

# **Notice of Grant Opportunity (NGO)**



## **STATE OF NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

### **UPSKILL: NJ INCUMBENT WORKER TRAINING GRANT PROGRAM**

#### **Notice of Grant Opportunity**

**Fiscal Year 2025**

**Announcement Date: August 13, 2024**

**Robert Asaro-Angelo  
Commissioner**

## Table of Contents

Section A:	Name of Grant Program	Page 3 of 12
Section B:	Purpose of the Grant	Page 3 of 12
Section C:	Available Funding	Page 3 of 12
Section D:	Eligible Applicants	Page 4 of 12
Section E:	Requirements to Apply	Page 4 of 12
Section F:	The Developmental Subsidy Job Goal Accountability Act Application	Page 5 of 12
Section G:	Standard Assurances, Certifications and Provisions	Page 5 of 12
Section H:	Developing the Application	Page 5 of 12
Section I:	Application Process	Page 6 of 12
Section J:	Application Submittal Process	Page 6 of 12
Section K:	Application Submission dates	Page 7 of 12
Section L:	Panel Review and Rating Criteria	Page 7 of 12
Section M:	Panel Review Results Notification	Page 8 of 12

### Appendix/Attachments:

1. Letter of Intent	Page 9 of 12
2. FY25 Program Conditions Form	Page 10 of 12
3. Non-Duplication Attestation Form	Page 12 of 12

**Take Notice** that, in compliance with N.J.S.A. 52:14-34.4 et seq., the Department of Labor and Workforce Development (hereinafter “the Department” or “NJDOL”) regularly publishes on its website all notices of fund availability pertaining to federal or state grant funds, which may be awarded by the Department. The notices of fund availability may be found on the Department’s website under the heading “Research & Information” and the subheading “Grant Opportunities” by hovering the computer mouse cursor over the hyperlink <https://www.nj.gov/labor/research-info/grants.shtml> and hitting Ctrl+Left Click.

The State of New Jersey is committed to addressing the needs of New Jersey businesses by enhancing the employability of New Jersey residents and building a skilled workforce through work-based learning initiatives.

### **A. Name of grant program**

The Upskill: NJ Incumbent Worker Training Grant Program helps defray the cost of training current employees to retain employment or advance in the company, thereby increasing the competitiveness of the employee and employer.

### **B. Purpose of the grant**

The purpose of the UPSKILL: NJ Incumbent Worker Training Grant program is to provide New Jersey-based employers up to 50% cost reimbursement assistance to FOCUS on frontline incumbent worker training to meet current and future occupational skill requirements. Grant funds are not intended for company-required annual training or new-employee orientation training.

The Upskill grant program is open to all New Jersey businesses and business sectors, but the primary focus will be on the strategic business sectors (Advanced Manufacturing, Clean Energy, Film & Digital Media, Finance & Professional Services, Food & Beverage, Life Sciences, Offshore Wind, Technology, Transportation & Logistics) as identified by the Governor’s Economic Development Plan. This plan may be reviewed by hovering the computer mouse cursor over the hyperlink <https://www.njeda.com/strategic-industry-support/> and hitting Ctrl+Left Click.

Types of training include Third-Party Classroom Training, On-the-Job Training (OJT) and Company In-House Training. There is no required minimum number of trainees required per class to participate in the program. Eligible expenses include tuition fees, textbooks, software and examination/credentialing fees. Access fees for on-line training/learning are not eligible for reimbursement. OJT and Company In-House Training, available only to single employers, is reimbursed at 50% of the base wages of trainees during training. **Classroom-based training providers must be located in New Jersey.**

### **C. Available Funding**

The total amount of available funding is **\$10,000,000** from Workforce Development Partnership Funding: Traditional-Customized Training in fiscal year 2025 (FY25). Single employers and Consortiums may qualify for a maximum of **\$500,000** (dependent on number of trainees).

