



National Emergency Grants (NEGs)

NEG Electronic Application System (eSystem)

NEG Checklist Enhancements User Guide



**U.S. Department of Labor
Employment and Training Administration**



Introduction

The NEG Checklist is a tool that has been designed to assist with the consultation between the applicant and the Regional Office when a NEG submission is being developed. It is also the tool that application reviewers use within the Employment and Training Administration (ETA) to determine whether an application is complete and ready to be considered for funding.

The NEG Checklist Enhancements support the process of developing complete NEG applications, by translating the necessary NEG Checklist elements into descriptions of what should be entered into specific fields in the NEG eSystem to provide the necessary information. In addition, the enhancements help support applicants in maintaining consistency and clarity in the data that is entered throughout the application. This is accomplished through some minor changes to the application process and the use of “Checklist Help” tags that explain what information should be entered, and the format that should be used, as described below.

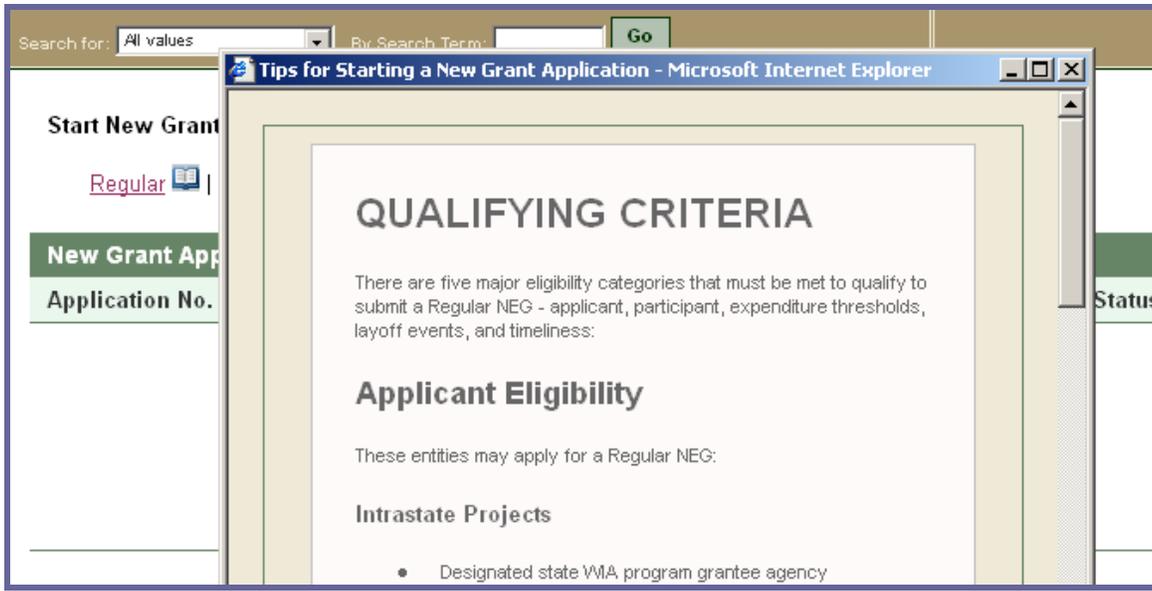
The Home Page

The **Home Page** screen now has a revised procedure to start completing a new NEG application. Prior to selecting the application type, click on the “open book” icon to the right of the desired Project Type to view Qualifying Criteria for that Project Type.



The screenshot displays the top section of the ETA website. The header is green and contains the 'eta' logo, the text 'EMPLOYMENT AND TRAINING ADMINISTRATION UNITED STATES DEPARTMENT OF LABOR', and the official seal. Below the header is a search bar with a dropdown menu set to 'All values', a text input field for 'By Search Term:', and a 'Go' button. The main content area is white and features the heading 'Start New Grant Application:' followed by four links: 'Regular', 'Dual Enrollment', 'Disaster', and 'HCTC'. Each link is accompanied by a small blue icon of an open book.

Review Qualifying Criteria to ensure eligibility for the desired Project Type.



After determining Qualifying Criteria has been met, click on the Project Type hyperlink for the appropriate Project Type to start a new NEG application.



[Checklist Help Tags](#)

[Checklist Help Tags](#)  are displayed in the **Getting Started**, **Project Overview**, and **Additional Information** sections when developing an application, in order to provide the applicant with additional detail on the information that should be input into each field.

Each [Checklist Help Tag](#)  is located to the right of the applicable data entry field.

Getting Started

The Getting Started section records general information about the grant, such as contact information and application type, and serves as the starting page when creating a new grant application from the main page. Getting Started information corresponds to the information you would record on the SF424 and Project Synopsis forms.

Application Basics

Title of Applicant's Project: **



Project Type: *

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



Application Type: **

Full

Emergency

Planning

Please select planning type

An explanation is required if you selected
"Emergency":
(1000 character limit)

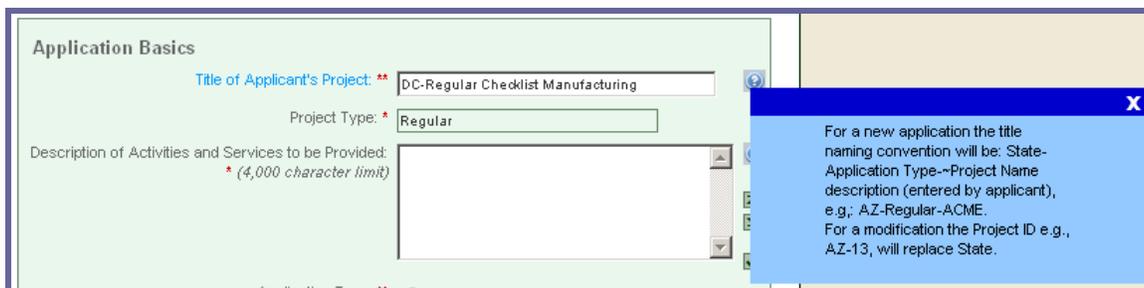


Counties Affected By Project: *
(4,000 character limit)



To view the Checklist Help Tag  instructions, click on the .

Examples of Checklist Help Tag  instructions follow:



The screenshot shows the 'Application Basics' form with the following fields filled: 'Title of Applicant's Project' is 'DC-Regular Checklist Manufacturing', and 'Project Type' is 'Regular'. A blue help tag is overlaid on the right side of the form, containing the following text:

X

For a new application the title naming convention will be: State-Application Type--Project Name description (entered by applicant), e.g.; AZ-Regular-ACME. For a modification the Project ID e.g., AZ-13, will replace State.

Counties Affected By Project: * (4,000 character limit)

WASHINGTON, ADAMS, JEFFERSON,
MADISON, MONROE, ADAMS, JACKSON,
VAN BUREN, HARRISON, TYLER,
POLK, TAYLOR, FILLMORE, PIERCE,
BUCHANAN, LINCOLN, JOHNSON, GRANT,
HAYES, GARFIELD, ARTHUR, CLEVELAND,

Applicant Identifier:

State Application Identifier:

nation

Include only the counties affected. If the affected area is not characterized by county, then list the applicable characterization (e.g. parish, borough, town, etc.). Ensure that the counties/areas listed here align with those listed in other parts of the application.

Number of Field Surveys Completed:

TAA Information:

TAA Applicable: Yes No

The fields below are required if "Yes" selected for TAA Applicable

Date of TAA Petition Filing: (mm/dd/yyyy)

Provide a summary of the results of the Field Surveys in the Narrative Statements section or an uploaded document. Note that only Excel, WORD, or pdf uploaded documents will be accepted.