

# Implementation Plan Narrative Quick Start Action Planner References 8/4/10

| Implementation Plan Narrative Review Checklist |                       |   |                                       |
|--|-----------------------|---|---------------------------------------|
| Section  | Yes/No<br>Page #      | Criteria  | Reviewer Comments<br>(Include Page #) |
| <b>(A) STATEMENT OF NEED</b>                   |                       |   |                                       |
| (A) (I)<br>Geography                           | Yes /<br>No<br>Page # | <ol style="list-style-type: none"> <li>1. State map depicting local Workforce Areas (e.g., contrasting tones) in which the project will operate. Map should include a legend. Areas must align with those described in the eNEG system (i.e., Project Synopsis Form).</li> <br/> <li>2. Grantees must show how selected areas are disproportionately impacted by including comparative descriptions (e.g., local area compared to state) of the following indicators:               <ol style="list-style-type: none"> <li>a. poverty rate</li> <li>b. unemployment percent</li> <li>c. # of dislocated workers</li> <li>d. # or percent who are prolonged unemployed</li> <li>e. other need indicators and/or information to justify the local area as a disproportionately impacted area</li> </ol> </li> </ol> | Not on QSAP                           |

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|  |                       | 3. Unemployment data should be current and at least since 1/1/08.  |  |
| (A) (II) LMI Analysis                          | Yes /<br>No<br>Page # | 1. Grantee articulated occupational areas of dislocated workers including individuals within the labor market who are experiencing prolonged unemployment.<br><br>2. Grantee provided a list of industries experiencing high rates of job loss.<br><br>3. Grantee provided growth occupations and sectors and/or those that could hire re-skilled workers with OJT NEG assistance. <ul style="list-style-type: none"> <li>a. For example, the grantee may include sectors supported by other American Recovery and Reinvestment Act investments.</li> </ul> 4. Grantee estimated skill gaps between the unemployed workers | Regarding third listed item – Listed in QSAP as:<br>1.A.2<br>1.C.2<br>2.A.4<br>2.C.4<br>4.A.1<br>4.D.4<br><br>Regarding fourth listed item – Listed in QSAP as:<br>3.A.2<br>6.A.1<br><br>Resource:<br><a href="http://ojttoolkit.workforce3one.org/view/2001016563528992640/info">Occupational Support Information<br/>http://ojttoolkit.workforce3one.org/view/2001016563528992640/info</a> |

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|  |                       | and skills needed for grantee-targeted occupations.   |   |
| <b>(B) TARGET POPULATION</b>                             |                       |   |   |
| (B) (I)<br>Participant<br>Identification<br>and Outreach | Yes /<br>No<br>Page # | <ol style="list-style-type: none"> <li>1. Described process to identify OJT participants.</li> <li>2. Described any specialized outreach activities that go beyond normal operations of the state and local workforce system.</li> <li>3. If affected industries (i.e., where layoffs have occurred) have labor union representation, the local unions should be part of the outreach effort.</li> <li>4. Described how grantee will work with the UI system to identify claimants who exceed average UI duration in the impacted area (i.e., prolonged unemployed), and those who have exhausted UI benefits.</li> </ol> | <p>Regarding first listed item – Listed in QSAP as:<br/>1.E.1-3<br/>4.A.1-5</p> <p>Regarding second listed item – The entire Outreach section (3) of the QSAP could support this one.</p> <p style="color: red;">Regarding third listed item – Not listed in QSAP.</p> <p>Regarding fourth listed item – Listed in QSAP as:<br/>4.A.2 &amp; 5</p> <p>Resource:<br/><a href="http://ojttoolkit.workforce3one.org/page/outreach_materials">Outreach Materials<br/>http://ojttoolkit.workforce3one.org/page/outreach_materials</a></p> |
| (B) (II)   | Yes /                 | 1. Identified factors for selecting   | Not listed in QSAP.   |

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| Selection Criteria                             | No<br>Page #          | <p>participants which include, at a minimum, duration of unemployment and ability to benefit from an OJT.</p> <p>2. Included a discussion of how individuals experiencing prolonged unemployment will be given special consideration in the participant selection process.</p> <p>3. Provided an estimated percent of project participants who will be prolonged unemployed.</p> |  |
| <b>(C) PROJECT DESIGN</b>                      |                       |  |  |
| (C) (I) Overall Project Design                 | Yes /<br>No<br>Page # | <p>1. Identified all service components from participant outreach through job placement.</p> <p style="padding-left: 20px;">a. The service strategy provided a careful look at all services that will be provided in order to maximize training and employment results for OJT participants, including those experiencing prolonged unemployment, and for</p>                    | <p><b>Not listed in QSAP.</b></p> <p>The Training Plans section (6) of the QSAP might address portions of this Overall Project Design, but not fully.</p> <p>Regarding second listed item – Listed on the QSAP:<br/>2.B.3</p> <p><b>Possible Resources:</b><br/><a href="#">New York State Workforce Development System Technical Advisory: Individual Employment Plans/Training Plans for WIA</a></p> |