## D. Eligible Applicants

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

- Single employers seeking to train their employees in skills needed for jobs in all business sectors, but the primary focus will be on the **strategic sectors listed under Section B**.
- An employer organization, labor organization, community-based organization, or faith-based organization; secondary or postsecondary school or training provider seeking to meet the collective training needs of an industry-specific consortium of employers for jobs in all business sectors, but the primary focus will be on the **strategic sectors listed under Section B**.
- Government and Public entities.
- *Seasonal, temporary, part-time, commission-based, or 1099 positions are not eligible.*

## E. Requirements to Apply

- Complete Pre-Application Preparation as detailed on page 5.
- All employers will be required to provide tax clearance certificates obtained from the Department of the Treasury at: [Premier Business Services](#)
- Plan project-based front-line employee-focused training which will achieve measurable outcomes and grow or stabilize NJ business via the most cost-effective method of delivery.
- Complete Steps One, Two and Three of the Application Process as detailed on page 5.
- Commit to retain trainees for at least six months after training is completed.
- Grantees will be expected to host NJDOL staff on a quarterly basis to monitor training activities and to review training plans and participation sign-in sheets, etc.

## Required Documents and Program Reporting/Invoicing Requirements

1. Letter of Intent (LOI) form *Step Two of the Application Process* (see page 9 as form is NOT in IGX).
2. Documents uploaded to IGX as part of *Step Three of the Application Process*, required as described:

<b>REQUIRED FOR ALL APPLICANTS:</b>	<b>REQUIRED ONLY FOR PREVIOUS (3 fiscal years) RECIPIENTS OF CUSTOMIZED TRAINING GRANT FUNDS:</b>
Long-range Human Resource Development Plan	Non-Duplication Attestation Form (see page 12)
Narrative	<b>REQUIRED ONLY FOR APPLICANTS REQUESTING ISO TRAINING:</b> (consult NJDOL Business Representative)
Tax Clearance Certificate <a href="#">Premier Business Services</a>	International Organization for Standardization Letter
Training Plan	<b>REQUIRED ONLY FOR CONSORTIUM APPLICANTS:</b>
FY25 Program Conditions Form (see page 10)	Participating Companies List
<b>REQUIRED ONLY FOR FUNDING REQUESTS OF \$25,000 OR MORE:</b>	
Development Subsidy Job Goals Accountability Act Application <a href="#">The Development Subsidy Job Goals Accountability Act</a>	

**Program Reporting/Invoicing Requirements:** If a grant is awarded, a *Monthly Expenditure Report/Payment Voucher* must be submitted via IGX, due by the **10th day of each month**.

Before submission of the Final Expenditure Report, please contact your NJDOL Business Representative for important closeout instructions. The Final Activity Report must be completed by the grantee, not a third-party, within 60 days of the contract's end date.

## **F. The Development Subsidy Job Goals Accountability Act**

[Development Subsidy Job Goals Accountability Act](#): Public Law 2007, c.200 requires that all applicants awarded a grant in excess of \$25,000 complete the Development Subsidy Job Goals Accountability form: [The Development Subsidy Job Goals Accountability Act](#). This form must be completed within 30 days after the State's fiscal year for a period of five years after the grant is awarded.

## **G. Standard Assurances, Certifications and General Provisions**

The Standard Assurances and Certifications and General Provision may be obtained at: [Standard Assurances and Certification and General Provisions](#)

## **H. Developing an Upskill: Incumbent Worker Training Grant Application**

### **1: Training needs analysis**

Identify the training needs of the business and make an assessment of the current and future skills, knowledge, and competencies of employees and how they align with business goals and strategies. This may be accomplished by using various methods to conduct training needs analyses, such as surveys, performance reviews, or gap analysis evaluations. Once the training needs analysis is completed, prioritize the most critical and relevant training topics and estimate the amount and type of training required.

### **2: Training delivery methods**

Choose the training method that best accomplishes the goals of the training. Training methods typically include on-the-job training, 3<sup>rd</sup> party classroom training, and company in-house training. A business should weigh the benefits and costs of each method and choose the ones that suit the business' needs and budget.

### **3: Training providers and materials**

Internal or external 3<sup>rd</sup> party training providers may be used to conduct the required training. Internal trainers are employees who have the expertise and experience to deliver the training to their colleagues (commonly referred to as Subject Matter Experts). External 3<sup>rd</sup> party training providers are professionals who offer specialized training services or programs. Evaluate the quality, credibility, and availability of both options and decide which one meets your training needs and budget. Additionally, the cost and quality of other eligible training expenses, such as tuition fees, textbooks, software and examination/credentialing fees should be identified.

