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

<table>
<thead>
<tr>
<th>Training Applications</th>
<th>Maximum Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Employers</td>
<td>May apply for a maximum of $100,000</td>
</tr>
<tr>
<td>Industry-specific Consortiums</td>
<td>May apply for a maximum of $150,000 (Participating businesses are capped at $15,000 each)</td>
</tr>
</tbody>
</table>

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.
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.
Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the New User link to request access to the site.

NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency’s officials in DAC SAGE.

If your SAGE account is with a NJ municipal or county government agency, you should reset your password on the State DAC SAGE site.

Helpful Links:
- Reset Your Password
- SAGE Help Desk and Support Services
- Search programs available through SAGE
- Request Access to SAGE
- NJ Department of State Applicant User Guide

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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.
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.
Requirements of Applicants

• Plan project-based front-line employee-focused training that will achieve measurable outcomes. Examples include: an \textit{industry-valued credential} for the business, an \textit{industry-valued credential} for the trainees that furthers the trainee’s \textit{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. \textit{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](mailto: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:

<table>
<thead>
<tr>
<th>REQUIRED FOR ALL APPLICANTS:</th>
<th>REQUIRED ONLY FOR PREVIOUS (3 fiscal years) RECIPIENTS OF CUSTOMIZED TRAINING GRANT FUNDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-range Human Resource Development Plan</td>
<td>Non Duplication Attestation form</td>
</tr>
<tr>
<td>Narrative</td>
<td>REQUIRED ONLY FOR APPLICANTS REQUESTING ISO TRAINING: (consult NJDOL Business Representative)</td>
</tr>
<tr>
<td>Tax Clearance Certificate</td>
<td>ISO Letter</td>
</tr>
<tr>
<td>Training Plan</td>
<td>REQUIRED ONLY FOR CONSORTIUM APPLICANTS:</td>
</tr>
<tr>
<td>FY21Program Conditions form</td>
<td>Participating Companies List</td>
</tr>
</tbody>
</table>

| REQUIRED ONLY FOR FUNDING REQUESTS OF $25,000 OR MORE: |
All required documents for the application may be uploaded on the Required Documents page in SAGE.
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

<table>
<thead>
<tr>
<th>FY 2021 Round #</th>
<th>Authorized Official’s completed SAGE registration or update of existing account.</th>
<th>Letter of Intent (LOI) submitted by email and accepted by NJDOL.</th>
<th>Online application with all Required Documents uploaded, completed and submitted in SAGE.</th>
<th>Expected Panel Review Date Time Date Time Date Time Week of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/03/21 12:00 noon</td>
<td>02/03/21 12:00 noon</td>
<td>02/24/21 12:00 noon</td>
<td>03/15/21</td>
</tr>
</tbody>
</table>

### 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.
<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>CONTACT INFORMATION</th>
<th>DOCUMENT NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Services</td>
<td>Paymingortal@doc. nj.gov</td>
<td>96245547664645</td>
<td>45455-062-494-384-2743-6148</td>
<td>320000</td>
</tr>
</tbody>
</table>

**Questions Should Be Directed To Appropriate State Organization Listed Above.**

**Check Number:** A001396271

**Date:** 10/01/20

**Pay to the Order Of:**

**Bank of America**

**Amount:** $3,200.00

**Remarks:** Audited, Allowed and Payment Warranted.
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.
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

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Fiscal Year 2021