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|  |                       | <p>employers.</p> <p>b. The grantee articulated how the proposed OJT service delivery strategies differ from existing practices.</p> <p>2. If OJT is planned to be provided in conjunction with classroom training, described the additional need and benefit of OJT in terms of both labor market conditions and the expected employment barriers of participants.</p> <p>3. Identified support services to be available, described any limits on the amount that can be received by an individual, and described how the need for support services by an individual will be determined.</p> | <p>Participants in Training Sample<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016543698522938/info">http://ojttoolkit.workforce3one.org/view/2001016543698522938/info</a></p> |
| (C) (II)<br>Employer<br>Recruitment<br>and Selection | Yes /<br>No<br>Page # | 1. Described specific sources of information <i>and</i> criteria that will be used to identify potential employers for OJT positions. Description provided a clear link between growth  | Listed in QSAP as:<br>1.C.7<br>1.D.1-3<br>2.A.2&5<br>2.D.1   |

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|  |                  | <p>areas and/or the employers who have been/will be recruited and selected for OJT partnerships (see section A-II).</p> <p>2. Identified specific business organizations and other partnerships that have agreed to assist in recruiting employers for participation.</p> <p>3. Described the outreach strategy for employer recruitment. The strategy should include such key components as: 1) the generation and use of a standard pitch, which conveys the concept and potential benefits for an employer partner, couched in correct language to describe an OJT (i.e. is a training program not a wage subsidy program); and 2) a description of outreach materials to be used.</p> <p>4. Described criteria to define appropriate and inappropriate employers.</p> | <p>3.A.1&amp;3<br/>3.B.1&amp;3<br/>3.C.1&amp;3<br/>3.D.2<br/>3.E.1-4<br/>4.B.1-2<br/>4.C.1-4</p> <p>Resources:<br/>Employer orientation and checklist can be found at:<br/><a href="http://ojttoolkit.workforce3one.org/page/contracts_and_mods">http://ojttoolkit.workforce3one.org/page/contracts_and_mods</a></p> <p>Employer outreach materials can be found at:<br/><a href="http://ojttoolkit.workforce3one.org/page/outreach_materials">http://ojttoolkit.workforce3one.org/page/outreach_materials</a></p> |

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|   |                       | 5. Described the process to orient employers to their training responsibilities and any TA anticipated.   |  |
| (C) (III)<br>Service<br>Delivery<br>Management<br>Structure | Yes /<br>No<br>Page # | <ol style="list-style-type: none"> <li>1. Identified the entity(ies) responsible for the overall management and oversight of the project.</li> <li>2. Grantee listed the entity or entities responsible for: participant assessment; developing contracts with businesses; gathering information and data reporting; monitoring the project; and assuring fiscal accountability.               <ol style="list-style-type: none"> <li>a. For each organization, the entity's roles are appropriate given prior experience and current capacity.</li> <li>b. Description indicates that project operator is establishing sufficient management control to</li> </ol> </li> </ol> | <p>Listed in QSAP as:<br/>1.D<br/>7.A.</p> <p>Resources:<br/>OJT Policy and Procedures Manual Template<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016640262742799/info">http://ojttoolkit.workforce3one.org/view/2001016640262742799/info</a></p> <p>Checklist Template: State and Local OJT Policies and Procedures<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016566766295604/info">http://ojttoolkit.workforce3one.org/view/2001016566766295604/info</a></p> <p>State OJT Monitoring Guide Template<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016640118498675/info">http://ojttoolkit.workforce3one.org/view/2001016640118498675/info</a></p> <p>Local Area Monitoring Guide Template</p> |

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| Section  | Yes/No<br>Page # | Criteria   | Reviewer Comments<br>(Include Page #)   |
|  |                  | ensure compliance with program policies and proper use of funds. | <a href="http://ojttoolkit.workforce3one.org/view/2001016579291551310/info">http://ojttoolkit.workforce3one.org/view/2001016579291551310/info</a> |