### **4: Training evaluation and follow-up**

The business will be required to evaluate and follow-up on the training outcomes. This includes having a clear and measurable way to determine if the training was effective and the desired results were achieved, such as employees receiving a Nationally Recognized Portable Credential. Various methods to evaluate the training should be used, such as credentialing exams or other work-based evaluations. A follow-up plan should be developed to assess the effectiveness of the training and to reinforce/sustain the training after it has been completed.

## I. Application Process

### Pre-Application Preparation

- Name an Authorized Official for the grant application. This person is a company representative located at a New Jersey-based facility who has signature authority on behalf of the company.
- **An application will not be accepted without a Unique Entity Identifier being entered on the application.** This number may be obtained at <https://sam.gov/content/home>
- Ensure you provide the correct FEIN - some businesses have more than one. The correct FEIN number is needed to properly invoice for the employees receiving the training.
- If the company is not currently paying state unemployment and disability insurance taxes, contact the Division of Employer Accounts at 609-633-6400 for information.
- If the company's employees (and payroll taxes) are paid through another company, be prepared to provide the name, address, and contact information of that company as well as your account number. *If the company has an existing tax liability greater than \$1000, contact the Department of the Treasury at <https://www.state.nj.us/treasury/taxation/busasst.shtml> by hovering the computer mouse cursor over the hyperlink and hitting Ctrl+Left Click.*
- *If the company has an existing worker wage tax collection liability to NJDOL greater than \$750, contact the Division of Employer Accounts at 609-633-6400 for information and payment options.*
- In order to conduct business with and receive reimbursement payments from the State of New Jersey, online registration of the W-9 is required either by calling the NJSTART help desk at 609-341-3500 or accessing [NJSTART](#) by hovering the computer mouse cursor over the hyperlink and hitting Ctrl+Left Click.

## J. Submitting the Application

### 1. Step One: IGX Registration/Update

Applications and grants are administered via the online IGX system. The Authorized Official (AO) must personally register (create an account) or ensure an existing account's information is current in IGX. After the registration is approved by NJDOL, the AO may add others (such as a grant manager) to his/her/their organization in IGX. The AO will be notified of the IGX registration approval in Step Two. To Access IGX to register or update an account, hover the computer mouse cursor over the hyperlink <https://njdol.intelligrants.com/> and hit Ctrl+Left Click.

*Make note of the EXACT spelling of the username and the EXACT spelling of the business' name in IGX; they will both be needed for Step Two.*

### 2. Step Two: Letter of Intent (LOI) Process:

Applicants are required to notify NJDOL of the intent to apply for the grant program. For each application round, there is a firm due date and time for this notification which is emailed to [upskill@dol.nj.gov](mailto:upskill@dol.nj.gov). The LOI form (see page 9) must be completed (completion of all fields is required) and submitted by a company representative or third-party authorized by the AO. After the LOI form is processed by NJDOL, the Authorized Official will receive email confirmation of approval of the IGX registration (*Step One*), completion of the Letter of Intent Process (*Step Two*), availability of the application in IGX (*Step Three*), and assignment of an NJDOL Business Representative for application assistance and technical service needs.

### 3. Step Three: Submission of the online IGX Application

As soon as the AO receives the confirmation email described in Step Two, the application may be accessed in IGX. The application consists of detailed information about the requested training, trainees, budget and plan, as well as the uploading of all Required Forms, which include the Long Range Human Resource Development Plan and answers to the Narrative questions, on which the application will be scored. *All information entered/uploaded in IGX MUST BE SAVED. After receipt of the confirmation email, access the online IGX application by hovering the computer mouse cursor over the hyperlink <https://njdol.intelligrants.com/> and hit Ctrl+Left Click.*

### K. APPLICATION SUBMISSION DATES

Schedule of Submission Dates and Times							
FY 2025 Round #	STEP ONE: IGX registration completed/updated by the Authorized Official		STEP TWO: Online Letter of Intent (LOI) form submitted by the applicant and accepted by NJDOL.		STEP THREE: Online application with all Required Documents uploaded, completed and submitted in IGX.		Panel Review Expected to begin
	Date	Time	Date	Time	Date	Time	Week of:
1	9/11/24	12:00 noon	09/18/24	12:00 noon	10/02/24	12:00 noon	10/28/24
2	11/13/24	12:00 noon	11/27/24	12:00 noon	12/04/24	12:00 noon	12/30/24
3	01/08/25	12:00 noon	01/15/25	12:00 noon	01/29/25	12:00 noon	02/24/25
4	03/12/25	12:00 noon	03/19/25	12:00 noon	04/02/25	12:00 noon	04/28/25

