

STATE OF NEW JERSEY

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

Customized Training Grants Program

Fiscal Year 2021

TECHNICAL WORKSHOP

Fiscal Year 2021 Technical Workshop

Please carefully read the

UPSKILL:

NJ Incumbent Worker Training Grants



Notice of Grant Opportunity (NGO) for Fiscal Year 2021

Found on the
State of New Jersey Department of Labor and Workforce Development (DOL) Website

<https://www.nj.gov/labor/>

OVERVIEW OF 2021 PROGRAM CHANGES FOR ALL APPLICANTS

- One Round will be conducted in fiscal year 2021.
- The Letter of Intent is now a fillable form; link is in the NGO.
- Individual employer applications are capped at \$100,000; maximum of \$2000 per trainee.
- Links to all Required Documents for the application are in the NGO, and also on the Required Documents page of the online application in SAGE – the System to Administer Grants Electronically.
- Business Representative site visits are not required.
- Remote Training is permitted. Consult your Business Services Representative about acceptable documentation for remote training delivery.
- No need to submit separate Payment Vouchers; Expenditure Reports/Payment Vouchers are now a single process for grantees.

OVERVIEW OF 2021 PROGRAM CHANGES SPECIFIC TO CONSORTIUM APPLICANTS

- Maximum award amount for consortium applicants is \$150,000/each participating business is capped at \$15,000.
- All Participating Companies must be identified and approved at the time of application. **NO companies may be added after the application deadline.**
- Participating Company List is no longer submitted with the Letter of Intent. The list is uploaded as a Required Document in SAGE. Consult your Business Representative for approval of participating companies.

Purpose for which grant funds will be used

UPSKILL grant funds will reimburse up to 50% of the cost of training incumbent frontline employees



- Third-Party Classroom Training
- Company In-House Training
- On-the-Job Training

Training is intended to achieve measurable outcomes
These grant funds are not for required annual training, onboarding training.

We pay half.

Third-Party Training

Reimbursement by clock hour of instruction received from a third-party training provider(s). The maximum reimbursement rate of \$200 per clock hour (based on 10 or more trainees), for the direct costs associated with third-party training delivery, includes:

- Tuition fees;
- Textbooks, software and other required materials;
- Examination/Credentialing fees.



In-House Company Training

Reimbursement for 50% of the direct cost of training conducted by the employer.


On-The-Job Training

Reimbursement for 50% of the base wages of trainees participating in approved training conducted by the employer.

(For individual employer applications only.)

Amount of Funding Available

The projected amount of funding available for this program in fiscal year 2021(FY21) is estimated to be \$3,500,000.

Training Applications	Maximum Award
Individual Employers	 May apply for a maximum of \$100,000
Industry-specific Consortiums	May apply for a maximum of \$150,000 (Participating businesses are capped at \$15,000 each)

If training needs exceed the maximum award amounts listed above, applicants may (with additional justification) request higher funding amounts. NJDOL will decide if requests exceeding maximum award amounts are supported by the justification provided.

Entities eligible to apply


The grant program is open to the following New Jersey applicants:

- Individual employers, including those operating small to medium-sized businesses;
- Any employer organization, labor organization, community-based organization or faith-based organization;
- Any industry-specific consortium comprised of two or more of the following: eligible individual employers, employer organizations and labor organizations, and community-based or faith-based organizations.

The Application Process

Four simple steps: 

Easy as
1,2,3,4!

- Determine who will serve as the Authorized Official (AO).
- Register in SAGE.
-  Submit the Letter of Intent (LOI).
- Submit the online application.

System to Administer Grants Electronically: SAGE

The System to Administer Grants Electronically (SAGE) is used for the online application process and billing of all

UPSKILL:

NJ Incumbent Worker Training Grants.

Registration in SAGE

is quick, easy and required for all those involved in the application process, contract signing and the management of grant activities.

<https://njsage.intelligrants.com/Login2.aspx?APPTHEME=NJSAGE&ReturnURL=/Logout2.aspx>

The screenshot shows the IntelliGrants login page. At the top left is the logo for the New Jersey Department of Labor and Workforce Development (LWD). Below the logo are two buttons: "System Login" and "Portal Home". The main heading reads "Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)". Below this is a paragraph explaining that the system requires authorization and that new users should click the "New User" link. A red note states that counties and municipalities are already established SAGE user agencies and that new user access is established by agency officials in DCA SAGE. Another red note says that if a SAGE account is with a NJ municipal or county government agency, the user should reset their password on the State DCA SAGE site. A "Helpful Links" section contains five links: "Reset Your Password", "SAGE Help Desk and Support Services", "Search programs available through SAGE", "Request Access to SAGE", and "Dept of State Applicant User Guide". At the bottom, it says "Powered by IntelliGrants ©" and "© Copyright 2000-2019 Agate Software, Inc.".