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| (C) (IV)<br>Assessment<br>Procedures                               | Yes /<br>No<br>Page # | 1. Specific assessment tools and procedures are identified.   | <p>Listed in QSAP as:</p> <p>4.B<br/>4.C<br/>6.A</p> <p>Resources:</p> <p>OJT Policy and Procedures Manual Template<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016640262742799/info">http://ojttoolkit.workforce3one.org/view/2001016640262742799/info</a></p> <p>Checklist Template: State and Local OJT Policies and Procedures<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016566766295604/info">http://ojttoolkit.workforce3one.org/view/2001016566766295604/info</a></p> <p>Occupational Support Information<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016563528992640/info">http://ojttoolkit.workforce3one.org/view/2001016563528992640/info</a></p> |
| (C) (V)<br>Matching<br>Training<br>Needs with<br>Employer<br>Needs | Yes /<br>No<br>Page # | 1. Described procedures, tools and/or methods to identify participant skill sets required for: a) entry into the specific employers' OJT positions, and b) successful completion of OJT training. | <p>Listed in QSAP as:</p> <p>6.A<br/>6.B.1</p> <p>Resources:</p> <p>OJT Policy and Procedures Manual Template</p>  |

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| Section  | Yes/No<br>Page # | Criteria   | Reviewer Comments<br>(Include Page #)  |
|  |                  | 2. Identified the specific types and sources of information that will be used to identify the scope of the skills gap and to develop the individual participant's training plan. <ul style="list-style-type: none"> <li>a. Must describe the role to be played by both project staff and the employer in developing and approving the training plan. Project staff must play an active role and ensure that the training plan goes beyond skills and experience that are currently possessed by the participant, based on the results of the skills assessment.</li> </ul> 3. Listed at least some participating or potential employers. | <a href="http://ojttoolkit.workforce3one.org/view/2001016640262742799/info">http://ojttoolkit.workforce3one.org/view/2001016640262742799/info</a><br><br><a href="#">Checklist Template: State and Local OJT Policies and Procedures</a><br><a href="http://ojttoolkit.workforce3one.org/view/2001016566766295604/info">http://ojttoolkit.workforce3one.org/view/2001016566766295604/info</a><br><br><a href="#">Occupational Support Information</a><br><a href="http://ojttoolkit.workforce3one.org/view/2001016563528992640/info">http://ojttoolkit.workforce3one.org/view/2001016563528992640/info</a> |
| (C) (VI)<br>Subgrants,                         | Yes /<br>No      | 1. Described the management structure for subgrants/contracts, including the   | Regarding first listed item – <b>Not listed in QSAP.</b>   |

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| Section  | Yes/No<br>Page # | Criteria  | Reviewer Comments<br>(Include Page #)   |
| Contracts and Subcontracts                     | Page #           | <p>expected number of layers.</p> <p>2. Identified the specific types of subgrant/contract instruments that will be used and the specific types of organizations that each will apply to.</p> <p>3. Must describe the monitoring plan for each type of instrument, including identification of: entity responsible for monitoring, frequency of monitoring, subject areas to be reviewed. Subject areas must include: sample of individual training plans and assessment results; timesheets; pay records and invoice amounts; interviews with both participants and supervisors or those responsible for training.</p> <p>4. The monitoring plan indicated how the Grantee will ensure compliance with the special policy guidelines for the OJT NEG project. As applicable,</p> | <p>Regarding second listed item – Listed in QSAP as:<br/>2.A.<br/>5.A.2</p> <p>Regarding third listed item – Listed in QSAP as:<br/>7.A.<br/>7.B.</p> <p>Regarding fourth listed item – <b>Not listed in QSAP.</b></p> <p>Resources:<br/>OJT Policy and Procedures Manual Template<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016640262742799/info">http://ojttoolkit.workforce3one.org/view/2001016640262742799/info</a></p> <p>State OJT Monitoring Guide Template<br/><a href="http://ojttoolkit.workforce3one.org/view/2001016640118498675/info">http://ojttoolkit.workforce3one.org/view/2001016640118498675/info</a></p> |

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|  |                  | described adjustments to State and local area policies & procedures. |                                       |

