

## 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, which breaks out Program and Administration costs, and an associated 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 (must be on company letterhead with a company official signature)
- 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)

<b>On-the-Job Training National Emergency Grant Application Checklist</b>		
	<b>Requirements</b>	<b>Y/N</b>
1.	SF 424 Application Form	
2.	SF 424A Budget Information Form, with Program and Administration breakouts	
3.	Budget Narrative supporting the SF 424A	
4.	Project Synopsis Form	
	Summary of the services to be provided	
	Number of dislocated workers to be served	
5.	A signed letter from at least one employer (must be on company letterhead and be signed by a company official)	
6.	A brief narrative that describes:	
6a.	How the applicant plans to select areas for participation in the OJT program, including:	
	Description of how the selected area(s) have been disproportionately impacted by the current economic downturn	
	Description of 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	
	Description of job losses in highly-impacted industries in areas to be served	
6b.	A discussion of the capacity in the selected areas or providers to administer an OJT program that meets the objectives of this initiative, including:	
	Discussion of 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	
	Description of OJT programs, if any, currently in place	
	Description of planned collaboration partners, including the role(s) for the local workforce system, community-based organizations (CBOs) and other intermediaries, such as labor unions, chamber of commerce, etc.	
	A list of potential employers interested in participating	
6c.	A discussion of how the amount of the NEG request was determined:	
	Estimate of wages to be paid	
	Estimate of the average rate of employer reimbursement	
	Estimate of the number of OJT opportunities that will be created	
	Estimated cost of supportive services	