



# DOL National Emergency Grant Project Operating Plan Requirements

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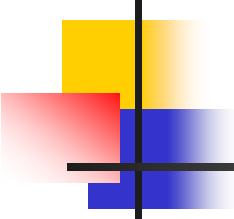
ODJFS, Office of Workforce  
Development  
Rapid Response Section



# Types of National Emergency Grant Project Operating Plans

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- Regular Projects
- Disaster Projects
- Trade-WIA Dual Enrollment Projects



## For Regular Projects; The Project Operating Plan must include the following elements:

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- Updated information since the submission of the application that is not required in a grant modification.
- Layoff Schedules (ie. dates and number of affected workers) for all approved target group employers
- Status and results of all required Rapid Response Activities



# Copies of signed agreements with each proposed Project Operator, including:

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- A completed planning form (ETA 9103)
- **A Line-Item Budget** specifying costs for:
  - staff salaries and fringe benefits
  - staff travel
  - facilities and communications
  - supplies
  - equipment
  - assessment and instructional materials



# Line-Item Budget costs (Cont.)

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training

supportive services

indirect costs

Needs-Related Payments (NRPs)

Administrative/processing of NRPs

Costs must be broken out by  
administrative and program costs



# Project Operating Plan requirements (Cont.)

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- A staffing plan that describes proposed staffing by:
  - Job title
  - full-time equivalent staff to be assigned
  - salary and benefit rates for each staff position



# Project Operating Plan requirements (Cont.)

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- Listing of all sites and organizations that will provide services to participants, including a description of service coordination arrangements with One Stop operators and partners
- Summary profile of the re-employment barriers that have been identified among the target group of participants



# Project Operating Plan requirements (Cont.)

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- Description of the implications of the profile of re-employment barriers of the targeted participants on the project service design.
- Description of the job placement strategy for the project, including services to be provided to both participants and employers



# Project Operating Plan requirements (Cont.)

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- Copy of local area service policies specifically training, supportive services, and NRPs that will be used on the project
- Description of the role to be played by the local WIA Board(s) in management and oversight of the project



# Project Operating Plan requirements (Cont.)

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- Description of the monitoring responsibilities and procedures that will be followed by the grantee