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| Section  | Yes/No<br>Page #      | Criteria  | Reviewer Comments<br>(Include Page #)   |
| (C) (VII)<br>Reimbursement Guidance and Policies | Yes /<br>No<br>Page # | <ol style="list-style-type: none"> <li>1. Developed and described guidance and policies related to employer reimbursement for this project.</li> <li>2. Use of OJT NEG flexibility indicates:               <ol style="list-style-type: none"> <li>a. Employer Size: How will employer size be determined and documented?</li> <li>b. Skill Gaps: Does the Grantee offer a clear scale for reimbursement up to 90% that incorporates the use of recognized skill assessment tools? (use of the Skill Gap reimbursement flexibility is contingent upon the State having developed a policy that has been approved by the Grantor).</li> </ol> </li> <li>3. Grantee clearly indicated which entity will be responsible for:               <ol style="list-style-type: none"> <li>a. processing the requests for reimbursement of</li> </ol> </li> </ol> | <p>Generally, this section is addressed in QSAP</p> <p>5. A. 4-5<br/>7. B. 2-5</p> <p><b>Resources:</b></p> <p><a href="#">OJT Company Contract Template</a> This contract may be used when setting up an employer to provide OJT opportunities for multiple OJT trainees. Specific trainee information may be provided through a Trainee Referral and/or a Training Plan.</p> <p><a href="#">Basic OJT Contract Template</a> This contract may be used as a basic contract to identify an OJT occupation and contract for a specific trainee.</p> <p><a href="#">OJT Contract with Training Plan Template</a> You may wish to include the trainee information and Training Plan in one document to simplify the paperwork. If this is your goal, then you may begin with this template.</p> <p><a href="#">OJT Policy and Procedures Manual Template</a><br/><a href="http://ojttoolkit.workforce3one.org/view/2001016640262742799/info">http://ojttoolkit.workforce3one.org/view/2001016640262742799/info</a></p> |

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|  |                    | <p>extraordinary costs of training, and how often this will take place.</p> <p>b. checking wage rate is the same as similar positions in the business.</p> <p>c. confirming with employer that no displacement of other employees will occur.</p> <p>4. Described specific policies to promote retention of OJT participants (e.g., staggering part of the reimbursement payments until after the training has concluded?)</p> | <p><a href="http://ojttoolkit.workforce3one.org/view/2001016640118498675/info">State OJT Monitoring Guide Template<br/>http://ojttoolkit.workforce3one.org/view/2001016640118498675/info</a></p> |
| (C) (VIII) Cost Per Participant                | Yes / No<br>Page # | <p>1. Reasonableness of the anticipated Average Cost Per Participant was justified based on the following factors:</p> <p>(a) estimated number of participants,<br/>(b) anticipated average wage,<br/>(c) anticipated average reimbursement percentage,</p>  | <p>Not listed in QSAP.</p>   |

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|  |                  | <p>(d) estimated length of OJT placement,</p> <p>(e) staff and administrative costs,</p> <p>(e) the costs associated with;</p> <ul style="list-style-type: none"> <li>i. other core, intensive, training services,</li> <li>ii. supportive services, and</li> <li>iii. other program costs.</li> </ul> <p>2. If available, provided the PY 2008 <u>OJT</u> cost per participant for the Dislocated Worker program.</p> <p>3. On the whole, the Average Cost Per Participant discussion reflected careful planning and consideration of the project plan and the needs of participants (e.g., Supportive Services).</p> <p>4. Information on Cost Per must correspond to the information provided in the eNEG system.</p> |                                       |

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| <b>(D) PARTNERS AND INTERMEDIARIES</b>         |                       |  |   |
| (D) (I) List of Partners                       | Yes /<br>No<br>Page # | <ol style="list-style-type: none"> <li>Partner organizations and roles on the project are identified. Roles are consistent with their roles and capabilities in the larger community.</li> <li>Included entities that are in addition to the required One-Stop System partners.</li> </ol> | Not listed in QSAP.   |
| (D) (II) Anticipated Leveraged Resources       | Yes /<br>No<br>Page # | <ol style="list-style-type: none"> <li>Grantee listed key leveraged resources and services (e.g., in-kind or cash) and the entities providing them. If the Grantee has not secured leveraged resources for this project, must include a statement indicating such.</li> </ol>              | Not listed in QSAP.   |
| (D) (III) Partner and Intermediary Outreach    | Yes /<br>No<br>Page # | <ol style="list-style-type: none"> <li>Described a well planned and feasible outreach strategy to engage intermediaries and partners such as community based organizations, business associations, etc.</li> </ol>   | <p>Regarding first listed item –<br/>Listed in QSAP as:<br/>3.A.6</p> <p>Regarding second listed item –<br/>Not listed in QSAP.</p> |