Click here to register (create an account).

If already registered, log in to update your information, if needed.

Already registered, but forgot your password?

Click here to reset.

Letter of Intent (LOI)

Submit by email to upskill@dol.nj.gov

IMPORTANT:

PLEASE DOUBLE-CHECK THE FEIN!

Incorrect or missing information **WILL DELAY** processing of the LOI, which **WILL DELAY** access to the online application.



Consortium Applicants: All participating companies must be identified and approved at the time of application submittal. No companies will be added after the application due date. No need to submit the Participating Companies List with the Letter of Intent.

If another submits the LOI on the AO's behalf, the AO **MUST** be copied on the submission email.

LETTER OF INTENT

FY21 UPSKILL: NJ Incumbent Worker Training Grant Round: #1 #2 #3

I intend to apply for the UPSKILL: NJ Incumbent Worker Training Grant. I have completed registration or updated my existing account in the System to Administer Grants Electronically (SAGE). I did read and do understand the Notice of Grant Opportunity for the 2021 fiscal year, and am aware of my responsibilities as the Authorized Official (AO). I am authorized to sign a contract on behalf of the company.

IMPORTANT INFORMATION FOR ALL APPLICANTS:
Email this completed form to upskill@dol.nj.gov before the deadline specified in the Schedule of Submission Dates and Times in the FY21 Notice of Grant Opportunity. If this form is not submitted from the email address of the Authorized Official, the Authorized Official **MUST** be copied on the submission email. Incorrect or incomplete information will delay access to the online grant application.

Legal business name:	Federal Employer ID #:	Dun and Bradstreet # (DUNS):
Click to enter Legal Business Name	Click to enter FEIN	Click to enter DUNS
NJ business address:	County of NJ business:	Business web address:
Click to enter NJ business address	: Click to select county	Click to enter web address
	Industry:	Click to enter industry
Name/Title of Authorized Official (AO):		AO Direct Phone #
Click to enter name and title of Authorized Official		Click to enter phone #
Name of Person Managing Grant Application/Activities		Grant Manager Direct Phone #
Click to enter name of Grant Manager		Click to enter phone #
Direct AO Email Address:	Direct Grant Manager Email Address:	
Click to enter AO email address	Click to enter Grant Manager email address	
What does your business produce or provide?	Brief description of requested training:	
Click to enter information	Briefly describe training requested	
Consortium Applicant ONLY:		
Industry:	Brief description of requested training:	
Click to enter Industry	Briefly describe training requested	
IMPORTANT INFORMATION FOR CONSORTIUM APPLICANTS:		
The consortium must be completed at the time of application. All participating companies must be identified and approved by NJDOL before the application deadline. A Participating Companies List in Microsoft Excel format with the FEIN, contact person and contact information for each company must be uploaded to "Required Documents" in SAGE before the application deadline. No additional participating companies may be added to the consortium after the application deadline. Reimbursement is contingent upon participation of the companies identified and <u>approved</u> .		

Requirements of Applicants

- Plan project-based front-line employee-focused training that will achieve measurable outcomes. Examples include: an industry-valued credential for the business, an industry-valued credential for the trainees that furthers the trainee's career pathway , and/or pay increases for trainees.
- Plan the most cost-effective delivery of training totaling \$2000 or less per trainee.
- Plan training accurately to minimize the need for modifications.
- Pay at least 50% of the total cost of training. (LWD will pay up to half of the total cost.)
- Commit to retain trainees for at least six months after training is completed.
- If a grant is awarded, notify the local Workforce Development Board of the award. *This step is being taken to ensure local Workforce Development Boards are kept apprised of local area business training needs. Your assigned Business Representative will provide contact information.*



Required Documents

1. Emailed to upskill@dol.nj.gov: **Letter of Intent (LOI)**: Submitted and accepted by NJDOL by the due date and time for the Round. Download the required fillable form on page 2 of the NGO.
2. Uploaded to the “Required Documents” page in SAGE by the application due date and time for the Round:

REQUIRED FOR ALL APPLICANTS:	REQUIRED <u>ONLY</u> FOR PREVIOUS (3 fiscal years) RECIPIENTS OF CUSTOMIZED TRAINING GRANT FUNDS:
Long-range Human Resource Development Plan	
Narrative	Non Duplication Attestation form
Tax Clearance Certificate	REQUIRED <u>ONLY</u> FOR APPLICANTS REQUESTING ISO TRAINING: (consult NJDOL Business Representative)
Training Plan	
FY21Program Conditions form	ISO Letter
REQUIRED <u>ONLY</u> FOR FUNDING REQUESTS OF \$25,000 OR MORE:	REQUIRED <u>ONLY</u> FOR CONSORTIUM APPLICANTS:
Development Subsidy Job Goals Accountability Act Application	Participating Companies List

All required documents for the application may be uploaded on the Required Documents page in SAGE.

