screenshot shows two certification questions. The first question is "Is this application subject to a State Executive Order 12372 Review? \*\*". It has three radio button options: "Yes" (selected), "No - Program is not covered by E.O.12372", and "No - Program has not been selected for state review". A "Date of Review:" field is next to the "Yes" option, with a placeholder "(mm/dd/yyyy)". The second question is "Is the Applicant Delinquent on any Federal Debt? \*\*". It has two radio button options: "Yes" and "No" (selected). Below the second question is a text area labeled "If Yes, Please Explain:" with a scroll bar and a green checkmark icon.

**Figure 35:** Certification Questions

The third required action is to enter your Certifying PIN and submit (Figure 36).



The screenshot shows the Certifying Official information. The fields are: "Certifying Official:" with the value "Jeanette Provost" and a link "Is this information incorrect?"; "Title:" with the value "Director"; "Phone Number:" with the value "(202) 693-3359"; "Email Address:" with the value "porcero.michael@dol.gov"; and "Certifying PIN: \*\*" with an empty field. A note at the bottom states "\*\* denotes required field before certifying and submitting".

**Figure 36:** Certify & Submit

The eSystem will have entered the name of the Certifying Official (Primary/Signatory) and his/her Title, Phone Number and E-mail Address. The Grantee should verify that the Certifying Official information is correct, then enter the PIN, and click on Certify & Submit.

The OJT Implementation Plan modification has now been submitted to the Department of Labor for consideration.