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|  |                    | 2. The description reflected an understanding of the relevant procurement requirements associated with taking on partners and intermediaries.   | Resource:<br><a href="http://ojttoolkit.workforce3one.org/view/2001016568600673030/info">State and Local Planning for OJT Outreach<br/>http://ojttoolkit.workforce3one.org/view/2001016568600673030/info</a>   |
| (D) (IV) Role of Workforce Investment Boards   | Yes / No<br>Page # | 1. Identified specific roles and areas of responsibility for State and Local WIBs in the development, support and implementation of this project.<br><br>2. Identified what roles the local One-Stop Career Centers play in this project to include responsibilities for eligibility determination, outreach, referrals and tracking of participants, reporting, etc. | Portions of this section are addressed throughout the first section of the QSAP, Organizational Capacity and Commitment<br><br>Resources:<br><a href="http://ojttoolkit.workforce3one.org/view/2001016640262742799/info">OJT Policy and Procedures Manual Template<br/>http://ojttoolkit.workforce3one.org/view/2001016640262742799/info</a> |
| <b>(E) PERFORMANCE</b>                         |                    |   |  |
| (E) (I) Performance Information and Measures   | Yes / No<br>Page # | 1. Listed planned performance levels for Entered Employment Rate, Employment Retention Rate, and Average Earnings.  | Regarding first listed item – supporting indicators listed in QSAP as:<br>1.A.5 & 6<br>1.C.4 & 5<br>1.D.3 & 4  |

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| Section  | Yes/No<br>Page # | Criteria   | Reviewer Comments<br>(Include Page #)   |
|  |                  | <p>2. Performance outcomes will be measured according to the Common Performance Measure definitions found in TEGL 17-05. State grantees should plan to meet the negotiated WIA Dislocated formula program goals for PY 2009. For Indian and Native American Tribes, 166 performance levels apply. If performance goals are below the negotiated levels, the plan provided a justification for lower performance goals. Note: historically, OJT has yielded higher entered employment and retention rates when compared to other employment and training services.</p> <p>3. Described how the attainment of knowledge or skills, essential to the full and adequate performance of the job, will be determined.</p> <p>4. Projected:</p> | <p>Regarding second listed item – supporting indicators listed in QSAP as:<br/>2.A.1</p> <p>Regarding third listed item – supporting indicators listed in QSAP as:<br/>6.A.2<br/>6.B.1<br/>7.B.2</p> <p>Regarding fourth listed item – supporting indicators listed in QSAP as:<br/>1.D.3<br/>2.A.7<br/>2.B.1<br/>2.C</p> <p>Resource:<br/><a href="http://ojttoolkit.workforce3one.org/page/training_plans">Training Plans Templates and Samples<br/>http://ojttoolkit.workforce3one.org/page/training_plans</a></p> |

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|  |                       | <ul style="list-style-type: none"> <li>a. Total numbers of participants served</li> <li>b. Number earning a credential</li> <li>c. OJT completers</li> <li>d. Percent of OJT completers to remain employed at six months</li> </ul>                       |                                       |
| <b>E-NEG System Modification Documents</b>     |                       |   |                                       |
| SF-424   | Yes /<br>No<br>Page # | The requested funds must be consistent with Notice of Obligation levels   | not listed in QSAP.                   |
| Budget Information-Non-Construction Program    | Yes /<br>No<br>Page # | This form serves as the SF 424A. Provided a breakout of program and administrative costs.   | not listed in QSAP.                   |
| Project Synopsis Form                          | Yes /<br>No<br>Page # | If the number of planned participants has changed since the initial award, this should be reflected in the following field: <u>Planned Number of Participants</u> . This information should coincide with information provided in the narrative template. | not listed in QSAP.                   |

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|  |                  | 1. Does the <u>Planned Entered Employment Rate</u> coincide with the state negotiated entered employment rate for PY 2009?<br>Yes = No action required<br>No = 1) Verify that applicant has provided a narrative response in the section <b>(E)</b> <b>(I)</b> of the Plan Narrative; and 2) that the explanation is reasonable. | not listed in QSAP.                   |
|  |                  | 2. There should be a value entered in the field <u>Actual Cost per Participant in Prior PY 2008</u> ?  | not listed in QSAP.                   |
|  |                  | 3. Needs Related Payments (NRPs) are not authorized under the OJT NEG. Therefore, ensure there is no value recorded in the field <u>% of Planned Participants Receiving NRPs</u> .   | not listed in QSAP.                   |
|  |                  | 4. Verify that the <u>Counties included in Project Service Area</u> correspond with the project's <u>Areas Affected by Project (Cities, Counties, States, etc.)</u>  | not listed in QSAP.                   |