REQUIRED DOCUMENTS

Instructions:

- Click the links below for required forms/important information.
- Upload the completed required forms, then click **SAVE**.
- To proceed to the next page of the application, click the **SAVE/NEXT** button or use the forms section on the menu. **Selecting NEXT does not save changes to the page.**
- To return to the Forms Menu, click the **Forms Menu** link above.

Forms required for all applicants:

Low-Range Human Resource Development Plan	<input type="text" value="Browse..."/>
Narrative	<input type="text" value="Browse..."/>
Tax Clearance Certificate	<input type="text" value="Browse..."/>
Training Plan	<input type="text" value="Browse..."/>
FY21 Program Conditions Form	<input type="text" value="Browse..."/>

Required only for funding requests of \$25,000 or more:

Development Subsidy Job Goals Accountability Act Application	<input type="text" value="Browse..."/>
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Required only for previous (3 fiscal years) recipients of Customized Training Grant funds:

Non Duplication Affidavit form	<input type="text" value="Browse..."/>
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Required only for applicants requesting ISO financing: (Please consult your NJDDOL Business Representative.)

ISO Letter	<input type="text" value="Browse..."/>
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Required only for Consortium applicants:

Participating Companies List	<input type="text" value="Browse..."/>
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Long-Range Human Resource Development Plan Upload to SAGE:

A maximum of 25 points may be awarded for the Long-Range Human Resource Development Plan

Individual Applicants:

- A long-range plan to ensure the availability of an adequate number of employees with the skills and training needed to perform the jobs required to meet current and future business goals as determined by the company's strategic planning, which is developed through:
- preparation of a human resource inventory of employees and preparation of a job analysis
- assessment of future demand and assessment of future supply
- establishment of a plan for recruiting, hiring, educating, appraising, compensating and scheduling employees

The Plan should include:

- identification of short-term hiring/workforce needs and the training required for those jobs
- the expected results of the training for which grant funds will be used
- strategies for the advancement of current employees and creating new positions for unemployed job seekers

Consortium Applicants:

- A long-range plan to ensure the availability of an adequate workforce with the skills and training needed to perform the jobs required to meet current and future industry goals as determined by strategic planning, which is developed through:

preparation of a human resource inventory of employees and preparation of a job analysis

- assessment of future demand and assessment of future supply
- establishment of a plan for recruiting, hiring and educating employees

The Plan should include:

- identification of short-term hiring/workforce needs and the training required for those jobs
- the expected results of the training for which grant funds will be used
- strategies for the advancement of current employees and creating new positions for unemployed job seekers

If you have been awarded a Skills Partnership Training Grant in the past 3 years, please refer to section E5 of the NGO for additional required information about the impact of previously awarded funds.

Narrative Questions

A maximum of 75 points may be awarded for responses to the Narrative Questions.

For Individual Applicants:

- What is (are) your specific business issue(s)/need(s)?
- How will the proposed training address the issue(s)/need(s)?
- What measurable outcome(s) will the requested training achieve for the business and the trainees?



For Consortium Applicants:

- What are the collective business issue(s)/need(s) of this industry sector?
- How will the proposed training address the issue(s)/need(s)?
- What measurable outcome(s) will the requested training achieve for participating businesses and trainees?

Application Submission

- Applications are submitted online, via SAGE.
- Successful application submission will prompt a system-generated email. Contact your assigned Business Representative immediately if you do not receive an email confirming successful submission.
- We strongly suggest submission of Letters of Intent and applications be submitted well in advance of deadlines.

Schedule of Submission Dates and Times							
FY 2021 Round #	Authorized Official's completed SAGE registration or update of existing account.		Letter of Intent (LOI) submitted by email and accepted by NJDOL.		Online application with all Required Documents uploaded, completed and submitted in SAGE.		Expected Panel Review
	Date	Time	Date	Time	Date	Time	Week of:
1	02/03/21	12:00 noon	02/03/21	12:00 noon	02/24/21	12:00 noon	03/15/21

Notification

Applicants will be notified of the status of their application and any requested revisions following the panel review date. Upon completion of all requested revisions and re-submission of completed applications within the required timeframes, applicants will be notified of the final determination of their request when NJDOL's internal finalization processes have been completed.

Panel Review

UPSKILL: NJ Incumbent Worker Training Grants are competitive. All completed applications submitted by the deadline date and time for each round will be reviewed and rated by a panel comprised of NJDOL representatives who will make funding recommendations to the Commissioner of the Department of Labor and Workforce Development. All awards are subject to final approval by the Commissioner of the Department of Labor and Workforce Development.



Rating Criteria

Applications will be scored as follows:

A maximum of 25 points may be awarded for the Long-Range Human Resource Development Plan; a maximum of 75 points may be awarded for responses to Narrative Questions 1 – 3, for a total of 100 possible points.