### L. PANEL REVIEW AND RATING CRITERIA

Panel Review:
<p>UPSKILL: NJ Incumbent Worker Training Grants are competitive. All completed applications submitted by the due date and time for each round will be reviewed and rated by a diverse 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.</p>
Rating Criteria:
<p>Applications will be scored as follows: A maximum of <b>20 points</b> may be awarded for the <b>Long-Range Human Resource Development Plan</b>; a maximum of <b>80 points</b> may be awarded for responses to <b>Narrative Questions 1 – 4</b>, for a total of <b>100 possible points</b>.</p>

#### Long-Range Human Resource Development Plan – A Required Document (MS Word format) uploaded to IGX:

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 (single employer) or industry goals (participating companies) as determined by the strategic planning, which is developed through:

1. Preparation of a human resource inventory of employees and preparation of a job analysis.
2. Assessment of future demand and assessment of future supply.
3. Establishment of a plan for recruiting, hiring, educating, appraising, and compensating employees.

**The Plan includes:**

- A. Identification of short-term hiring/workforce needs and the training required for those jobs
- B. Details of how the requested training builds on previous training (NJDOLE sponsored or not) and/or will be built upon with future training.
- C. Strategies for the advancement of current employees and creating new positions for unemployed jobseekers.
- D. **If applicable:** If the business was awarded a Skills Partnership or UPSKILL Grant in the past three fiscal years (fy2022, fy2023, fy2024), how did the previous grant funds impact the business and what measurable outcomes were achieved?

**Measurable outcomes** – Expected results of training. Examples include skill attainment that advances the employee’s career pathway, pay increases for the employee, industry-valued credentials for the business or employee and job retention.

**Narrative** – Required Document (MS Word format) uploaded to IGX with **clear** and **concise** answers to these questions:

*For Single Employer Applicants:*

1. What is (are) your specific business issue(s)/need(s) that the training will address?
2. How will the proposed training address the issue(s)/need(s)?
3. How will this training contribute to the growth and/or stabilization of the business in the state of New Jersey?
4. What measurable outcome(s) will the requested training achieve for the trainees, such as a nationally recognized portable credential or professional license?

*For Consortium Applicants:*

1. What is (are) the collective business issue(s)/need(s) of this industry sector that the training will address?
2. How will the proposed training address the issue(s)/need(s)?
3. How will this training contribute to the growth and/or stabilization of the participating businesses in the state of New Jersey?
5. What measurable outcome(s) will the requested training achieve for the trainees, such as a nationally recognized portable credential or professional license?

**M. Panel Review Results Notification**

Applicants will be notified of the panel review outcome after the panel review has concluded. Those not passing Panel Review will be advised to address identified issues and reapply again in subsequent rounds.



**LETTER OF INTENT**

**FY25 UPSKILL: NJ Incumbent Worker Training Grant Round:**  #1  #2  #3  #4

I intend to apply for the UPSKILL: NJ Incumbent Worker Training Grant. I have completed registration or updated my existing account in the IGX Grant/Contract/ETPL Management System. I did read and do understand the Notice of Grant Opportunity for the 2025 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.**

<b>IMPORTANT INFORMATION FOR ALL APPLICANTS:</b>		
Email this completed form to <a href="mailto:upskill@dol.nj.gov">upskill@dol.nj.gov</a> before the deadline specified in the Schedule of Submission Dates and Times in the FY25 Notice of Grant Opportunity. <b>If this form is not submitted from the email address of the Authorized Official, the Authorized Official MUST be copied on the submission email.</b> Incorrect or incomplete information <b>will delay</b> access to the online grant application.		
<b>Legal business name:</b>	<b>FEIN:</b>	<b>Unique Entity Identifier (UEI):</b>
<b>NJ business address:</b>	<b>County of NJ business:</b>	<b>Business web address:</b>
	<b>Industry:</b>	
<b>Name/Title of Authorized Official (AO):</b>		<b>AO Direct Phone #</b>
<b>Consortium Applicant <u>ONLY</u>:</b>		
<b>Industry:</b>	<b>Describe requested training &amp; certification goals:</b>	
<b>IMPORTANT INFORMATION FOR CONSORTIUM APPLICANTS:</b>		
The consortium must be completed at the time of application. <b>All participating companies must be identified and approved by NJDOL before the application deadline.</b> A <b>Participating Companies List</b> in Microsoft Excel format with the FEIN, contact person and contact information for each company must be uploaded to "Required Documents" in IGX 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 approved.		

