

## **OJT NEG Application Questions**

### **1. How should OJT NEG applications be submitted?**

OJT NEG applications should be submitted using the NEG electronic application system (eSystem). A User Guide to walk potential applicants through the process of submitting an OJT NEG application is available at:

[http://www.doleta.gov/layoff/pdf/OJT\\_USER\\_GUIDE.pdf](http://www.doleta.gov/layoff/pdf/OJT_USER_GUIDE.pdf)

### **2. Who should be contacted for NEG eSystem "input" issues?**

Most "input" issues can be avoided by following the instructions in the OJT NEG Application User Guide [http://www.doleta.gov/layoff/pdf/OJT\\_USER\\_GUIDE.pdf](http://www.doleta.gov/layoff/pdf/OJT_USER_GUIDE.pdf). If an applicant is still having issues after following the instructions in the User Guide carefully, they should send an e-mail to [NEGESystem@dol.gov](mailto:NEGESystem@dol.gov) to receive eSystem technical assistance.

### **3. Will the Department consider OJT NEG applications originally submitted prior to May 24 that were withdrawn and then resubmitted after May 24?**

No. A complete application that is deemed responsive by the Department must be submitted on, or before, May 24 to be considered for funding.

### **4. How will I know that my OJT NEG application was considered responsive?**

All OJT NEG applications will go through an initial review to determine whether or not they are minimally responsive (i.e., complete). Upon the conclusion of this completeness review, the applicant will either be notified that their application was deemed responsive, or the application will be returned to the applicant if it is deemed incomplete.

Any incomplete applications can be resubmitted with additional information on, or prior to, May 24 for consideration. In determining an appropriate timeframe for application submission, an applicant must keep in mind that any applications submitted on May 24 that are deemed incomplete will not be considered for funding, as there will be no time to provide additional information prior to the May 24 deadline. As such, ETA encourages applicants to plan ahead and submit OJT NEG applications in advance of the May 24 deadline.

### **5. Up until what point can an applicant add additional information to its application?**

While applicants are encouraged to take advantage of pre-application assistance available from their servicing ETA Regional office to increase the strength of their application, an applicant will be able to withdraw and resubmit their application until it has moved to a defined point in the review process. At this point, the "Withdraw Application" link will disappear from the available options on this particular application in the NEG eSystem.

This will generally occur the Wednesday or Thursday following application submission. After that point, additional information can only be added as part of the implementation plan, should you receive an OJT NEG award.

**6. How will the Department be applying the first-come, first-serve criterion in awarding these grants?**

The date on which the application is received will be a factor, but not the only factor, in determining OJT NEG awards. Other factors, including the quality of the applicant's responses to the narrative criteria ([http://www.doleta.gov/layoff/pdf/Initial\\_Application\\_Process.pdf](http://www.doleta.gov/layoff/pdf/Initial_Application_Process.pdf)) and availability of funds will also be taken into consideration.

**7. Should an applicant that does not currently have any OJT programs in place, note that in its application?**

Yes. The application calls for a description of OJT programs, if any, currently in place. Applicants that do not currently have any OJT programs in place should note this fact in their applications, or they will be considered incomplete. Applicants will not be automatically disqualified for funding consideration if they don't have an existing OJT program in place.

**8. Must applicants include all employers in its initial OJT NEG application?**

No. The initial application requirements require at least one letter from an employer, which must be on company letterhead and contain the signature of a company official. The narrative also requires a discussion of potential employer interest in participating, including, but not limited to, the employer that signed the letter uploaded as part of the application. However, OJT NEG awardees will have the opportunity to include additional employer partners in the implementation plan, and throughout the life of the grant.

**9. Are administrative costs allowable at the state/local level? Are staffing costs available to be covered under grant?**

Yes. Administrative costs are allowable at all levels so long as the overall administrative costs do not exceed 10 percent for the overall grant per the standard NEG Guidelines. An applicant could propose to exceed the 10 percent overall limitation if a justification is provided and approved by the Grant Officer. Staffing costs (Administrative or Program) are allowable costs and are subject to Office of Management and Budget (OMB) Cost Principles, including, for example the "necessary, reasonable and allocable" criteria. Also see the Workforce Investment Act (WIA) regulations on classification of costs at 20 CFR 667.220.

**10. Will the grant start date for successful applicants be July 1, or must it be earlier?**

The start date for awarded OJT NEG's will be the date of execution. All OJT NEG's will be executed on or before June 30, 2010.