

## ATTACHMENT J -- Example of Completed Partners List for AM-JIAC clusters

Below is a list of organizations that we believe to be partners in the cluster identified for your AM-JIAC grant. The list was compiled through a review of your grant proposal and status reports. We recognize that this list may be incomplete or contain some inaccuracies, and we would like your assistance in bringing it up to date

By partner, we mean any organization participating in activities related to the AM-JIAC grant. This should include partners that are receiving grant funds as well as those that are not. Some may be highly involved while others play a smaller role. These organizations can include educational institutions, for-profit and not-for-profit organizations, contractors, government entities, and other types of organizations. Partners may be involved in a range of ways, including but not limited to, design and coordination of cluster activities, outreach to engage businesses and/or workers in cluster activities; providing technical assistance to other cluster partners; and implementation or provision of grant activities such as conducting feasibility studies, asset-mapping and market research, conducting cluster-based research and development activities, providing training and technical assistance to small businesses, developing worker training curricula or certifications; and training workers.

- **Adding Missing Partners.** Please start by adding any partners on the AM-JIAC grant that are not currently listed. Please add each new partner on a separate row. If you are uncertain whether to list an organization, please include it and provide a brief explanation of the reason for your uncertainty.
- **Providing/Updated Contact information.** Next, please supply contact information for partners that were added to the list or were already listed but had no contact information. Please also correct any information, as necessary, for partners who are already listed.
- **Indicating Partner Involvement.** Please complete the remainder of the table for each organization:
  - o Mark either “yes” or “no” for whether each organization was involved in activities related to the ETA grant.
  - o Mark either “yes” or “no” for whether each organization has received ETA, SBA, EDA, NIST/MEP, DOE grant funds.
  - o Mark if the participation level of each organization in grant activities is high, medium, low, or none.
  - o Provide a brief explanation if any organization listed below was never, or is no longer, involved.
- **Identifying the Cluster Manager.** Please confirm that the person listed below should be considered the cluster manager. This person is usually employed by the cluster intermediary, submits monthly integrated work plan reports for the cluster, and is responsible for coordinating with all entities involved in the AM\_JIAC grant, including the grantees, partners, federal funding agencies, and other federal agencies.
  - o Name: Tom Smith
  - o Organization: Example 1
  - o **Email address: TSmith@mail.com**
  - o Phone number: 222-333-4444

Organization Name	Contact Person Information: Name, Email, Phone Number	Involved in ETA Activities	Received funds from:					Participation Level	Explanations
			ETA	SBA	EDA	NIST /MEP	DOE		
Example 1	Tom Smith TSmith@mail.com 222.333.444	yes	yes	no	no	no	no	high	
Example 2	Sue Jones sjones@mail.com 777.888.9999	yes	no	no	no	no	no	medium	
Example 3	Jim Scott JScott@mail.com 567.890.1234	no	no	yes	yes	no	no	high	
Example 4	Bruce Bobb BBobb@mail.com 321.456.7890	no	no	no	no	yes	no	low	
Example 5	Samia Patel SPatel@mail.com 987.123.4560	no	no	no	no	no	yes	medium	

The list will be modified for JIAC clusters, including changes in references to the grants and removal of NIST/MEP and DOE funds.