# Implementation Plan Narrative Quick Start Action Planner References 8/4/10

| Implementation Plan Narrative Review Checklist |                       |  |                                       |
|--|-----------------------|--|---------------------------------------|
| Section  | Yes/No<br>Page #      | Criteria   | Reviewer Comments<br>(Include Page #) |
|  |                       | (SF-424 item 14), <u>Congressional Districts Of:</u> (SF-424, item 16b), and Geography section (A) (I) of the Plan Narrative.  |                                       |
| Employer Data Form                             | Yes /<br>No<br>Page # | Criteria:<br>Has the number of planned participants changed?<br>No = No action required<br>Yes = The number of planned participants should correspond and be reflected in the following fields: <u>Number of Affected Workers</u> ; <u>Number of Workers Contacted</u> ; and <u>Number of Planned Participants</u> . | not listed in QSAP.                   |
| Project Operator Form                          | Yes /<br>No<br>Page # | 1. Separate Project Operator Data Forms are required for each project operator and should include the location, address and point of contact.  | not listed in QSAP.                   |

# Implementation Plan Narrative Quick Start Action Planner References 8/4/10

| Implementation Plan Narrative Review Checklist |                  |   |                                       |
|--|------------------|---|---------------------------------------|
| Section  | Yes/No<br>Page # | Criteria  | Reviewer Comments<br>(Include Page #) |
|  |                  | 2. The <u>Duration of Project Operator Agreement Start</u> and <u>End</u> dates should not precede nor exceed the <u>Proposed Project Start/End Date</u> (SF-424, item 17a, b)  | not listed in QSAP.                   |
|  |                  | 3. The <u>Funding Level</u> for each project operator should not exceed <u>Total Expenditures: Grantee And Project Operator Level</u> on the Planning Form  | not listed in QSAP.                   |
|  |                  | 4. The total <u>Number of Participants</u> between <i>all</i> project operators should equal the number of planned participants recorded in the following fields: <u>Planned Number of Participants</u> (Project Synopsis Form); <u>Number of Affected Workers, # of Workers Contacted</u> and <u>Number of Planned Participants</u> (Employer Data Form); and <u>Exits</u> and <u>Total Planned Participants</u> final quarter (Planning Form) | not listed in QSAP.                   |

# Implementation Plan Narrative Quick Start Action Planner References 8/4/10

| Implementation Plan Narrative Review Checklist |                       |  |                                       |
|--|-----------------------|--|---------------------------------------|
| Section  | Yes/No<br>Page #      | Criteria   | Reviewer Comments<br>(Include Page #) |
| Project Plan Form                              | Yes /<br>No<br>Page # | 1. Planned services (intensive, supportive services, training) should mirror information provided in the narrative sections  | not listed in QSAP.                   |
|  |                       | 2. <u>Exits</u> and <u>Total Planned Participants</u> should be the same in the final quarter  | not listed in QSAP.                   |
|  |                       | 3. <u>Entering Employment at Exit</u> should correspond with the <u>Planned Entered Employment Rate</u> (Project Synopsis Form)                                      | not listed in QSAP.                   |
|  |                       | 4. <u>Admin Excluding NRP Processing</u> for Grantee-Level and Project Operator-Level should not be more than 10 percent   | not listed in QSAP.                   |
|  |                       | 5. Needs Related Payments (NRPs) are not authorized under the OJT NEG. Therefore, ensure there is no value recorded in the Grantee-Level and Project Operator –Level | not listed in QSAP.                   |

# Implementation Plan Narrative Quick Start Action Planner References 8/4/10

| Implementation Plan Narrative Review Checklist |                  |   |                                       |
|--|------------------|---|---------------------------------------|
| Section  | Yes/No<br>Page # | Criteria  | Reviewer Comments<br>(Include Page #) |
|  |                  | <u>NRP Processing</u> fields  |                                       |
|  |                  | 6. Values recorded in the Grantee-Level <u>Indirect</u> field should correspond with the grantees federally approved indirect cost rate or cost allocation plan                     | not listed in QSAP.                   |
|  |                  | 7. Costs associated with <u>Core and Intensive Services</u> , <u>Training (NEG-Funded Only)</u> and <u>Supportive Services (NEG-Funded Only)</u> should be reasonable and allocable | not listed in QSAP.                   |