ALERT YOUR ACCOUNTS RECEIVABLE DEPARTMENT TO EXPECT REIMBURSEMENT CHECKS



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - TRENTON, NEW JERSEY 08625-0221

REMITTANCE ADVICE


ORGANIZATION NAME PAYMENT FOR	CONTACT INFORMATION	DOCUMENT NUMBER ACCOUNT NUMBER	AMOUNT
EMPLOYMENT SERVICES PV-FY20-AUG-S4J-I [REDACTED]	LWDPAYMENTINQUIRY@DOL.NJ.GOV	0624545YT06645 4545-100-062-4545-384-N743-6140	320000
QUESTIONS SHOULD BE DIRECTED TO APPROPRIATE STATE ORGANIZATION LISTED ABOVE.			TOTAL
			320000

CHECK NUMBER 0A0013956271 DATE 10/01/20 PAY [REDACTED]

OMB021 (Rev. 08/2019) DETACH BEFORE CASHING CHECK AND RETAIN AS EVIDENCE OF PAYMENT

REMOVE DOCUMENT ALONG THIS PERFORATION

THE FACE OF THIS DOCUMENT HAS A MULTI-COLORED BACKGROUND AND MULTIPLE SECURITY FEATURES.

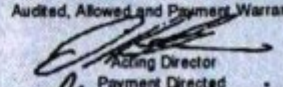


 Department Of The Treasury
STATE OF NEW JERSEY
 Trenton, New Jersey 08625-0221
GENERAL STATE FUND

64-1278
 611
 CHECK NUMBER
A 0013956271
 DATE: **OCTOBER 01, 2020**
 VOID 180 Days After This Date

PAY Three Thousand Two Hundred and 00/100 Dollars

PAY TO THE ORDER OF: [REDACTED]

\$ ***3,200.00**
Audited, Allowed and Payment Warranted


 Acting Director
 Payment Directed

 State Treasurer

BANK OF AMERICA
 003359875641

⑈0013956271⑈ ⑆061112788⑆ 003359875641⑈

Reporting Requirements

Due by the 10th day of each month:

- The Expenditure Report/Payment Voucher
- The Activity Report



Please note that grantees are expected to complete at least 30% of the training within the first six months of the contract's start date. Grantees should be in close contact with their assigned Business Representative if this benchmark will not be met.

Monthly Reporting

- The Expenditure Report and Activity Report must be submitted each month, even if there are “0” expenditures.
- Supporting documentation (a training sign-in sheet) must accompany the Expenditure Report submitted for reimbursement.
- Submission of the Expenditure Report will automatically generate a Payment Voucher. (No longer a separate step for grantees.)



Please avoid processing and approval delays by submitting all Expenditure Reports and supporting documentation as described in the NGO.

Documentation of Training

All the elements required for documentation are on the Suggested Sign-In Sheet.



For training conducted remotely, please consult your NJDOL Business Representative for acceptable forms of documentation.

Please avoid processing and approval delays by submitting all Expenditure Reports and supporting documentation as described.

UPSKILL: NJ INCUMBENT WORKER TRAINING GRANTS PROGRAM DATE OF TRAINING: ___/___/___

GRANTEE: _____ GRANT #: _____

Consortium Participant CompanyName(s): _____
(if applicable)

NAME OF COURSE: _____ CTP #: _____

of CLOCK HOURS TRAINED: _____ TIME: _____ to _____ SESSION _____ of _____ PAGE _____ of _____

NAME OF INSTRUCTOR: _____ INSTRUCTOR'S SIGNATURE: _____
(Printed legibly)

Grantee certification: The trainees listed below received training as billed on the accompanying Expenditure Report.

Company Rep. Name _____ Signature _____ Direct phone #: _____
(Printed legibly)

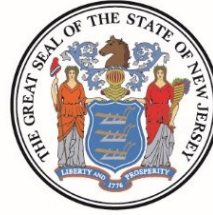
	TRAINEE NAME <small>(Must be clearly printed or typed and must align with the Expenditure Report.)</small>	TRAINEE SIGNATURE <small>(Must be original – NO PHOTOCOPIES.)</small>	TRAINEE ID#	PARTICIPATING COMPANY <small>(if applicable)</small>
1				
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4				
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REMINDER:

All applicants and their selected training providers are reminded that the business relationship established through the application process may result in a formal contract. This contract is between NJDOL and the grant applicant. Applicants may engage a third party agent for assistance in managing certain grant activities on their behalf, but the responsibility of working directly with NJDOL remains with the applicant. **NLDOL staff are available to assist grantees manage their own grant activities.**

The Customized Training Unit is here to help!

upskill@dol.nj.gov



The Customized Training Unit thanks you for your interest in



UPSKILL: NJ Incumbent Worker Training Grants

Fiscal Year 2021