# FY 2025 UPSKILL: NJ INCUMBENT WORKER TRAINING GRANT PROGRAM

## PROGRAM CONDITIONS FORM

- The applicant assumes all costs related to the preparation of the Training Grant application - Costs incurred by an applicant prior to the execution of a formal training contract are not reimbursable. This includes assessment of need.
- The submittal of an application does not in any way obligate or imply approval of financial assistance by the New Jersey Department of Labor and Workforce Development.
- All training plans submitted as part of the application must be carefully developed to be completed within a 12-month period of time from date of award.
- All training plans submitted as part of the application must be based on employer(s) need (need defined as a specific business problem whereby requested training will result in a business solution).
- Grantees must provide matching funds toward total program costs. NJDOL up to 50% & Grantee (minimum match) 50%. Wages paid to employees while attending training go toward employer match.
- Grant funds are distributed on a reimbursable basis. Request for reimbursement is submitted on-line via IGX once each training program is completed and must be supported by documentation of completion (sign-in sheets).
- Union concurrence with any submitted training plan is required if a union represents workers at the location for which training is being requested.
- Program participation must not cause any displacement of current workers or result in any reduction in their hours of employment. Training must not replace or compete with an approved apprenticeship program.
- Participating businesses must provide workers' compensation coverage for any worker enrolled in the UPSKILL: NJ Incumbent Worker training grant program.
- Trainees are expected to receive their normal wages while involved in training supported by the UPSKILL: NJ Incumbent Worker training grant.
- Grant agreements begin after contracts are signed by the NJDOL Commissioner.
- **Classroom-based training providers must be located in New Jersey.** Training providers must provide written notification of any subcontracted providers utilized under the grant agreement and receive NJDOL approval before commencement of any training.

- Participating businesses must agree to post all available jobs with the Local One-Stop Career Center. Your assigned Business Representative can help facilitate this process.
- Participating business must notify the assigned BR (NJDOL Business Representative) of any anticipated changes to a grant agreement prior to submitting a request for changes online and must maintain ongoing contact with the assigned NJDOL BR throughout the grant contract period.
- Grantees **must invoice at least 30%** of the award amount **within first 6 months** of the contract start date. Failure to comply will result in the de-obligation of the unexpended funds.
- Grantee must submit a closeout FINAL Activity report **within 60 days** of contract completion. The closeout FINAL Activity report will contain at a minimum; training outcomes, credentials obtained, and customer satisfaction.
- If a participating business leaves New Jersey within 3 years of the conclusion of the contract, all monies received under the contract agreement must be refunded to the state.
- Grant Applicant confirms by signature that they have fully reviewed **BOTH** the NGO (Notice of Grant Opportunity) and the General Provisions, which govern the contract, and understand the obligations of an applicant.

Grant Applicant Authorized Official:

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(Print Name and Title)

X

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(Signature & Date)



PHILIP D. MURPHY  
*Governor*

*State of New Jersey*

ROBERT ASARO-ANGELO  
*Commissioner*

TAHESHA L. WAY  
*Lieutenant Governor*

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
P.O. BOX 055, TRENTON, NEW JERSEY 08625-0055

## **FY2025 NON-DUPLICATION ATTESTATION**

New Jersey Department of Labor and Workforce Development  
Workforce Grant and Program Management  
Office of Customized Training

Customized Training Application No. \_\_\_\_\_

Date: \_\_\_\_\_

No course in this application will duplicate training provided to the same trainees in a prior grant.

\_\_\_\_\_  
Applicant Company Name

\_\_\_\_\_  
Name – Applicant Company Official (Print)

\_\_\_\_\_  
Signature – Applicant Company Official