

Attachment I

IMPLEMENTATION PLANS

The following components must be included in all implementation plans:

1. **Current State Agency Designated by the Governor:** This should provide a description of the designated State agency that currently administers the TAA and NAFTA-TAA Programs. Include any other State agency or agencies that administer TRA payments, TAA and NAFTA-TAA benefits and the JTPA Title III Dislocated Worker Program.
2. **Description of the Worker Intake Process:** This should provide a description of where and how workers will be processed and at what point in the process various data elements will be solicited from the individual applicant.
3. **Organizational Data Collection assignments:** This should provide a description of which organization or office (e.g. one stop, UI, T-III etc) will have responsibility for gathering, tracking or reporting specific elements. It should also outline how and where data will be gathered and transferred from the local office to the state and from the state to SPR.
4. **State Staff Data Collection Responsibilities:** This should provide the names and positions of individual staff who will be responsible for undertaking specific duties associated with the data collection. This section at minimum should identify who will be responsible for troubleshooting the implementation, monitoring local data collection, and providing summary quarterly reports to SPR.
5. **Calendar of Implementation Activities:** This should provide a calendar which identifies key issues and implementation activities. Such activities may include designing the reporting system, developing new software, testing the software, training individuals on use of the new reporting system, etc.
6. **Resources Assigned/Requested:** This should include a description of the cost categories and funds needed in each category to support the implementation of the new reporting system.

- Resources include: Staff, Equipment, Software, Testing Software, Contractors, Training, Other
7. **NAFTA-TAA Request for Funds Form ETA 9023:** This should include the total administrative funds being requested to implement the new reporting system.

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Funding requests will be evaluated based on a State's petition activity level, commitment of resources and current administrative funds balances. States are encouraged to evaluate their existing FY96 and FY97 administrative funds and use these funds as a means towards implementing the new reporting system.

- 8. Financial Status Reports (Regular Quarterly Report) for FY96, FY97 and FY98:** States **MUST** submit their June 30, 1998 TAA and NAFTA-TAA Financial Status Reports for FY96, FY97 and FY98.